# Enrolment Form

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| 1. Student Details – (please use block letters (black or blue)) |
| **USI** | **LUI No.** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Family Name\*** |  |
| **Given Name/s** |  |
| **Former Surname** |  |
| *(\*The name given above is used for all official purposes such as fee concession validation, and will appear on results/awards issued)* |
| **Preferred Name** |  |
| **Male** | **Female** | **Date of Birth (dd/mm/yy)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Other** |  |  |
| 2. Contact Details |
| **Home Phone** |  |
| **Mobile Phone** |  |
| **Work** |  |
| **Email** |  |
| **Home Address** |
| **Building Property Name** |  |
| **Flat Unit Details** |  |
| **Street Number** |  | **Street** |  |
| **Suburb** |  |
| **State** |  | **Post Code** |  |  |  |  |  |
| **Mail Address** (please state “AS ABOVE” if same as home address) |
| **Street** |  |
| **Suburb** |  |
| **State** |  | **Post Code** |  |  |  |  |  |
| **Preferred method of Contact – please tick** |
| **Email** |  | **Mobile** |  | **Mail** |  |
| **Emergency Contact – Who to contact in an emergency** |
| **Name** |  |
| **Phone** |  |
| **Relationship** |  |
| 3. Cultural Diversity |
| **Were you born in Australia**  | **Yes** |  | **No** |  |
| **Town/City of Birth?** |  |
| **If no, in which country were you born?** |  |
| **Are you of Aboriginal or Torres Strait Islander origin?**  | **No** |  |
| **Yes****Aboriginal** |  | **Yes, Torres Strait Islander** |  | **Both Torres Strait Islander and Aboriginal** |  |
| **Which tribal/language group do you belong to?**  |  |
| **If tribal/language group unknown please indicate here (✓)** |  |
| **Are you an Australian Citizen** | **Yes** |  | **No** |  |
| 4. Employment (employer details) |
| **Company Name** |  |
| **Contact** |  |
| **Street** |  |
| **Suburb** |  |
| **State** |  | **Post Code** |  |  |  |  |  |
| **Email** |  |
| **Supervisor’s Name and Contact Number** |  |
| **Employment Details – tick one box only** |
| Of the following categories, which best describes your current employment status? |
| **Employed full time by someone else** |  |
| **Employed part time or casual by someone else or school based apprentice** |  |
| **Self Employed – not employing other people** |  |
| **Employer – someone who employs other people** |  |
| **Employed unpaid family worker** |  |
| **Unemployed – looking for full time work** |  |
| **Unemployed – looking for part time work** |  |
| **Not employed – not looking for employment** |  |
| 5. Language |
| **Do you speak a language other than English at Home?**(If more than one language, indicate the one that is spoken most often) |
| **No, English only** |  |  |
| **Yes, other, please specify** |  | **Specify** |  |
| **How well do you speak English?** |
| **Very Well** |  | **Well** |  | **Not Well** |  | **Not at all** |  |
| 6. Disabilities (answering these questions will not affect your enrolment) |
| **Do you consider yourself to have a disability, impairment or long term condition?** |
| **Yes** |  | **No** |  | **Go to Question 7** |
| If yes, please indicate the areas of disability |
| **Hearing/Deaf** |  | **Acquired Brain Impairment** |  |
| **Physical** |  | **Vision** |  |
| **Intellectual** |  | **Medical Condition** |  |
| **Learning** |  | **Numeracy/Literacy** |  |
| **Mental Illness** |  | **Other** |  |
| Would you like to receive advice on support services, equipment and facilities which may assist? (if available). |
| **Yes** |  | **No** |  |  |
| 7. Schooling |
| **What is your highest completed school level?** |
| **Year 12** |  | **Year 10** |  | **Other** |  |
| **In which year did you complete that school level**  |  |  |  |  |
| **Are you still attending secondary school?** |
| **Yes** |  | **No** |  | **Year Level** |  |
| If yes, provide name of school |  |
| **Previous qualifications achieved** |
| **Have you successfully completed any of the following qualifications?** |
| If yes, tick any applicable boxes | **Yes** |  | **No** |  |
| **Bachelor Degree or Higher Degree** |  |
| **Advanced Diploma or associate Degree** |  |
| **Diploma (or associate Diploma)** |  |
| **Certificate IV (or Associate Diploma)** |  |
| **Certificate III (or Trade Certificate)** |  |
| **Certificate II** |  |
| **Certificate I** |  |
| **Certificates other than the above** |  |
| 8. Disclosure |
| Educational authorities such as Hutchies Training conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes, if you have any objection to being contacted, please tick here.  |
| Privacy Declaration |
| Under the Data Provision Requirements 2012, Hutchies Training 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 and your training activity data) may be used or disclosed by, Gold Coast School of Construction for statistical, regulatory and research purposes. , Gold Coast School of Construction may disclose your personal information for these purposes to third parties, including:* School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
* Employer – if you are enrolled in training paid by your employer;
* Commonwealth and State or Territory government departments and authorised agencies; NCVER; Organisations conducting student surveys; and Researchers. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
* Issuing statements of attainment or qualification, and populating authenticated VET transcripts; facilitating statistics and research relating to education, including surveys; understanding how the VET market operates, for policy, workforce planning and consumer information; and administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 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)). |
| 9. How did you find out about us? |
| **Employer** |  | **Friend** |  |
| **Television** |  | **Hutchies** |  |
| **Career Expo** |  | **Signs** |  |
| **Newspaper** |  | **Website** |  |
| **School** |  | **Radio** |  |
| Student Declaration |
| **Please read carefully (continues in the right column)**I declare that the information I have provided to the best of my knowledge is true and correct.I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.I agree to abide by Hutchies Training rules and regulations and Policies (available from the Hutchies Training Website) and acknowledge that facilities made available for my use will be used only in accordance with principles of proper use and relevant rules.* I confirm the accuracy of the information provided.
* I have read and understand the privacy declaration.
* **I understand I must provide evidence of concession eligibility at the time of enrolment.**

**Subsequent evidence will not be accepted**If under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through Hutchies Training.**Unique Student Identifier (USI)**From 1 January 2015, we Hutchies Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on computer or mobile device. Please note that if you would like to specify your gender as ‘other’ you will need to contact the USI Office for assistance.I hereby give permission for Hutchies Training to use my personal details to access and/or apply for my USI. I understand that Hutchies Training will not misuse my information and adhere to the Australian Privacy Principles (Privacy Act 1998) and the Unique Student Identifiers Act and all identity documents are destroyed upon receipt of the USI.**USI application through your RTO (if you do not already have one)****Application for Unique Student Identifier (USI)**If you would like us Hutchies Training to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf. I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[NAME]* authorise Hutchies Training to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. |
| **Signed** |
| **Student** |  | **Date** |  |
| **Parent or Guardian**if student is under 18 years |  | **Date** |  |

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| OFFICE USE ONLY |
| **VETtrak Entered** |  |  | **Initialled** |  |
| **Student Number** |  |  |
| **Payment Received** |
| **Cash** |  | **Eftpos** |  | **Chq/Money Order** |  | **Credit Card** |  |

## Certified Documents

We require **certified copies** of documents (witnessed by a Commissioner for Declarations or Justice of the Peace).

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| Identification |
| *At least one of the following must be provided as a* ***certified copy****. Please tick the one you are supplying.* |
| **Drivers Licence** |  | **Birth Certificate** |  |
| **18+ Card** |  | **School ID** |  |

## Enrolment Information

Please tick the relevant box for the course/s you are enrolling in.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program Code | Program Name | FullProgram | Assessment Only/RPLPartial | TrainingCredit | Transfer |
| **Accredited** | **Short Courses** | CPC10111 **Certificate I in Construction** |  |  |  |  |
| CPC30211 **Certificate III in Carpentry** |  |  |  |  |
| CPC30611 **Certificate III in Painting & Decorating** |  |  |  |  |
| CPCCWHS1001 **White Card** |  |  |  |  |
| CPCCCM3001 **Operate Elevated Work Platforms** |  |  |  |  |
| CPCCCM2010B **Work Safely at Heights** |  |  |  |  |
|  |  |  |  |  |
| **Other** |  |  |  |  |
| **Non Accredited** |  |  |  |  |  |
|  |  |  |  |  |

**Note** ‘Tick Assessment Only’ if you are undertaking a Recognition of Prior Learning Assessment

## Consent and Release Agreement

| I hereby give Hutchies Training and its related entities my absolute right and permission to copyright and use images of me for the purpose of advertising, public relations, direct mail or any other purposes.I hereby waive the right to any additional fees, royalties, other commissions or any payment whatsoever and will make no further claims of Hutchies Training.  |
| --- |
| Student Signature |  | Date |  |
| Parent or Guardian Signatureif student is under 18 years |  | Date |  |