

Apprentice Application Form

Qualification Code: UEE30820



Qualification Title: Certificate III in Electrotechnology Electrician

RTO Code: 21098

PREVIOUS ENROLMENT

Have you ever enrolled at NECA Education and Careers Before?

PERSONAL DETAILS

Title:	Mr
First Name:	Jeremy
Surname:	Howard
Known By:	Jeremy
Gender:	Male
Date of Birth:	08 Nov 2005
Address:	30 Darling Street
Suburb:	Moonee Ponds
State:	Victoria
Postcode:	3039
Postal Address	Same as above
Home Phone:	
Mobile:	0490-917-039
Email:	jeremy.howard05@icloud.com

EMERGENCY CONTACT

First Name:	Scott
Surname:	Howard
Number:	0401814012
Email:	scott@gpselec.com.au
Relationship:	Father

EMPLOYER DETAILS

Company:	GPS Electrical Services (Vic) Pty Ltd
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Will your employer be paying your invoice directly? No

AVETMISS Data

LABOUR STATUS

The following category best describes your current employment status:

Full time employee

REFERRED FROM A JOB SEEKER

If unemployed, were you referred from a Job Seeker?

NATIONALITY AND LANGUAGE DETAILS

Country of Birth	Australia
Indigenous Status?	No, Neither Aboriginal nor Torres Strait Islander
Do you speak a language other than English at home?:	English

EDUCATION AND PRIOR LEARNING DETAILS

Are you still attending secondary school?	No
What was your highest completed school level?	Year 12
Have you successfully completed any of the following qualifications?	No

DISABILITY DETAILS

Do you consider yourself to have a disability, impairment or long term condition?	No
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UNIQUE STUDENT IDENTIFIER

Unique Student Identifier (USI)?	F37EL6AZ8D
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ENROLMENT AVETMISS DETAILS

Which best describes your main reason for undertaking the program / apprenticeship?	To get a job
Which classification best describes the industry of current or previous employer?	Electricity, Gas, Water and Waste Services
Which role best describes your current or recent occupation?	Technicians and Trades Workers

CONCESSION CARD DETAILS

Do you have a valid concession card?	Yes
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WOULD YOU DESCRIBE YOURSELF AS BELONGING TO ANY OF THE FOLLOWING COHORTS

Would you describe yourself as belonging to any of the following cohorts?

HOW DID YOU HEAR ABOUT US?

How did you hear about us?	G Force
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VICTORIAN STUDENT NUMBER

Victorian Student Number (VSN):	
Previous Victorian Education:	No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
Most recent Victorian School attended:	

CREDIT TRANSFER

I wish to apply for Credit Transfer:	No
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RECOGNITION OF PRIOR LEARNING/RPL

I wish to apply for Recognition of Prior Learning (RPL)?	No
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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 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.

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.

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 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 NECA Education and Careers 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

<https://necaeducation.com.au/footer-menu/privacy-policy/>

If you have any questions, concerns or complaints about the Privacy Policy or our handling of your personal information, please contact:

Natalie Green
Ph: 03 9381 1922
Email: privacy@necaeducation.com.au
PO Box 187 North Carlton VIC 3054

If we receive a privacy complaint it will be treated seriously and dealt with promptly, in a confidential manner, and in accordance with NECA Education & Careers internal complaints handling procedures.

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of your data

NECA Education and Careers is required to provide the Department with student and training activity data. This includes personal information collected in the NECA Education and Careers enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). NECA Education and Careers provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: [DET website](#)

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department- endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information please contact NECA Education and Careers in the first instance by phone 03 9381 1922 or email: info@necaeducation.com.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to [Victorian State Government Education and Training](#) website.

For further information about Unique Student Identifiers, including access, correction and complaints, go to [Australian Government USI](#) website.

Other

Legal and Regulatory

As a Registered Training Organisation NECA Education and Careers is governed by ASQA (Australian Skills Quality Authority) and is required to provide the VET (Vocational Education and Training) regulator and other Commonwealth and or state and territory regulatory departments with regards to students and training activity data. This includes personal information collected in the NECA Education and Careers on the enrolment form for AVETMISS Data reporting to the National Centre for Vocational Education Research (NCVER) and Unique Student Identifier (USI) to be collected and handled in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth) as per the Commonwealth and Federal legislation.

Collection, Use and disclosure of your data

The use of your data will be in accordance with the Privacy Act 1988 which includes thirteen Australian Privacy Principles (APPs) as applicable. The data collected, stored, used and disclosed will be for a range of VET related purposes which include but are not limited to administration, monitoring, audit, education related, research purpose and to meet our reporting and legislative requirements to all the above mentioned regulatory bodies (ASQA, NCVER, USI).

Consequences of not providing your information

Failure to provide USI and related information for USI verification purposes can prevent us from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course. Failure to provide us with USI search permission will prevent us from locating your USI which needs to be verified.

ALL STUDENTS MUST READ, SIGN AND DATE

PRIVACY DECLARATION - The information being sought in this form is collected for the purposes of processing your enrolment application. The information will be held by **NECA Education & Careers** and may be accessed and used by people employed or engaged by **NECA Education & Careers** in the delivery of services to you. The information may be used or disclosed to organizations outside **NECA Education & Careers** where permitted by relevant Privacy Legislation. The provision of the information is voluntary, however if this information is not provided **NECA Education & Careers** may be unable to process your enrolment application. You have a right of access to, and correction of, your personal information in accordance with the Privacy Legislation and **NECA Education & Careers' Privacy Policy**. Please direct any enquiries you may have in relation to this matter to **NECA Education & Careers Privacy Office**.

[YES] I have read and understand the Policy Guide and Guide to Fees, Payments, and Refunds

[YES] I have read and understand the Student Manual and Statement of Fees

[YES] I acknowledge that I have read the VET Data Privacy Notice and Enrolment Privacy Notice (Victoria)

[YES] I have read and understood the USI Privacy Statement

[YES] I agree to receive communications from NECA Education and Careers

[YES] **ENROLMENT DECLARATION** - I declare that the information I have provided on this enrolment form is true and correct and I can produce documents to verify this if required. I hereby agree to abide by the Code of Conduct and the regulations of NECA Education and Careers. I understand that if any of this information is found to be incorrect or untrue it may result in the terms and conditions of my enrolment being null and void.

Name: Jeremy Howard

Signature: **Jeremy Howard**

Date: 03/07/2024

Parental Signature:

Parental/guardian consent is required for all students under the age of 18

Date: / /