

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)

- 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 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 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 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 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).

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 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: _____