



COURSE ENROLMENT FORM

HR

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MC

PERSONAL INFORMATION * Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Licence No.:				Expiry date:			
Surname				First Name			
Second Name				Gender (Tick one box)	Male		Female
							Other
Date of Birth	Day	Month	Year	Home phone			
Work phone				Mobile			
E-mail address							

Alternate e-mail (optional)							
Emergency Contact	Name:				Contact No.:		
Building/ Property name				Flat/Unit details			
Street/Lot number			Street Name				
Suburb			State		Postcode		
Postal address is different from above	PO Box						
Suburb			State		Postcode		

LANGUAGE AND CULTURAL DIVERSITY

Country of Birth	Australia		Other – <i>please specify</i>				
<i>Do you speak a language other than English at home?</i>							
English only		Other – <i>please specify</i>					
<i>Are you of Aboriginal or Torres Strait origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both boxes)</i>							
No		Yes, Aboriginal		Yes, Torres Strait Islander			

DISABILITY

<i>Do you consider yourself to have a disability, impairment, or long-term condition?</i>							
Yes		No (go to the next section)					
<i>If you indicated the presence of a disability, impairment, or long-term condition, please select the area/s in the following list:</i>							
Hearing/ Deaf		Physical		Medical condition		Intellectual	
Mental illness		Learning		Acquired brain impairment		Other	

SCHOOLING									
What is your highest COMPLETED school level? (Tick ONE box only)									
Year 12 or equivalent				Year 11 or equivalent				Year 10 or equivalent	
Year 8 or below				Year 9 or equivalent				Never attended school	
Are you still enrolled in secondary or senior secondary education?								Yes	No
PREVIOUS QUALIFICATION ACHIEVED									
Have you completed any of the qualifications listed below?								Yes	No
Bachelor or higher degree				Adv. Diploma or associate degree				Diploma (or associate Diploma)	
Certificate IV (or advanced certificate/technician)				Certificate III (or trade certificate)				Certificate II	
Certificate I				Other qualifications (inc. cert or overseas qualifications not listed)					
EMPLOYMENT									
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)									
Full-time employment				Self-employed – not employing others				Self-employed – employ others	
Part-time employment				Employed – unpaid in family business				Unemployed – seeking full time	
Unemployed – seeking part time				Not employed – not seeking employment					
STUDY REASON									
Of the following categories, select the one which BEST describes the main reason you are undertaking this course (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 of my job	
I want extra skills for my job				To get into another course of study				For personal interest or self-development	
To get skills for community/voluntary work				Other reasons					
UNIQUE STUDENT IDENTIFIER (USI)									
Red Sand Truck Driver Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you <u>do not</u> 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 <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)
You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

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Please read the following below and tick to confirm your understanding		
1.	I have completed all sections of this Enrolment Form to the best of my knowledge, I am aware that it is an offence to make false statements in any part of this form.	
2.	I have read, and understand all the information presented in the Learner Information Pack for the course I have enrolled in.	
3.	I understand all RSTDT training courses involve reading, written & knowledge assessments, verbal questioning, individual one-on-one tuition with hands on driving experience, and a driving assessment requiring the demonstration and application of skills & knowledge relevant to the competencies of the course.	
4.	I understand that my Theory Assessment must be completed and brought with me on the day of my training. Failure to complete the assessment will affect the allocated training time, all Theory assessments need to be completed before commencing the practical component of the course as well as the issuing of any SOA.	
5.	It is my responsibility to ensure my driver's licence is current to commence training and if applicable be assessed on the specified date. I agree that no refund or credit will be given for cancelled training and/or assessment if there is an issue on the scheduled day of training with my driver's licence.	
6.	Whilst training with Red Sand Truck Driver Training, I will be responsible for:	
	a) the cost of insurance excess to Red Sand Truck Driver Training in the event of an accident caused by me.	
	b) payment of any fine due to a traffic infringement whilst driving the vehicle under training, assessment and/or PDA.	
	c) payment of any damage to any part of any vehicle/ property caused by myself during my training at Red Sand Truck Driver Training	
7.	I understand that there will be mandatory breaks taken during the driving training, these breaks are included in the overall training timeframe, if extra breaks are needed, I have the right to ask the trainer as required, knowing this will affect my on-road practical driver training.	
8.	I understand an eyesight test (DoT requirement) will be conducted prior to commencing my driver training. If I fail the eyesight test, training cannot commence, and my course/lesson fees will be refunded less \$100 administration fee. I will notify the trainer/assessor if I am required to wear prescription glasses/ contact lenses whilst driving, these are to be worn during the eyesight test and throughout my driver training course.	
9.	I understand that if I have any medical condition/s which might affect my driving, I will notify the Administration staff on booking my driver training course. Training will not commence until such time as my medical condition/s has been assessed by the DoT as required.	
10.	I have indicated on the enrolment form any conditions, disabilities or restrictions that may impact my ability to learn or be assessed.	
11.	I am aware an additional fee must be paid to DoT on submitting my documentation to upgrade my licence	
12.	I am aware that I must successfully complete the training component before I am eligible to sit a Dept. of Transport Practical Driving Assessment. (DoT PDA)	
13.	I understand that deferred assessments may only be in credit for a maximum of 3 months.	
14.	I am aware that RSTDT has a strict refund policy, any cancellations must be received in writing/ email no less than 5 working days prior to course commencement to receive either a refund or credit.	
15.	I understand there will be a non-refundable booking fee of \$100 for any course cancelled within 5 days of the scheduled course and anything less than 5 days all fees are forfeited.	
16.	I understand that, if for any reason, a trainer/ assessor has probable cause to believe that I have attended my training under the influence of alcohol or drugs, I will be subject to a breathalyser test and further sanctions as outlined in the RSTDT Disciplinary Policy will be implemented.	
17.	I understand that opting in for the Assessment Only, NO PRACTICAL ON-ROAD TRAINING will be provided to me, I must either provide a valid Statement of Attainment (SoA) or completed Theory Assessment prior to commencing the Practical Driving Assessment (PDA).	
18.	I consent to RSTDT to use my personal information to contact me for the purpose of direct marketing ONLY.	
19.	I agree to allow RSTDT to use any image and/or video taken of me while training or any written testimonial given by me for future marketing purposes or use on their social media platforms/ website.	

PRIVACY POLICY

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 Education, Skills and Employment (DESE), 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 below.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.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 **Red Sand Truck Driver Training** 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

Red Sand Truck Driver Training
33 Rothschild Pl, Midvale, WA
6056

By signing this enrolment form, I Aprillare that I have read and understood the Privacy Policy as well as all the conditions, requirements and expectations listed above.

Signature: _____

Date: _____

Name of document:	Enrolment Form		
Version Number: 8.1	Red Sand Enrolments & Assessment Documents		
Reviewed: April 2022	Next review due: Nov 2022.		
RTO	Written by: Red Sand Truck Driver Training	Page 5 of 5	