



Enrolment Form

ALL fields of this enrolment form are mandatory.

Course Details			
Course Name			
Location			
Start Dates <i>(include Cluster dates if applicable)</i>			
Delivery Mode	<input type="checkbox"/> Self-Paced	<input type="checkbox"/> Classroom	<input type="checkbox"/> eLearning
Personal Details			
<i>Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.</i>			
Family Name			
Given Name/s			
Date of Birth		Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	
Unique Student Identifier:	To register for your Unique Student ID number; please visit the USI website .		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Details			
Residential Address <i>(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)</i>	Building/property name		
	Flat/unit details		
	Street number		
	Street name		
	Suburb, locality or town		
	State identifier		Postcode
Postal Address <i>(If different from above)</i>	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 Details

Full Name	
Relationship	
Telephone Number	
Email Address	

Employment Details

Occupation Title	
Employer Name	

Fees and Refunds Policy

Prepaid fees are fees collected before the relevant services are provided. Student course deposit amounts are limited to \$1,500 per student in prepaid fees. Trainwest ensures:

- We will not collect more than \$1,500 prior to course commencement.
- All students are issued with a tax invoice at time of enrolment, and upon payment a tax receipt is issued.
- If you wish to transfer to another course, five (5) days' notice must be given.
- If you wish to cancel, five (5) days' notice must be given, however a \$100 administration fee is payable.
- Non-attendance will incur full course cost (student can transfer into another course within 6 months).
- If the course commenced but not completed, the full cost is payable (student can transfer within 6 months).
- Qualifications and Statements of Attainment will not be issued until full course costs have been paid.

Refer to our [Fees and Refunds Policy](#) for more information.

Payment Options

Personal Invoice

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

Company Invoice

Company Name: _____

Company Address: _____

Accounts Contact Name: _____

Email Address: _____

Contact Number: _____

Please attach Purchase Order.

Payment Plan

Trainwest offers flexible interest free payment plans. Payment terms and amounts are agreed upon between the client and the Trainwest. Standard payment terms are as follows:

- \$500 payable prior to course commencement
- \$250 payable on a fortnightly basis.

Payments are accepted via cash, direct deposit or credit card.

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 and 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 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.

Student Signature		Date	
Parent/Guardian Signature <i>*Required for all students under the age of 18</i>		Date	