

APPLICATION FOR ENROLMENT



Purpose of this document: This document is used to collect person information from a learner wanting to undertake a Vocational Education and Training (VET) course with InspireEd Academy. The personal information collected will be reported to the National Centre for Vocational Education Research Ltd (NCVER) and other government agencies, including those in other states and territories in Australia.

USI		GENDER:	Please Tick [✓] <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE <input type="checkbox"/> OTHER		
FIRST NAME		MIDDLE NAME			
FAMILY NAME		DATE OF BIRTH	/ /		
RESIDENTIAL ADDRESS	SUBURB	STATE		POST CODE	
POSTAL ADDRESS	<input type="checkbox"/> Please tick [✓] - if your postal address is the same as above, or provide your postal address below				
ADDRESS	SUBURB	STATE		POST CODE	
EMAIL (1)		EMAIL (2)			
TELEPHONE		MOBILE			
EMERGENCY CONTACT DETAILS / GUARDIAN OR PARENT					
FULL NAME		RELATIONSHIP			
TELEPHONE / MOBILE		EMAIL			
In the event of an emergency do you give InspireEd Academy permission to organise emergency transport and treatment (for example, ambulance if necessary) and agree to pay all costs associated with your emergency treatment/transport?			Please tick [✓] <input type="checkbox"/> NO <input type="checkbox"/> YES		
COURSE / QUALIFICATION OF INTEREST					
CODE and TITLE					
LOCATION		START DATE	/ /		
How did you hear about this course?	<input type="checkbox"/> Previous Learner <input type="checkbox"/> Friend / Relative <input type="checkbox"/> Internet <input type="checkbox"/> Newspaper <input type="checkbox"/> Radio <input type="checkbox"/> TV <input type="checkbox"/> EXPO <input type="checkbox"/> Facebook <input type="checkbox"/> Other (please specify) <input type="text"/>				
Recognition of Prior Learning (RPL) / Direct Credit Transfer (CT) - if applicable					
Do you wish to apply for RPL / CT for any of the units of competency offered by InspireEd Academy ? Please Tick [✓] <input type="checkbox"/> NO <input type="checkbox"/> YES – If YES, you will be contacted by a trainer/assessor, who will provide further information					
The following information is required so InspireEd Academy can report statistics (no names) to the State and Federal Governments					
SECONDARY EDUCATION — Please tick [✓] highest level achieved					
<input type="checkbox"/> 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		In which YEAR did you complete that school level? ____ Are you still attending secondary school? <input type="checkbox"/> NO <input type="checkbox"/> YES	
REASON FOR STUDY — Which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? Please tick [✓] only one					
<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			

TERTIARY EDUCATION — Have you **SUCCESSFULLY** completed any of the following qualifications? If **YES**, please tick [✓] all applicable boxes

- | | |
|--|--|
| <input type="checkbox"/> Bachelor degree or higher degree | <input type="checkbox"/> Certificate III (or trade certificate) |
| <input type="checkbox"/> Advanced diploma or associate degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or associate diploma) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> Other education (including certificates or overseas qualification not listed above) |
| | <input type="checkbox"/> None |

EMPLOYMENT STATUS — Which **BEST** describes your current employment status? Please tick [✓] only one

- | | | |
|---|--|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Apprenticeship / Traineeship
– (if applicable please provide employer name and contact details below)

_____ |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – Seeking full-time work | |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – Seeking part-time work | |
| <input type="checkbox"/> Self-employed – employing others | <input type="checkbox"/> Not employed – Not seeking employment | |
| | | |

LANGUAGE AND CULTURAL DIVERSITY — Please tick [✓] relevant boxes

- | | |
|---|---|
| Are you of Aboriginal or Torres Strait Islander origin? | In which country were you born? |
| <input type="checkbox"/> No | <input type="checkbox"/> Australia |
| <input type="checkbox"/> Yes, Aboriginal | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Yes, Torres Strait Islander | Main language spoken at home? _____ |
| | Are you an Australian Citizen? <input type="checkbox"/> NO <input type="checkbox"/> YES |
| | Are you a Permanent Australian Resident? <input type="checkbox"/> NO <input type="checkbox"/> YES |
| | Are you a New Zealand Citizen? <input type="checkbox"/> NO <input type="checkbox"/> YES |

DISABILITY

- Do you consider yourself to have a disability, impairment or long-term condition? NO YES — If YES please tick [✓] the relevant boxes
- | | |
|---|---|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Other (please specify) _____ |
| <input type="checkbox"/> Mental illness | |

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.

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. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

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 Education, Skills and Employment (DESE), 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 your RTO using the contact details listed below. DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.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 NCVET 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 InspireEd Academy 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

InspireEd Academy - Phone: **0478 567 318** – Website: www.inspireed.edu.au

DECLARATION

- I understand that there is a cooling-off period of fourteen (14) calendar days during which this application of enrolment can be withdrawn by all parties involved (RTO / Learner / Employer / Relevant Government Departments) with full refund of any fees paid up in advance, on the condition that I return all course materials, resources and other RTO property to InspireEd Academy in its original condition;
- I have read and understood the information set out in this application form, and by signing this application I agree to the terms and conditions relating to InspireEd Academy course fees, course requirements, policies and procedures on privacy, complaints, appeals, work health and safety, acceptable behaviour, and the other conditions set out in the Learner Handbook which is available for viewing on our website <http://www.inspireed.edu.au>
- I understand that, in compliance with relevant Australian State/Territory law, Inspireed Academy is required to provide statistical information about its Learners and, in some cases, personal information to relevant Government Departments for administration and research purposes;
- I declare that the information I have provided is true and correct, to the best of my knowledge. I have read, understood, and I accept the responsibilities and obligations for this arrangement.

Learner Signature

Date

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