

## Short Course - Enrolment Form

Personal Details		
<b>Unique Student Identifier Number:</b> _____		
<b>Title:</b> Mr / Mrs / Ms / Miss <b>Given Names:</b> _____		
<b>Surname:</b> _____		<b>Preferred Name:</b> _____
<b>Street or Postal Address:</b> _____		
<b>Suburb:</b> _____	<b>State:</b> _____	<b>Post Code:</b> _____
<b>Date of Birth:</b> ____ / ____ / ____ <b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/> <b>Other</b> <input type="checkbox"/>		
<small>Day</small> <small>Month</small> <small>Year</small>		
<b>Email:</b> _____		<b>Alternative email (optional):</b> _____
<b>Mobile:</b> _____	<b>Home Phone:</b> _____	<b>Work phone:</b> _____
Course and Expected Commencement Date		
Units selected: _____		
Course Commencement Date _____		
Language and Cultural Diversity		
<b>In which country were you born?</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify)		
<b>Citizenship:</b> Australian Citizen <input type="checkbox"/> Permanent Australian Resident <input type="checkbox"/> Temporary Australian Resident <input type="checkbox"/>		
<b>Do you speak a language other than English at home?</b> <input type="checkbox"/> No English Only <input type="checkbox"/> Yes (please specify)		
<b>How well do you speak English?</b> <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all		
<b>Are you of Aboriginal or Torres Strait Islander origin?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes - Aboriginal <input type="checkbox"/> Yes - Torres Strait Islander		
Disability		
<b>Do you consider yourself to have a disability, impairment or long term condition?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes		
<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 Impairment		
<input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other (please specify)		
Prior Education / School Information		
<b>What is your highest completed level of schooling?</b>		<b>In which year did you complete that level?</b>
<b>Are you currently attending school?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		If yes, please provide the following details
<b>LUI Number:</b> _____		<b>Current year and level:</b> (eg 2011, year 10)
<b>School Name:</b> _____	<b>VET Coordinator:</b> _____	<b>Contact Number:</b> _____
Previous Qualifications		
<b>Have you successfully completed any of the following qualifications?</b> <input type="checkbox"/> No <input type="checkbox"/> Yes – please tick any applicable boxes		
<input type="checkbox"/> Certificate I <input type="checkbox"/> Diploma or Associate Diploma		
<input type="checkbox"/> Certificate II <input type="checkbox"/> Advanced Diploma or Associate Degree		
<input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Bachelor Degree or Higher Degree		
<input type="checkbox"/> Certificate IV or Advanced Certificate / Technician <input type="checkbox"/> Certificates other than those above		
Employment (tick one option only)		
<b>Of the following categories, which best describes your current employment status?</b>		
<input type="checkbox"/> Full Time <input type="checkbox"/> Self Employed – not employing others <input type="checkbox"/> Unemployed – seeking full-time work		
<input type="checkbox"/> Part Time <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking part-time work		
<input type="checkbox"/> Unemployed – not seeking employment <input type="checkbox"/> Self employed – employing others		
Study Reason (tick one option only)		
<input type="checkbox"/> 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"/> Other reasons		

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Emergency Contact		
<b>Relationship:</b> <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other: (please specify)		
<b>Title:</b> Mr / Mrs / Ms / Miss	<b>First Name:</b>	<b>Surname:</b>
<b>Mobile:</b>	<b>Home Phone:</b>	<b>Work Phone:</b>
<b>Address:</b>		
<b>Suburb:</b>	<b>State:</b>	<b>Post Code:</b>

Terms & Conditions of Enrolment		
<b>Please read the following terms and conditions carefully:</b>		

**Short Course Student**

**All students are required to complete the Privacy Notice and Student Declaration.** The Privacy Notice and Student Declaration is a statement acknowledged by a student to indicate awareness that personal information collected from the student may be used together with training activity information. The privacy statement lists the ways information about the student is held, used, disclosed and managed. Specific questions may be directed to the Skilling Australia information line on 13 38 73 or via email at VET-DataPolicy@education.gov.au.

Complete the following and clearly mark if an Employer or Student is responsible for training costs

- Employer understands and agrees to pay a total of \$ \_\_\_\_\_ to Careers Training Centre for training costs
- Student understands and agrees to pay a total of \$ \_\_\_\_\_ to Careers Training Centre for training costs

- Payment plans are available for Qualifications or Skill Sets.
- If only completing one unit of competency, full payment is required prior to the start of the course.
- If only Tour Guiding Course – 2 units of competency, full payment is required prior to the start of the course
- A Statement of Attainment or Qualification will not be issued if any outstanding fees are due.

**You have read and understood the information contained on pages 1 and 2 and by signing this enrolment form you are acknowledging that all information provided is true / correct and complete.**

_____ / ____ / ____	_____ / ____ / ____
<b>Student Signature and Date</b>	<b>Employer Signature and Date</b>