



# Career Development and Training Standard Enrolment Questions

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## Introduction

The Australian Government Department of Employment, Skills, Small and Family Business's [VET Data Policy](#), Part B, Clause 7.2: states:

Where personal information is collected from a student, RTOs must make students aware of the purposes for which their information may be collected, used or disclosed. RTOs must give the student a copy of the Privacy Notice at Schedule 1 of this Policy. This can be achieved by including the 'Privacy Notice' during the student's enrolment process.

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## Privacy Notice

### Privacy Notice

Under the *Data Provision Requirements 2012*, Career Development and Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Career Development and Training for statistical, administrative, regulatory and research purposes. Career Development and Training 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.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Course enrolling in: ( ✓ tick the appropriate box)

Course Name and Code	Full	RPL
<input type="checkbox"/> BSB20120 Certificate II in Workplace Skills	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB30120 Certificate III in Business	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB40120 Certificate IV in Business	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB40420 Certificate IV in Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB50320 Diploma of Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB50420 Diploma of Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB50820 Diploma of Project Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB60120 Advanced Diploma of Business	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB60320 Advanced Diploma of Human Resource Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB60420 Advanced Diploma of Leadership and Management	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> BSB60720 Advanced Diploma of Program Management	<input type="checkbox"/>	<input type="checkbox"/>

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## Personal details

### 1. Enter your full name \*

Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section).

Family name (surname) \_\_\_\_\_

First given name \_\_\_\_\_

Second given name (middle) \_\_\_\_\_

\* 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 [name of RTO] 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. Enter your birth date

Day/month/year | | | |

### 3. Gender (Tick ONE box only)

Male

Female

Other

### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

Mobile \_\_\_\_\_ Email address \_\_\_\_\_

Alternative email address (optional) \_\_\_\_\_

**5. 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 or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Suburb, locality or town
State/territory
Postcode

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

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Postal delivery information (e.g. PO Box 254)
Suburb, locality or town
State/territory
Postcode

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**Language and cultural diversity**

**7. In which country were you born?**

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

**8. Do you speak a language other than English at home?**

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

No, English only	<input type="checkbox"/>
Yes, other – please specify	

**9. 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"/>

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**Disability**

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

Yes	<input type="checkbox"/>
No	<input type="checkbox"/> <b>No – Go to question 12</b>

**11. 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) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/>
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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"/>

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## Schooling

### 12. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

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"/>	<b>Never completed any primary or secondary level education – go to question 14</b>

### 13. Are you still enrolled in secondary or senior secondary education?

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

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## Previous qualifications achieved

### 14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes	<input type="checkbox"/>	
No	<input type="checkbox"/>	<b>No – go to question 16</b>

### 15. If YES, 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"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>

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## Employment

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

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

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"/>

## Study reason

17. Of the following categories, select the one which BEST describes the main reason you are 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"/>

## Unique Student Identifier (USI)

From 1 January 2015, we [Career Development and Training] 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

18. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

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*Unique student identifier*

## USI application through your RTO (if you do not already have one)

### Application for Unique Student Identifier (USI)

If you would like us [Career Development and Training] to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise  
 Career Development and Training to apply pursuant to  
 sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

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 at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth \_\_\_\_\_  
 (please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

## Personal Details

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

### 1. Australian Driver's Licence

State: \_\_\_\_\_ Licence Number: \_\_\_\_\_

### 2. Medicare Card

Medicare card number \_\_\_\_\_

Individual reference number (next to your name on Medicare card): \_\_\_\_

Card colour: (select which applies)

Green  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)  
(month/year)

Yellow  Blue  Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)  
(day/month/year)

### 3. Australian Birth Certificate

State/Territory \_\_\_\_\_

Details vary according to State/Territory (see note above)

### 4. Australian Passport

Passport number \_\_\_\_\_

### 5. Non-Australian Passport (with Australian Visa)

Passport number \_\_\_\_\_

### 6. Immicard

Immicard Number \_\_\_\_\_

### 7. Citizenship Certificate

Stock number \_\_\_\_\_ Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
day/month/year)

### 8. Certificate of Registration by Descent

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, Career Development and Training 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.

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## Privacy Statement & Student Declaration

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand that my RTO Career Development and Training is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) 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 secondary student undertaking VET, including a school-based apprenticeship or traineeship.

- Employer – if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- NCVET.
- Organisations conducting student surveys.
- Researchers.

You may receive an NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. Please note you may opt out of the survey at the time of being contacted.

[STUDENT SIGNATURE] ..... [DATE] .....

[PARENT/GUARDIAN SIGNATURE\*] ..... [DATE] .....

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

*NCVET will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVET policies and protocols (including those published on NCVET's website at [www.ncvet.edu.au](http://www.ncvet.edu.au)).*