

Office Use Only:  CSO  Smart & Skilled  Other: \_\_\_\_\_  Receipt Issued

## Personal Details (legal name as per photo ID, which will need to be produced to verify legal name)

Last Name: \_\_\_\_\_ First Names: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Gender:  Male  Female  Other  
 Residential Address: \_\_\_\_\_  
 Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Postal Address (if different to above): \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Email: \_\_\_\_\_

## Course of Interest

Course Name: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ Course Venue (if known): \_\_\_\_\_  
 How did you hear about above?  Newspaper  Website  Internet  Word of Mouth  Radio  Other (specify): \_\_\_\_\_  
 Do you consent to photography/videos being taken for promotional or advertising purposes?  Yes  No  
 I am applying for:  Recognition of Prior Learning (RPL) and/or  Credit Transfer (CT) (see Student Handbook for more information)

## Emergency Contact Details

Contact Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 In the event of an emergency, do you give the College permission to organise transport and treatment and agree to pay all costs related to the emergency?  Yes  No

## Unique Student Identifier (USI)

Do you have a USI?  **Yes** (Please print – 10 characters): \_\_\_\_\_ or  
 **No** - I hereby give permission for the College to apply for a USI on my behalf and will provide all necessary identification per following list (as required for nationally recognised training):  
 Driver's Licence  Australian Passport or  Medicare Card.

Please indicate your town, state/region and country of birth: \_\_\_\_\_

## AVETMISS Data Collection

### Language and Cultural Diversity:

In which country were you born?  
 Australia  
 Other (specify): \_\_\_\_\_  
 Do you speak a language other than English at home?  
 No, English only  
 Yes, other (specify): \_\_\_\_\_  
 How well do you speak English?  
 Very well  Well  Not well  Not at all  
 Are you Aboriginal or Torres Strait Islander origin?  
 No  Yes, Aboriginal  Yes, Torres Strait Islander

### Disability:

Do you have a disability, impairment or long term condition?  Yes  No  
 If **yes**, please indicate areas of disability, impairment or long-term condition (you can tick more than one):  
 Hearing/deaf  Physical  
 Intellectual  Learning  
 Mental illness  Vision  
 Acquired brain impairment  
 Medical condition/s  Other.

### Schooling:

What is your **highest** completed school level (please tick one box only)?  
 Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent  
 Year 8 or below  
 Never attended school  
 In which year did you complete that school level? \_\_\_\_\_  
 Are you still attending secondary school?  Yes  No

### Qualifications:

Have you  successfully completed, or are you  currently undertaking, any of the following qualifications:  
 Bachelor or Higher Degree  
 Advanced Diploma/Associate Degree  
 Diploma or Associate Diploma  
 Certificate IV or Advanced Certificate  
 Certificate III or Trade Certificate  
 Certificate II  
 Certificate I  
 Other certificates (specify): \_\_\_\_\_

### Employment:

Current employment status?  
 Full-time employee  
 Part-time/casual employee  
 Self-employed – not employing others  
 Employer  
 Employed – unpaid worker in family business  
 Unemployed – seeking full-time work  
 Unemployed – seeking part-time or casual work  
 Not employed – not seeking employment.

### Study Reason:

Reason for study (tick one box)?  
 Get a job  
 Develop my existing business  
 Start my own business  
 Try for a different career  
 Get a better job or promotion  
 Was a requirement of my job  
 Wanted extra skills for my job  
 Get into another course or study  
 Personal interest / self-development  
 Other reasons.

## Additional Fee Subsidy Information (tick only as applicable)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> I am an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen | <input type="checkbox"/> I am a current Commonwealth benefit recipient (e.g. Centrelink) and I receive the following type of benefit (specify): _____<br><b>Please attach a copy of your current statement.</b> | <input type="checkbox"/> I live in government housing   |
| <input type="checkbox"/> I am 15 years or older  | <input type="checkbox"/> I am currently a dependent child, spouse or partner of a Commonwealth entitlement.   | <input type="checkbox"/> I live in a correctional centre  |
| <input type="checkbox"/> I am living and/or working in NSW   | <b>Please attach evidence.</b>  | <input type="checkbox"/> I need assistance with reading, writing and/or numeracy or study support |
| <input type="checkbox"/> I am a migrant or refugee who is currently unemployed or underemployed  |   | <input type="checkbox"/> I live in a regional or remote community                                 |
|  |   | <input type="checkbox"/> I have other circumstances (please state): _____                         |

## Essential Information

### Enrolment Conditions:

By enrolling with TLK Community College ('the College'), you agree that:

- You must enrol and pay the applicable course fee before commencement
- You must be aged 15 years and over, unless the course indicates it is for younger students or you have permission from the College to enrol
- If enrolling in nationally recognised training, you have read and understood the relevant course pre-enrolment information and the College's Student Handbook, available on-line at [www.tlccc.com.au](http://www.tlccc.com.au) or from reception
- You meet any pre-requisites if applicable
- You must abide by all College policies and procedures, and where relevant, adhere to the entitlement and eligibility criteria of Smart and Skilled
- Confirmation of your enrolment may be subject to suitability assessment
- You cannot bring any person who is not enrolled in the course with you, unless that person is your carer and you have pre-arranged their attendance with the College
- The College reserves the right to alter any published arrangements, either before or during a course, or to cancel or terminate a course and to refuse any enrolment as permitted by law.

### Further Information:

The College's Student Handbook, available on-line at [www.tlccc.com.au](http://www.tlccc.com.au) or from reception, includes further information regarding:

- Fees and charges
- Course cancellations
- Enrolment and induction
- Access and equity
- Learning and assessment
- Credit Transfer (CT) and Recognition of Prior Learning (RPL)
- Issuing of certificates and
- Student rules, attendance and behaviour.

The following policies and procedures, available on-line at [www.tlccc.com.au](http://www.tlccc.com.au) or from College reception, should be read before enrolment:

- Fees and Refund Policy
- Privacy Policy
- Social Media Policy
- Student Complaint Resolution and Appeal Policy
- Work, Health and Safety Policy
- Harassment, Bullying and Discrimination Policy.

Please contact the College if you require further information.

## Privacy Notice

Under the (Commonwealth) Data Provision Requirements 2012, TLK Community College (the 'College') is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by the College for statistical, administrative, regulatory and research purposes. The College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated Vocational Education and Training (VET) transcripts
- Facilitating statistics and research relating to education, including surveys and data linkage
- Pre-populating RTO student enrolment forms
- Understanding how the VET market operates, for policy, workforce planning and consumer information and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party

contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

The College may also disclose your personal information to:

- A school if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- An employer if you are enrolled in training paid by your employer
- Authorised entities conducting student surveys or research.

For training subsidised by the NSW Government, including Smart and Skilled, personal information collected by the College may be disclosed to a NSW Government Department. The Department may disclose personal information to other Australian government agencies, including those located in States and Territories outside New South Wales.

Government agencies may use your personal information for any purpose relating to the exercise of their government functions, including but not limited to determining your eligibility to receive subsidised training or for any fee exemptions or concessions. Your personal information may also be disclosed to other third parties if required by law.

This notice is provided in addition to the College's Privacy Policy, available on-line at [www.tlccc.com.au](http://www.tlccc.com.au) or from College reception.

## Student Declaration and Consent

- I agree to the enrolment conditions and declare that the information I have provided in this application is to the best of my knowledge true, correct and not misleading in any way. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I acknowledge and agree that a government department or authorised agent may contact me by telephone, email or post during or after I have ceased any subsidised training with the College for the purpose of evaluating and assessing my training.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** If under 18 years of age at the time of giving consent, then parent/guardian consent is also required.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Parent/Guardian Name: \_\_\_\_\_

## Method of Payment

Please tick:  Cash  Money Order  MasterCard  Visa card  Cheque (payable to TLK Community College)

Cardholders Name (Printed): \_\_\_\_\_ Cardholders Signature: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Expiry Date: \_\_\_\_ / \_\_\_\_ CCV: \_\_\_\_\_