

Office Use Only: ACE Smart & Skilled Other: _____ Receipt Issued
 ABN: 47 568 269 236 ACN: 638920948

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

Last Name: _____ First Names: _____
 Single name only (Tick this box if you have one name only that cannot be written in the above format. Write your single name in the 'Last Name' section).
 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): _____
 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) – See Privacy Notice on Reverse Side

Do you have a USI? **Yes** (Please print – 10 characters): _____ and/or
 I hereby give permission for the College to search for and/or confirm my USI number, 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):
 Australian Driver's Licence Australian Passport Non-Australian Passport Medicare Card
 Certificate of Registration by Descent Australian Birth Certificate Citizenship Certificate
 Immicard (Please provide a colour copy).

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): _____
 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
 Are you still enrolled in secondary or senior secondary education?
 Yes No

Qualifications:

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

Employment:

Current employment status?
 Full-time employee
 Part-time employee
 Self-employed – not employing others
 Self-employed – employing others
 Employed – unpaid worker in a family business
 Unemployed – seeking full-time work
 Unemployed – seeking part-time/casual
 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
 I wanted extra skills for my job
 Get into another course of study
 Personal interest/self-development
 Get skills for community/voluntary work
 Other reasons.

Additional Fee Subsidy Information (tick only as applicable)

- I am an Australian citizen, Australian permanent resident, Australian permanent humanitarian visa holder or New Zealand citizen
- I am 15 years or older
- I am living and/or working in NSW
- I am a migrant or refugee who is currently unemployed or underemployed

- I am a current Commonwealth benefit recipient (e.g. Centrelink) and I receive the following type of benefit (specify): _____

Please attach a copy of your current statement.

- I am currently a dependent child, spouse or partner of a Commonwealth entitlement.
Please attach evidence.

- I live in government housing
- I live in a correctional centre
- I need assistance with reading, writing and/or numeracy or study support
- I live in a regional or remote community
- 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 course commencement
- You must be 15 years or over, unless the course is for younger students or you have College permission to enrol
- For nationally recognised training, you have read the relevant pre-enrolment information and Student Handbook (available at www.tlccc.com.au or from College reception)
- Enrolment confirmation is subject to a suitability assessment and any pre-requisites (disclosed in pre-enrolment information), with nationally recognised training also requiring a language, literacy, numeracy and digital (LLND) review
- The College will advise you of available learning support and reasonable adjustments before enrolment confirmation, if required
- You must not bring anyone who is not enrolled, unless an approved carer or aide has been arranged with the College in advance
- You must follow all College policies and meet any applicable Smart and Skilled or other funding eligibility criteria
- The College may change course arrangements, cancel or terminate a course, or refuse enrolment as permitted by law.

Further Information:

The College's Student Handbook, available on-line at www.tlccc.com.au or from College reception, includes further information, including:

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

RPL or CT may reduce course duration and/or fees, which is confirmed before enrolment.

If eligible for Smart and Skilled, you will be advised of entitlements, fee obligations, and how future enrolments at the same level may affect eligibility. Where applicable, your individual student fee will be confirmed in writing before enrolment.

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

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

Please contact the College if you require further information.

Privacy Notice

As a registered training organisation (RTO) TLK College, we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

We are required by law (under the National Vocational Education and Training Regulatory Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

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.

NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purpose of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information

If you would like to seek access to or correct your personal information or make a complaint about how your personal information has been handled or ask a question about this privacy notice, in the first instance, please contact the College on 4353 0017.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

You may receive a student survey which may be run by a government department of an NCVER employee, agent, third-party contractor or another authorised agency. 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 law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

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 or from College reception.

Student Identifiers Act 2014 (Cth) - Privacy Notice for Students

Students requesting the College apply for a Unique Student Identifier (USI) on their behalf must read, understand and accept the USI Privacy Notice terms:

- I have read, understand and accept the USI Privacy Notice available at <https://www.usi.gov.au/documents/privacy-notice> or from College reception.

Student Declaration and Consent

I agree to the enrolment conditions and declare that the information I have provided is true, correct and not misleading. I confirm I have received and understood the pre-enrolment information, including entry requirements, fees, available support services, policies and the Student Handbook. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I agree that a government department or authorised agent may contact me during or after subsidised training for evaluation purposes. I also agree to notify the College of any change to my contact details within seven (7) days.

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: _____