

# Vocational Enrolment Form

50-56 Auburn Street Wollongong

02 4226 1622

[training@weaillawarra.com.au](mailto:training@weaillawarra.com.au)



## Course Details

Course Code	Course Name	Start Date	Funding	Location	Fee
Course Fee Total					

## Student Information

Unique Student Identifier (USI)				<input type="checkbox"/> Tick if you do not have a USI	
Title <i>(Please tick one box only)</i>					
<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
Gender <i>(Please tick one box only)</i>					
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Not specified			
First Name					
Surname					
Date of Birth					
Contact Details <i>(You must provide at least 1 phone number and an email address)</i>					
Phone					
Email					
Current Residential Address <i>(Not a PO Box)</i>					
Number					
Street Name					
Suburb					
State			Postcode		
Which country were you born in?	<input type="checkbox"/> Australia <input type="checkbox"/> Other:		Language spoken at home?		
Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Neither <input type="checkbox"/> Aboriginal		<input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Both		
Are you living in social housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
Do you receive Centrelink benefits?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please state what type:		
Have you been unemployed more than 52 consecutive weeks?			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you undertaken any other Smart & Skilled training this year?			<input type="checkbox"/> Yes <input type="checkbox"/> No		

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<b>What is your highest COMPLETED school level?</b>		<b>Are you enrolled in school?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 8 or below		
<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Never attended school		
<b>Have you Successfully Completed any of the following qualifications?</b>				
<input type="checkbox"/> Bachelor's degree or Higher Degree level		<input type="checkbox"/> Certificate IV		
<input type="checkbox"/> Vocational Graduate Certificate		<input type="checkbox"/> Certificate III		
<input type="checkbox"/> Vocational Graduate Diploma		<input type="checkbox"/> Certificate II		
<input type="checkbox"/> Advanced Diploma		<input type="checkbox"/> Certificate I		
<input type="checkbox"/> Diploma		<input type="checkbox"/> No post school qualification		
<b>Are you intending to be registered in a traineeship for this qualification?</b>				
<input type="checkbox"/> Yes, registered		If YES, which type?		
<input type="checkbox"/> Yes, intending to be registered		<input type="checkbox"/> New Entrant Traineeship		
<input type="checkbox"/> No		<input type="checkbox"/> Existing Worker Traineeship		
		<input type="checkbox"/> School Based Traineeship		
<b>Are you being enrolled under a fee waiver?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Fee-Free Traineeship initiative		<input type="checkbox"/> Asylum Seeker – Temporary Humanitarian Visa or Bridging Visa or Partner		
<input type="checkbox"/> NSW Fee Free – General		<input type="checkbox"/> Refugee – Humanitarian, Protection or Temporary Protection Visa, Safe Haven		
<input type="checkbox"/> Home Schooled Student		<input type="checkbox"/> NSW Fee-Free – NSW Veterans or Recognised Partners		
<input type="checkbox"/> Fee-Free Scholarship – Other Circumstances				
<input type="checkbox"/> Fee-Free Scholarship – Out-of-home-care				
<b>Do you consider yourself to have a disability?</b>		<b>Your main reason for study is</b> <i>(tick one box only)</i>		
<input type="checkbox"/> No	<input type="checkbox"/> Yes - If yes, please indicate all that apply	<input type="checkbox"/> Get a job		
<input type="checkbox"/> Hearing/deaf		<input type="checkbox"/> To develop my existing business		
<input type="checkbox"/> Physical		<input type="checkbox"/> Start my own business		
<input type="checkbox"/> Intellectual Learning		<input type="checkbox"/> Try for a different career		
<input type="checkbox"/> Mental Illness		<input type="checkbox"/> To get a better job or promotion		
<input type="checkbox"/> Brain Impairment		<input type="checkbox"/> It was a requirement of my job		
<input type="checkbox"/> Vision		<input type="checkbox"/> I wanted extra skills for my job		
<input type="checkbox"/> Medical Condition		<input type="checkbox"/> To get into another course of study		
<input type="checkbox"/> Other please specify:		<input type="checkbox"/> For personal interest or self-development		
		<input type="checkbox"/> None of the above		
<b>Employment information</b> <i>(tick one box only)</i>		<b>Employer or Employment Services Provider</b>		
<input type="checkbox"/> Full-time employee		<b>Name</b>		
<input type="checkbox"/> Part-time employee		<b>Address</b>		
<input type="checkbox"/> Self-employed – not employing others		<b>Contact</b>		
<input type="checkbox"/> Employer		<b>Phone</b>		
<input type="checkbox"/> Employed – unpaid worker in a family business		<b>Email</b>		
<input type="checkbox"/> Unemployed – seeking full-time work				
<input type="checkbox"/> Unemployed – seeking part-time work				
<input type="checkbox"/> Not employed – not seeking employment				

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## Permission to create student USI

From 1 January 2015 we, WEA Illawarra, 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). If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi>

If you would like us, WEA Illawarra, 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-policy>

I [NAME] \_\_\_\_\_ authorise WEA Illawarra to apply pursuant to sub-section 9(2) of the Students 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 pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-policy>

Please state birth country \_\_\_\_\_ Birth city/suburb \_\_\_\_\_

Please provide a photocopy of one of the following types of ID

- |  |   |
|--|---|
| <input type="checkbox"/> Drivers Licence                               | <input type="checkbox"/> Certificate of Registration by Descent |
| <input type="checkbox"/> Medicare Card                                 | <input type="checkbox"/> Citizenship Certificate                |
| <input type="checkbox"/> Australian Passport                           | <input type="checkbox"/> ImmiCard                               |
| <input type="checkbox"/> Non-Australian Passport, with Australian Visa | <input type="checkbox"/> Other Australian ID                    |
| <input type="checkbox"/> Australian Birth Certificate                  |   |

## Additional information relating to funding

As part of the NSW Governments ACE Contact and Smart and Skilled Contact, WEA Illawarra can provide subsidised training for part and full qualifications for eligible persons. If you are eligible, this training is subsidised by the NSW Government. You must answer YES to these three questions at the time of applying to be eligible for funding.

- |   |  |
|---|--|
| 1. Do you live or work in NSW?                                | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Are you an Australian or NZ citizen or permanent resident? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. Are you 15 or more years old?                              | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Questionnaire (tick either Yes or No for every question)	YES	NO
1. Are you a dependant of a person with a disability	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you a dependant of a person who received Centrelink benefits?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you a migrant or refugee, unemployed or looking for MORE or BETTER work?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is using a computer difficult?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is reading difficult?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is writing difficult?	<input type="checkbox"/>	<input type="checkbox"/>
7. Is maths difficult?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you find it hard to understand people when listening and talking in English?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you feel you are not ready for work or have difficulty at work?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have personal issues that make it hard to do a course or learn?	<input type="checkbox"/>	<input type="checkbox"/>
11. I can't afford childcare so I can't do a course	<input type="checkbox"/>	<input type="checkbox"/>
12. I can't afford the cost of travel to do a course	<input type="checkbox"/>	<input type="checkbox"/>
13. I am a carer which makes it very hard to do a course	<input type="checkbox"/>	<input type="checkbox"/>

\*Additional eligibility criteria apply, and you must be assessed against criteria.

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## Consent to use and disclosure of personal information

As a registered training organisation (RTO), we collect and use your personal information to process and manage your enrolment in a vocational education and training (VET) course with us. Failure to provide this information or allow access to your USI (Unique Student Identifier) will prevent the processing of your enrolment. Your details are required for compliance obligations as an RTO.

I \_\_\_\_\_ (First, middle and last name) with date of birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Of \_\_\_\_\_ (Current residential address)

understand and agree that, under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, WEA Illawarra is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together Personal Information) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by WEA Illawarra for statistical, regulatory and research purposes. WEA Illawarra may disclose my personal information for these purposes to third parties, including:

- Employer - if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (Department);
- NCVER;
- Organisations (including the Department) conducting student surveys; and
- Researchers

Personal Information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET 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 program administration, regulation, monitoring and evaluation.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my 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)).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with WEA Illawarra for the purposes of evaluating and assessing my subsidised training.

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 the manner outlined above.

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I consent to WEA Illawarra searching for and verifying my USI (Unique Student Identifier).

I also confirm that I have read, listened to, or had explained to me, and agree to, the terms and conditions of my enrolment into this WEA Illawarra course.

I am aware that WEA Illawarra has a student handbook located at [www.weaillawarra.com.au](http://www.weaillawarra.com.au) and I can ask for a printed copy of the student handbook or other policies and procedures at any time. This includes the National VET Data Policy Privacy Notice and WEA Illawarra's policy on student use of Microsoft Office 365. I will comply with my responsibilities when accessing this system.

I acknowledge that WEA Illawarra may add my email address to a mailing list to receive information from WEA Illawarra. I will be able to unsubscribe to this at any time.

If referred to WEA Illawarra by a Workforce Australia Provider, my training progress can be shared with my Provider.

☐ **Yes** or ☐ **No** - I give permission for WEA Illawarra to take digital, photographic or video images of me taking part in a WEA Illawarra course for the purposes of collecting assessment evidence.

☐ **Yes** or ☐ **No** - I give permission for WEA Illawarra to take digital, photographic or video images of me taking part in a WEA Illawarra course for use in marketing and promotional activities.

<b>Print Full Name</b>			
<b>Signature</b>		<b>Date</b>	
<i>Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required</i>			
<b>Guardian Full Name</b>			
<b>Signature</b>		<b>Date</b>	

## Staff Declaration

- ☐ I confirm that I have read the consent wording to the person identified above and they have indicated that they understand and agree.
- ☐ I confirm that the person identified above has indicated that they have read the Consent Wording and that they understand and agree.
- ☐ I confirm that the Consent Wording was communicated to the person identified above through an interpreter and the person identified above has indicated through the interpreter that they understand and agree. This declaration may be in addition to the signature above of the person providing the consent.
- ☐ I confirm that I have discussed the following in a pre-enrolment interview.
- Funding eligibility
  - Language, literacy and numeracy assessment (LLN) to determine that the student meets appropriate language, literacy and numeracy skills and abilities to meet the requirements of their desired training program as per the Australian Core Skills Framework (ACSF).
  - The students training and assessment needs.

I also confirm that I am authorised by WEA Illawarra to make this declaration.

<b>Staff Member Name</b>			
<b>Staff Member Signature</b>		<b>Date</b>	

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ACE Eligibility and Exceptions			
<b>For WEA Staff/Trainer to complete</b> This table sets out the general eligibility criteria that apply to all students under the ACE Program. Eligible students must provide relevant evidence listed below. <b>Expiry or issued dates of sighted documents to be noted.</b>			
ACE/Smart & Skilled Criteria	Evidence	Sighted details	
Aged 15 years or over	Government proof of identification		
No longer enrolled in secondary school	Home school exception		
Live or work in NSW (exception A)	Government evidence of address		
Has a Unique Student Identifier (USI)	Provided by student or created by WEA Illawarra with student permission		
Meets one of the following requirements: <ul style="list-style-type: none"> <li>• Australian citizen</li> <li>• Australian permanent resident</li> <li>• NZ citizen</li> <li>• Refugee or Humanitarian Visa</li> <li>• Eligible Asylum Seeker</li> </ul>	Green Medicare card, Birth Certificate (Australian or NZ), Passport (Australian or NZ), Certificate of Citizenship, Certificate of Evidence of Resident Status (CERS), Visa – confirm details.		
Fully subsidised accredited and non-accredited training under the ACE Program is provided to target groups in the table below. Select which category may be applicable to this student:			
Category	Description	Selection/Evidence	
CSD/CSO	Disadvantaged Students	<input type="checkbox"/>	
CSR	Regional or Remote Students	<input type="checkbox"/>	
TSB	Targeted Skills for Small Business	<input type="checkbox"/>	
SLP	School Leavers Program	<input type="checkbox"/>	
CSE	Emergency	<input type="checkbox"/>	
The CSD category is further divided into 6 criteria ranked in order listed below – select which category is applicable.			
Additional code	Description	Selection/Evidence	
LLN	Low Literacy Numeracy and Digital Skills	<input type="checkbox"/>	
ECD	Economic Disadvantage	<input type="checkbox"/>	
FDV	Family /Domestic violence or coercion	<input type="checkbox"/>	
VYP	Vulnerable Young Person	<input type="checkbox"/>	
EDO	Educational Opportunity	<input type="checkbox"/>	
CAL	Culturally and Linguistically Diverse	<input type="checkbox"/>	
<b>Additional Comments</b>     			
Student Name		Staff Signature	