Enrolment Form

ALL fields of this enrolment form are mandatory.

Course Details				
Course Name				
Location				
Start Date(s)	(include Cluster dates if applicable)			
Delivery Mode	☐ Classroom ☐ Self-Paced ☐ eLearning ☐ Blended			

Personal Details			
Write the same name used for your Unique Student Identifier (USI), if you have one, including any middle names.			
Family Name			
Given Name(s)			
Date of Birth		☐ Male ☐ Female ☐ Other:	
Unique Student Identifier (USI) If you do not have a USI, apply at usi.gov.au.	☐☐☐☐☐☐☐☐☐☐		

Contact Details				
Residential Address Provide the physical address, including street number and name and **not** a post office box, where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.	**Building/property name**			
	Flat/unit details			
	Street number			
	Street name			
	Suburb, locality or town			
	State identifier		**Postcode**	
Postal Address If different from above.	**Building/property name**			
	Flat/unit details			
	Street number			
	Street name			
	Postal delivery box			
	Suburb, locality or town			
	State identifier		**Postcode**	

Telephone Number	
Mobile Number	
Email Address	

Emergency Contact

Full Name	
Relationship	
Telephone Number	
Email Address	

Employment Details

Employer Name	
Occupation Title	

Fees and Refunds

Fees and refunds are provided as per the following:

- All course fees are listed on our website and provided during enrolment
- Payment plans are available to individual students as per the terms and conditions of the agreement
- A tax invoice is provided at enrolment, and a receipt is issued upon payment
- Certificates are issued only after full payment of course fees has been made
- Withdrawal five (5)+ business days' notice prior to course commencement for a full refund; withdrawal less than five (5) days incurs a $100 fee; withdrawal on the start date for a 50% refund.

Refer to our Fees and Refunds Policy for more information.

Payment Methods

☐ **Personal Invoice**

Payment is accepted via cash, direct deposit or credit card.

☐ **Payment Plan**

Students can choose a payment plan for course fees of $1,500 or above, provided through EzyPay, as per the terms and conditions agreed upon during enrolment.

Standard payment terms are as follows:

- $500 (+$2.20 load fee) payable prior to course commencement
- $250 payable on a fortnightly basis
- Additional fees are charged as per our Fees and Refunds Policy.

☐ **Company Invoice**

Please attach the purchase order to your enrolment form.

Company Name	
Company Address	
Accounts Contact Name	
Contact Number	
Email Address	

In what country were you born?

- [ ] Australia
- [ ] Other: _____

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, Please specify: _____

Are you of Aboriginal or Torres Strait Islander origin? (tick one box only):

For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes

- [ ] No
- [ ] Yes, Aboriginal
- [ ] Yes, Torres Strait Islander

Do you consider yourself to have a disability, impairment or long-term condition?

- [ ] Yes
- [ ] No

If YES, please indicate the areas of disability impairment or long-term condition:

- [ ] Hearing/Deaf
- [ ] Physical
- [ ] Intellectual
- [ ] Learning
- [ ] Mental Illness
- [ ] Acquired brain impairment
- [ ] Vision
- [ ] Medical condition
- [ ] Other: _____

What is your highest COMPLETED school year?

- [ ] Completed Year 12
- [ ] Completed Year 11
- [ ] Completed Year 10
- [ ] Completed Year 9
- [ ] Completed Year 8 or lower
- [ ] Never attended school

Are you still enrolled in secondary or senior secondary education?

- [ ] Yes
- [ ] No

Have you successfully completed any of the following qualifications? Please tick all appropriate.

- [ ] Bachelor Degree or Higher
- [ ] Advanced Diploma or Associate Degree
- [ ] Diploma (or Associate Diploma)
- [ ] Certificate IV (or Advanced Certificate/Technician)
- [ ] Certificate III (or Trade Certificate)
- [ ] Certificate II
- [ ] Certificate I
- [ ] Certificates other than the above

Of the following categories, which BEST describes your current employment status? (tick one box only)

- [ ] 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 work
- [ ] Unemployed – not seeking employment

Of the following categories, which BEST describes your main reason for undertaking this training program? (tick one box only)

- [ ] To get a job
- [ ] To develop my existing business
- [ ] To start my own business
- [ ] To try for a different career
- [ ] To get a better job or promotion
- [ ] It was a requirement for my job
- [ ] I wanted extra skills for my job
- [ ] To get into another course of study
- [ ] For personal interest or self-development
- [ ] Other reasons: _____

Additional Information

Do you have any other nationally recognised Qualifications or Statements of Attainment? If YES, please provide copies.	☐ Yes ☐ No
Do you require language, literacy or numeracy assistance (LLN)? If YES, please contact Student Services.	☐ Yes ☐ No
Do you require computer or digital literacy assistance? If YES, please contact Student Services.	☐ Yes ☐ No
Are you currently on a Visa? If YES, please indicate which Visa:	☐ Yes ☐ No

Comments:

Privacy Notice

Trainwest is required by law under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act) to disclose the personal information we collect 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.

Under the NVETR legislation, we must include the below Privacy Notice on our enrolment documents:

Why we collect your personal information

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

How we use your personal information

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.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator 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.

How the NCVER and other bodies handle your personal information

The 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 NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes 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.

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

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

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

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed on the following page.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice.

Surveys

You may receive a student survey which may be run by a government department or 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.

Contact information

At any time, you may contact Trainwest to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice.

Telephone: 1300 938 411 | **Email**: admin@trainwest.com.au

Refer to our Privacy Policy for more information.

Student Declaration and Consent

I declare that the information I have provided is true and correct, to the best of my knowledge.
I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice.
I confirm that I have read and agree to the terms and conditions in the Trainwest Student Handbook.

Student Signature		**Date**	
Parent/Guardian Signature **Required for students under the age of 18*		**Date**	