

## ***Enrolment Form***

### **Privacy Statement and Disclaimer**

Information collected about an individual learner or intended applicant in this form and during the student enrolment, can be provided by Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) the Commonwealth including the TPS or state or territory agencies, in certain circumstances, to the Australian Government and designated authorities; in accordance with the Privacy Act 1988. In other instances, information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.

Under the Data Provision Requirements 2012, Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) is required to collect personal information about any individual learner or intended applicant and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Learner's personal information (including the personal information contained in Written Agreement and Acceptance of Offer and during the course of their study), may be used or disclosed by Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) for statistical, administrative, regulatory and research purposes. Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts.
- Facilitating statistics and research relating to education, including surveys and data linkage.
- Pre-populating RTO student enrolment forms.
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and

Administering VET, including program administration, regulation, monitoring, and evaluation.

For any other third party, Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) will only release student information with the written consent of the student. We will endeavor to take reasonable steps to protect personal information from misuse, loss or unauthorised access, modification, or disclosure.

**I understand that:**

The Data Provision Requirements 2012 (*refer [www.comlaw.gov.au](http://www.comlaw.gov.au)*) requires the College to provide the national regulator ASQA, with student and training activity data and quality indicator data which may include information I provide in this enrolment form.

Information is required to be provided in accordance with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) guidelines.

- ☐ I can access details of AVETMISS from [www.ncver.edu.au](http://www.ncver.edu.au).
- ☐ The Federal Government may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities.
- ☐ The collection, release and access to data is governed by a set of protocols and policies which set out the principles and commitments for the storage and disclosure of vocational education and training information, are determined by the Ministerial Council for Tertiary Education and Employment.
- ☐ The *Education Services for Overseas Students Act 2000* requires the College to provide the Federal Government with information relating international student enrolments and academic progress.

**I have been advised by the RTO that:**

- ☐ My personal information provided on this enrolment form will be kept private, confidential, and secure by all College staff.
- ☐ Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) will release data to the relevant authorities if required.
- ☐ I may be contacted and requested to participate in a National Centre of Vocational Education Research survey or audit or internal review. For more information in relation to how student information may be used or disclosed please contact the College CEO.
- ☐ I understand that The RTO Australia Pty Ltd will not issue a certificate and/or statement of attainment until all the appropriate documentation has been completed, signed, and all fees have been paid.

**I give permission for the RTO to:**

- ☐ Create a Unique student identifier (USI) on my behalf **AND/OR** check my details of my USI
- ☐ Access my personal USI information (**do not tick if you do not want the RTO to access your personal USI information**)
- ☐ Or their representative to obtain Medical Treatment in the event of an emergency. I indemnify Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) of their representative.
- ☐ I consent/I do not consent to the use of my photos/videos/testimonials/interviews to be used in Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) promotional materials prepared for the marketing purposes in Australia and overseas.

**I agree and will abide with all the terms and conditions specified in the Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) Student Handbook.**

## PERSONAL INFORMATION

<b>Title</b>		<b>Given Name:</b>		<b>Middle Name:</b>	
<b>Surname:</b>			<b>Birth Date:</b>	/	<b>Gender:</b> <b>Male:</b> <input type="checkbox"/> <b>Female:</b> <input type="checkbox"/>
<b>Home Ph:</b>	( <input type="text"/> ) <input type="text"/>	<b>Work Ph:</b>	( <input type="text"/> ) <input type="text"/>	<b>Mobile</b>	<input type="text"/>
<b>Email:</b>	<input type="text"/>				

**QUALIFICATION SELECTION** (Please select all the courses you are enrolled in as Training Organisation NSW Pty Ltd T/as Darwin Institute of Technology (DIT) student)

- ☐ BSB80120 Graduate Diploma of Management (CRICOS Code: 111212J)
- ☐ SIT40521 Certificate IV in Kitchen Management (CRICOS Code: 112359D)
- ☐ SIT50422 Diploma of Hospitality Management (CRICOS Code: 112360M)

Commencement Date: 

### **CREDIT TRANSFER AND RECOGNITION of PRIOR LEARNING(RPL)**

Are you applying for Credit Transfer or RPL for the unit successfully completed at another provider?

☐ YES      ☐ NO

(If YES, please complete the Credit Transfer or RPL application form and submit it to the student.  
Administration with supporting documents such as an official transcript or statement of attainment)

## UNIQUE STUDENT IDENTIFIER AND PREVIOUS SCHOOLING OR TRAINING IN AUSTRALIA

[illegible]

<p>Would you like the College to create a USI for you?</p> <p>Have you attended any Secondary School/College since 2009 or done any training with vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Australia since 2011?</p> <p><input type="checkbox"/> YES – Answer the questions to the right.</p> <p><input type="checkbox"/> NO – go to emergency contact information</p>	<p><input type="checkbox"/> No – go to below question</p> <p><input type="checkbox"/> YES    <input type="checkbox"/> NO (Please provide USI as soon as possible)</p>								
<p>Have you attended any Secondary School/College since 2009 or done any training with vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Australia since 2011?</p> <p><input type="checkbox"/> YES – Answer the questions to the right.</p> <p><input type="checkbox"/> NO – go to emergency contact information</p>	<p>No - I have not attended a Secondary School/College or a TAFE or other VET training provider in Australia. <input type="checkbox"/></p> <p>Yes – I have attended a Secondary School/College in Australia <input type="checkbox"/></p> <p>Highest completed school level?</p> <p>Year 8 or below <input type="checkbox"/>      Year 11 or equivalent <input type="checkbox"/></p> <p>Year 9 or equivalent <input type="checkbox"/>      Year 12 or equivalent <input type="checkbox"/></p> <p>Year 10 or equivalent <input type="checkbox"/></p> <p>Most recent school attended: <input type="text"/></p> <p>Still attending? <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Yes – I have participated in training at a <input type="checkbox"/> TAFE or other RTO <input type="checkbox"/></p> <p>List the most recent training organisations with which you have participated in training in Australia:</p> <table border="1"> <tr><td>1.</td><td><input type="text"/></td></tr> <tr><td>2.</td><td><input type="text"/></td></tr> <tr><td></td><td><input type="text"/></td></tr> <tr><td></td><td><input type="text"/></td></tr> </table>	1.	<input type="text"/>	2.	<input type="text"/>		<input type="text"/>		<input type="text"/>
1.	<input type="text"/>								
2.	<input type="text"/>								
	<input type="text"/>								
	<input type="text"/>								

## EMERGENCY CONTACT INFORMATION

Emergency Contact Name:	<input type="text"/>	Relationship:	<input type="text"/>
Mobile:	<input type="text"/>	Phone:	<input type="text"/>
Email Address:	<input type="text"/>		
Building/Property Name:	<input type="text"/>	Flat/Unit Number:	<input type="text"/>
Street Number:	<input type="text"/>	Street Name:	<input type="text"/>
Suburb:	<input type="text"/>	State:	<input type="text"/>
Postcode:	<input type="text"/>		

## AUSTRALIAN RESIDENTIAL ADDRESS INFORMATION

Building/Property Name:		Flat/Unit Number:	
Street Number:		Street Name:	
Suburb:		State:	
Postcode:			

## LANGUAGE AND CULTURAL DIVERSITY

In which **country** were you born:

- ☐ Australia  
☐ Other – please specify.

How well do you speak English?

- ☐ Very well  
☐ Well  
☐ Not well  
☐ Not at all

Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often at home)*

- ☐ No, English only – go to next question ATSI status  
☐ Yes, other – please specify

## ATSI STATUS

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

- ☐ No  
☐ Yes, Aboriginal  
☐ Yes, Torres Strait Islander origin

## EDUCATION

Are you still attending secondary school/college? ☐ Yes ☐ No

What is your highest COMPLETED school level?

- ☐ Year 12 ☐ Year 11 ☐ Year 10  
☐ Year 9 Equivalent ☐ Year 8 or Lower ☐ Never attended school

In which year did you complete that school level?

Which school did you attend?

Of the following categories, which BEST describes your current employment status?

- ☐ Full Time Employee ☐ Employed – Unpaid Family Worker ☐ Unemployed – Seeking F/Time Work

<input type="checkbox"/> Part Time Employee	<input type="checkbox"/> Unemployed – Seeking F/Time Work	<input type="checkbox"/> Unemployed – Not Seeking Employment
<input type="checkbox"/> Employer	<input type="checkbox"/> Unemployed – Seeking P/Time Work	

## EMPLOYMENT

## DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No

If YES, then tick ANY applicable boxes

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical          | <input type="checkbox"/> Intellectual              |
| <input type="checkbox"/> Learning     | <input type="checkbox"/> Mental Illness    | <input type="checkbox"/> Acquired Brain Transplant |
| <input type="checkbox"/> Vision       | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Other                     |

## QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications? ☐ Yes ☐ No

If YES, then tick ANY applicable boxes:

- |   |  |
|---|--|
| <input type="checkbox"/> Bachelor's degree or Higher Degree     | <input type="checkbox"/> Advanced Diploma or Associate Degree                |
| <input type="checkbox"/> Diploma (or Associate Diploma)         | <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) |
| <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Certificate II                                      |
| <input type="checkbox"/> Certificate I                          | <input type="checkbox"/> Certificate other than the above                    |

## TRAINING AND ASSESSMENT ASSISTANCE

Do you require assistance for language, literacy and numeracy? ☐ Yes ☐ No

## STUDY REASON

Of the following, which **best** describes your main reason for undertaking this course? Tick one box only

- |   |   |
|---|---|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job         |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job       |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study    |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest/self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                          |

☐ I declare that all the information provided above in this Enrolment Form is true and accurate.

Signature:		Date:	