

## Enrolment Form

### Course Details

Which course would you like to enroll into?

Preferred start date:

\_\_\_/\_\_\_/\_\_\_

Have you ever studied with SWTS before?

 Yes  No

 Do you wish to apply for **Credit Transfer**?

*If YES, certified copies of transcripts (SOA) from previous qualifications must be provided with this form.*
 Yes  No

 Maybe I'd like more information

 Do you wish to apply for **Recognition of Prior Learning**?

*If you indicate YES, you will be contacted to discuss this further.*
 Yes  No

 Maybe I'd like more information

### Contact details

Home phone:

( )

Work:

( )

Mobile:

Email:

Title:

Mr/Mrs/Miss/Ms/Dr

### Personal Details

1. Enter your full name

Surname:

Given names:\*

*\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want SWTS to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.*

2. Date of Birth

\_\_/\_\_/\_\_\_\_ (dd-mm-yyyy)

3. Gender:

 Male  Female

4. Country of Birth

5. City of Birth

6. What is the address of your usual residence?

*Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.*

Street or Lot Number (e.g. 205 or Lot 118):

Street name:

Suburb, locality or town:

State/Territory:

Postcode:

7. What is your postal address (if different from above)?

Building/ property name:



18. If yes, please enter ONE of these Prior Education Achievement Recognition Identifiers for ANY applicable qualification level. *If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use: 1. A – Australian 2. E– Australian equivalent 3. I – International*

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

### Employment

19. Of the following categories, which BEST describes your current employment status? *(Tick one box only)*

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employer                                      | <input type="checkbox"/> Unemployed – seeking part-time work <i>go to Question 22</i>   |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Not employed – not seeking employment <i>go to Question 22</i> |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking full-time work           |   |

20. Which of the following classifications BEST describes your current or recent occupation? *(Tick one box only)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Managers                      | <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Professionals                 | <input type="checkbox"/> Clerical and Administrative Workers    | <input type="checkbox"/> Labourers                       |
| <input type="checkbox"/> Technicians and Trade Workers | <input type="checkbox"/> Sales Workers                          | <input type="checkbox"/> Other                           |

21. Which of the following classifications BEST describes the Industry of your current or previous Employer? *(Tick one box only)*

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing          | <input type="checkbox"/> Accommodation and Feed Services                 | <input type="checkbox"/> Administrative and Support Services |
| <input type="checkbox"/> Mining                                     | <input type="checkbox"/> Transport, Postal and Warehousing               | <input type="checkbox"/> Public Administration and Safety    |
| <input type="checkbox"/> Manufacturing                              | <input type="checkbox"/> Information Media and telecommunications        | <input type="checkbox"/> Education and Training              |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Financial and Insurance Services                | <input type="checkbox"/> Health Care and Social Assistance   |
| <input type="checkbox"/> Construction                               | <input type="checkbox"/> Rental, hiring and real Estate Services         | <input type="checkbox"/> Arts and recreation Services        |
| <input type="checkbox"/> Wholesale Trade                            | <input type="checkbox"/> Professional, Scientific and Technical Services | <input type="checkbox"/> Other Services                      |
| <input type="checkbox"/> Retail Trade                               |  |  |

Study reason									
22. Of the following categories, which BEST describes your main reason for undertaking this course? <i>(tick one box only)</i>									
<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 or self-development				
<input type="checkbox"/> To get a better job or promotion					<input type="checkbox"/> Other reasons				
Victorian Student Number to be completed by all Victorian students aged up to 24 years									
A Victorian Student Number (VSN) is allocated to all school and VET students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011.									
21. Enter your Victorian Student Number (VSN)									
22. Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?									
<input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.									
<input type="checkbox"/> Yes - I have attended a Victorian school since 2009									
					Most recent Victorian school attended:				
<input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011									
					List the most recent training organizations with which you have participated in training in Victoria since 2011 (List up to 3 training organizations)				
					1.				
					2.				
					3.				
Next of kin/emergency contact									
Name:					Relationship to you:				
Address:									
								Postcode:	
Home phone:	( )				Work:	( )			
Mobile:					Email:				

Unique Student Identifier (USI)										
23. Would you like SWTS to apply for a USI on your behalf?				<input type="checkbox"/> Yes <input type="checkbox"/> No – <i>please read the statement below and complete question 24.</i>						
<p><i>From 1 January 2015, we can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a> on computer or mobile device.</i></p>										
24. Enter your unique student identifier										
Identification Evidence										
<p><i>When we create a USI on behalf of a student or when a student creates their own USI, the USI Registry System will confirm that the details entered exactly match those on the student's chosen form of ID from the list below. Please tick the relevant form of ID below and enter the details required for that form of ID.</i></p>										
<input type="checkbox"/> Current Driver's License <input type="checkbox"/> Australian Passport <input type="checkbox"/> Certificate of Registration by Descent <input type="checkbox"/> Current Medicare Card <input type="checkbox"/> Non Australian Passport (with Australian Visa) <input type="checkbox"/> Birth Certificate (Australian) <input type="checkbox"/> Citizenship Certificate										
Authorization for USI										
<p>I understand that in accordance with section 11 of the Student Identifiers Act 2014, SWTS will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.</p> <p>I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <a href="http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx">http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx</a></p> <p><b>If applicable (not required if you have answered No at question 21)</b></p> <p><input type="checkbox"/> I authorize SWTS to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf</p>										
Privacy Statement & Student Declaration										
<ul style="list-style-type: none"> <li>• I understand that:             <ul style="list-style-type: none"> <li>– SWTS is required to provide the Victorian Government, through the Department of Education and Training, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines.</li> <li>– The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.</li> <li>– I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department endorsed project or audit or review.</li> <li>– The Education and Training Reform Act 2006 requires SWTS to collect and disclose my personal information</li> </ul> </li> </ul>										

for a number of purposes including the allocation to me of a Victorian Student Number and updating my personal information on the Victorian Student Register.

- For more information in relation to how student information may be used or disclosed please contact SWTS's Officer on 03 97489233 or [training@swcc.org.au](mailto:training@swcc.org.au)
- SWTS is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
  - School - if I am a school based apprentice or trainee or VET in Schools student.
  - Employer - if I am enrolled in training paid by my employer.
  - Government departments and agencies and authorized VET related bodies.
  - VET regulators.
- SWTS's full Privacy Policy is published in the Student Handbook, which all students receive at their course induction, and on its website.
- I acknowledge and agree to the terms described in this privacy statement.
- I understand that by signing this enrolment form I am a student of SWTS and it is my responsibility to respect the SWTS code of behavior.

Student Signature:		Date:	/ /
Printed Name:			
<b>Parent/Guardian approval</b> <i>Required If you are under 18 years of age</i>			
Parent/Guardian Name:			
Contact Details:			
Signature:		Date:	/ /

### OFFICE USE ONLY

SWTS Representative Signature:		Date:	/ /
Printed Name:			