

Enrolment Form

NOTE: ATDP training is only available to candidates/trainees nominated by ESOs **that do not charge any fee** for providing wellbeing and compensation advocacy services to Veterans and their families.

1. Unique Student Identifier¹ (*Mandatory information)

2. Your name (This name must match the name provided for your USI registration) (*Mandatory information)

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>
Family Name	
Given Names	

3. What is your date of birth? (*Mandatory information)

Day/month/year			
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Contact information (should we need to contact you regarding your enrolment)

Direct Email Address	
Alternative Email	
Phone No.	

I am enrolling in

Course Code and Name

Commencing on:

We are required by the National VET Regulator (ASQA) to request the following information.

4. Gender

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
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5. What is the address of your usual **RESIDENCE**?

Please provide your physical address where you reside, **NOT** your training location, work or other location.

Building name	
Flat/Unit number Street number	
Street name	
Suburb locality or town	
State/Territory	Post Code

What is your POSTAL address?

(If different from your usual residence)

Building name	
Flat/Unit number Street number	
Street name	
PO Box	
Suburb, locality or town	
State/Territory	Post Code

Study reason

6. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

(Tick ONE box only)

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

Employment

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

(Tick ONE box only)

Full-time employee	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>
Self employed - not employing others	<input type="checkbox"/>
Self employed – employing others	<input type="checkbox"/>
Employed - unpaid worker in a family business	<input type="checkbox"/>
Unemployed - seeking full-time work	<input type="checkbox"/>
Unemployed - seeking part-time work	<input type="checkbox"/>
Not employed - not seeking employment	<input type="checkbox"/>

8. Employer Name:

Current position title:

Continued overleaf.....

¹ To get your Unique Student Identifier visit: <http://www.usi.gov.au/Pages/default.aspx>

Schooling

9. Are you still attending secondary school?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

10. What is your highest COMPLETED school level?

(Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

Previous qualifications achieved

11. Have you SUCCESSFULLY completed any of the following qualifications?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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No – go to question 13

12. If YES, then tick ANY applicable boxes.

Bachelor 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"/>
Certificates other than the above	<input type="checkbox"/>

Language and Cultural Diversity

13. In which country were you born?

Australia	<input type="checkbox"/>
Other- please specify	

14. Do you speak a language/s other than English at home?

(If more than one language, indicate the one that is spoken most often)

No	<input type="checkbox"/>	English only - Go to Question 15
Yes, other - Please specify		

15. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Disability

16. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

If No - Go to LLN below

17. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

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

If you answered Yes to Question 16, do you require any assistance to participate in this course?

Yes ☐

No ☐

Disability supplement provided on next page.

Language, Literacy and Numeracy (LLN)

To determine if a student requires any additional LLN support to complete this course, we request that students provide evidence of qualifications achieved in the past by the provision of a prior qualification certificate or USI transcript with this enrolment form. If this evidence is a Certificate IV or higher qualification, the LLN requirement will be met. **If not**, MTS will need to contact you to complete a LLN assessment prior to confirmation of enrolment in the course by Major Training Services.

Yes, copy attached	<input type="checkbox"/>	No. MTS to contact you	<input type="checkbox"/>
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Privacy Notice & Declaration:

I, **INSERT ADVOCATES NAME**

declare that the information I have provided to the best of my knowledge is true and correct and I have received and read the MTS Learner Handbook.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice provided with this enrolment form (see pages 4-5 following). In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

Completed online application (date)

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

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.

If you do not provide adequate information as requested, Major Training Services may not be able to process your application.

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.

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 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.

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 Major Training Services 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 the 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 Major Training Services (02 9907 2375) 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

For information about how Major Training Services collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Major Training Services privacy policy which can be found within the Learner Handbook and on the web at <https://www.majortraining.com.au>.