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**RTO Code: 91358**

**Enrolment Form**

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| **1. PERSONAL DETAILS** |
| Title: Tick one. Mr 🞏 Mrs 🞏 Miss 🞏 Ms 🞏 Dr 🞏 Other 🞏  Given name: ………………………………………… Family name (surname): …………………………………………  Address: ……………………………………………………………………………Suburb/ Town: ……………………………  State/ Territory: ………………… ………………… P/Code: ………..........  Phone (home): ……………… ……………… Mobile: …………………………………………  Email: ……………………………………………………………………………………………………………………..  Male 🞎 Female 🞎 Date of Birth ……… / ………. / ……….  **Are you of Aboriginal or Torres Strait Islander origin?**  🞏 No 🞏 Yes Aboriginal 🞏 Yes Torres Strait islander  Country of Birth: …………………………………… Language spoken at home: ……………………………  **Unique Student Identifier (USI)**  Do you already possess a unique student identifier (USI)? 🞏 Yes 🞏 No  If you already have an unique student identifier please insert it here: ………………………..  If you wish to grant Unique College of Technology UCT Pty Ltd permission to source a unique student identifier on your behalf, tick this box 🞏  **Emergency contact details**  Emergency contact: …………………………………… Relationship: ………………………………………..  Daytime telephone: …………………………………… Mobile: ……………………………………………… |
| **2. COURSE DETAILS** |
| Indicate the name and code of the course or unit of competency you are applying for.  Course code: Course title:  Unit name: ……………………………………………………… …………………………Unit code: …………………  **How did you hear about the course?** Employer/ colleague/ internet/ flyer/ word of mouth / job network/ yellow pages/advertisement/ training.gov.au  Do you satisfy the course entry requirements (if any)? 🞏 Yes 🞏 No. Evidence attached? 🞏 Yes 🞏 No |
| **3. LEARNING DETAILS** |
| **How well do you speak English?**  Very well 🞎 Well 🞎 Not well 🞎 Not at all 🞎  Year school completed (eg.1998): …………………… Town/City: ………………………………………….  **What is your highest completed school year?** (Tick one)  🞏Year 12 🞏Year 11 🞏Year 10 🞏Year 9 🞏Year 8 or below 🞏 never attended school  Are you still attending secondary school? 🞏 Yes 🞏 No  **Have you successfully completed any of the following qualifications?**  🞏 Yes 🞏 No  If you have completed qualifications since leaving school, which option/s best describes?  🞏 Advanced Diploma or Associate Degree 🞏 Certificate I  🞏 Bachelor Degree or higher degree 🞏 Certificate II  🞏 Diploma or Associate Diploma 🞏 Certificate III or Trade Certificate  🞏 Other certificate 🞏 Certificate I/Advanced/Technical Cert.  **Do you have a disability, impairment or long-term condition?** 🞏 Yes 🞏 No  If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:  🞏 Acquired brain injury 🞏 Hearing/deaf 🞏 Intellectual 🞏 Learning  🞏 Medical Condition 🞏 Mental Illness 🞏 Other disability 🞏 Physical  🞏 Unspecified 🞏 Visual/sight 🞏 Chronic Illness  Is there anything that may prevent you from successfully completing the training course? 🞏 Yes 🞏 No  If yes please submit details with this application.  **Do you need help with reading and writing or maths?** 🞏 Yes 🞏 No  **For what reason/s, as listed below, do you wish to complete this course?**  🞏 Get a job 🞏 Develop my existing business 🞏 Start my own business  🞏 Try for a different career 🞏 Get a better job or promotion 🞏 Requirement of my job  🞏 Extra skills for my job 🞏 Get into another course or study 🞏 For personal interest  🞏 For self-development 🞏 Other reasons  **Course delivery and assessment methods**  Indicate whether the delivery and assessment methods are appropriate for your learning requirements.  Face to face: Yes/ No Workplace: Yes/ No Supported by trainers via phone, e-mail and face to face meetings: Yes/ No  If you have answered ‘no’ to the questions above on delivery and assessment methods please provide the reason below: |
| **4. EMPLOYMENT DETAILS** |
| Which situation, as listed below, best describes your current employment status?  🞏 Employed (as an unpaid family worker) 🞏 An employer  🞏 Employee full time 🞏 Not employed – not seeking employment/retired  🞏 Employee part time 🞏 Self employed (not employing others)  🞏 Unemployed and seeking full time work 🞏 Unemployed and seeking part time work  Occupation: ………………………………………………………………………………  Business Name: …………………………………………………………………………………………………………  Postal Address: ………………………………………………………………………………………………………….  Contact Phone: ………………………………………………… Fax: ……………………………………………….  Email: …………………………………………………………………………………………………………………….. |
| **5. RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER** |
| Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? 🞏 Yes 🞏 No  RPL assessment fees are charged at $150 per unit of competency. There is no fee charged for processing CT applications. |
| **6. PRIVACY** |
| Unique College of Technology UCT Pty Ltd respects client’s privacy rights and operates in compliance with the Privacy legislation. Refer to admin@uct.edu.au for more details.  Unique College of Technology UCT Pty Ltd will treat all client personal information confidentially and will not disclose any details to a third party without the student’s prior written consent. \*\*  \*\*Except where required through its commitment to comply with the National Vocational Education and Training Regulator Act 2011 and supply client data to the National VET Regulator (ASQA), National Centre for Vocational Education Research (NCVER) and other regulatory bodies or to a court of Law. |
| |  |  | | --- | --- | | **7. Course withdrawal/ cancellation period** | **Terms** | | More than 28 days prior to commencement of the course any prepaid fees less the enrolment fee is refunded. | Full refund minus enrolment fee | | If an enrolment is cancelled less than 28 days from the commencement of the course or the student does not commence on the agreed date, or withdraws from the course once it has commenced there is no refund of pre-paid fees or where no fees have been pre-paid the student will be liable for the first payment. | No refund of pre-paid fees or liability for first instalment, unless extenuating circumstances apply as per fees and refund policy and procedure. | | Withdrawal after course start date. | No refund of pre-paid fees provided. | | Unique College of Technology UCT Pty Ltd fails to deliver the course within 10 working days of the agreed date | Student is offered the next course start date or full refund of fees paid to date. Unique College of Technology UCT Pty Ltd is liable for its own associated costs. | | Unique College of Technology UCT Pty Ltd fails to deliver the agreed services after the fee has been paid. | Full refund of fees paid to date. | | If there are extenuating circumstances leading to the client’s withdrawal (Unique College of Technology UCT Pty Ltd will review the circumstances along with supporting evidence and may to offer the course at the next intake. Fees paid will be transferred to the next available course in such circumstances. Assessment of each situation is at the CEO’s discretion. | | |  | | |
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| **Prior to completing this enrolment form it is important that all you read the Student Information Handbook which outlines important information about your training course and identifies your and Unique College of Technology UCT Pty Ltd rights and responsibilities. Clients are encouraged to contact the Training Manager to seek clarification on any item.** |
| **8. DECLARATION** |
| **Privacy Statement & Student Declaration**  **Privacy Notice**    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 NCVER and other bodies handle your personal information  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.  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.  NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf.  NCVER does not intend to disclose your personal information to any overseas recipients.  For more information about how 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 Unique College of Technology UCT Pty Ltd to: Telephone: 1300 905 858 Email: admin@uct.edu.au  • 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  Consent for publication of photographs and student work  • RTO occasionally takes photos of students participating in classes for publicity purposes. These photos may be displayed on our website. The names and details of the people in the photos are not released or published. Staff will always identify when they are taking photos so students who don’t wish to have their photo taken can be excluded from the photo. If at any time your photo is published on the website and you would like it removed, we will do so within 24 hours of receiving a written request to remove it.  • Do you consent to the use of your photo under these conditions? Please circle one: Yes No  • If you indicated NO please ensure you advise the staff member at the time the photo is being taken to ensure you are excluded from the photo.  Consent/authority to release information and view documents  Please be assured that any discussions held with this representative will be for the purposes of your assessment and for your skills development.  During the process we do not plan to discuss your evidence or work practices with other trainees, unless we have your written permission to do so.  You are required to give permission in writing for any of these discussions or viewing of evidence to occur.  • I will be required to participate in the completion of a National Students Outcomes Survey [NCVER], during the course of my training program.  Please read this section carefully before signing and submitting the application.   * I have read and understood the information in the Client Information Handbook * I understand how to access Unique College of Technology UCT Pty Ltd services and information as described in the Client Information Handbook * I understand that access to my academic records is provided free of charge. (if I have paid all fees relating to the record I wish to access). * I declare that the information provided by me in this application is true, correct and complete at this time. * I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/ or the continued provision of training and assessment services * I have read and understood Unique College of Technology UCT Pty Ltd fees and refund policy and procedure. * I acknowledge that all fees are payable in full on course commencement or the commencement of the term that the fees relate to. * I agree to abide by Unique College of Technology UCT Pty Ltd Code of Conduct and Policies and Procedures. * I understand my rights when undertaking a course with Unique College of Technology UCT Pty Ltd including the right to access the Complaints and Appeals Policy. I also understand I have the right to access Australian Consumer Protection Law. * I acknowledge that the information that I provide to Unique College of Technology UCT Pty Ltd may be made available to Commonwealth and State agencies through its obligations to comply with the National Vocational Education and Training Regulator Act 2011. |
| **Client signature** |
| **Client name:** ……………………………………. ……… **Client signature:** …………………………………… **Date:** …………………….  Return the completed enrolment form along with supporting documentation to the Training Manager, Unique College of Technology UCT Pty Ltd. |
| **To be completed by Unique College of Technology UCT Pty Ltd staff** |
| **This section is to be completed by Unique College of Technology UCT Pty Ltd staff member assessing the application:**  The client has submitted the appropriate evidence/ documentation in support of the application. 🞏 Yes 🞏 No  The client satisfies the entry requirements. 🞏 Yes 🞏 No  The client has been notified of the outcome of the application. 🞏 Yes 🞏 No  **Staff name:** …………………………………………….. **Staff** **signature** ………………………………………  **Date:**…………………… |