

## Personal Details

Family name (surname)		Former Surname	
Given names			Other
Title (Mr/Mrs/Ms/Miss)		Gender	Date of Birth
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

## Unique Student Identifier (USI)

From 1 January 2015, we, Calibre Training and Development can be prevented from issuing you with a nationally recognized VET qualification nor 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 NCVET. 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.

You may already have a USI if you have done any nationally recognized 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 organization. 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/faws/i-have-forgotten-my-usi/>.

<input type="checkbox"/> Yes I have a USI (please provide)										
<input type="checkbox"/> No I don't have a USI.										
I ..... authorize Calibre Training and Development 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 <a href="https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf">https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</a> .										
Town/City of Birth		Driver's License	State:	Licence No.						

## Employer Details

Employer Name	
Branch	
Type of Employment	Full Time / Part Time / Sessional / Casual / Volunteer
Manager/Supervisor Name	

## Other Details

Town/City of Birth		Learner Unique Identifier (LUI)	
Home Phone		Work Phone	
Mobile Phone		Secondary Mobile	
Email Address		Contact method (please indicate)	Email/Mobile/Mail
Secondary Email		Survey Contact Status	Yes / No
Emergency Contact		Relationship	
Phone		Mobile Phone	

## Address

<b>Street Address</b>							
Unit		Building					
Number		Street					
Suburb			State		Postcode		
<b>Postal Address</b>			<input type="checkbox"/> Same as street address				
PO Box		City		State		Postcode	

## AVETMISS

Country of Birth							
Indigenous Status	<input type="checkbox"/> Aboriginal				<input type="checkbox"/> Aboriginal and Torres Strait Islander		
	<input type="checkbox"/> Torres Strait Islander				<input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander		
Language spoken at home	<input type="checkbox"/> English				<input type="checkbox"/> Other		
Are you at school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Year completed	Where completed?			
What is your completed school level?	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 12			<input type="checkbox"/> Year 8 or below		
	<input type="checkbox"/> Year 11	<input type="checkbox"/> Did not go to school			<input type="checkbox"/> Year 9 or equivalent		
Of the following categories, which best describes your current employment status? (tick one box only)							
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Self-employed – not employing others	<input type="checkbox"/> Employed – unpaid worker in a family business		<input type="checkbox"/> Unemployed – seeking part-time work			
<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed – employing others	<input type="checkbox"/> Unemployed – seeking full-time work		<input type="checkbox"/> Not employed – not seeking employment			
Do you consider yourself to have a disability, impairment or long term condition that may affect your studies?	<input type="checkbox"/> Yes (if yes please indicate below)			<input type="checkbox"/> No			
<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical condition		<input type="checkbox"/> Other	<input type="checkbox"/> Unspecified		
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness		<input type="checkbox"/> Physical	<input type="checkbox"/> Vision		
Do you have prior education?	<input type="checkbox"/> Yes (if yes please indicate below)			<input type="checkbox"/> No			
<input type="checkbox"/> Advanced Diploma or Associate Degree Level	<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate III		<input type="checkbox"/> Diploma Level			
<input type="checkbox"/> Bachelor Degree or Higher Degree Level	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate IV		<input type="checkbox"/> Miscellaneous Education			

## Course Information

<b>Qualification Code</b>	
<b>Qualification Name</b>	
<b>Proposed Start Date</b>	
<b>Delivery Mode</b>	<input type="checkbox"/> Workplace Delivery <input type="checkbox"/> Electronic Delivery / Online <input type="checkbox"/> Internal Delivery (classroom) <input type="checkbox"/> Other Delivery - Correspondence/Distance

<b>Study Reason</b>			
Of the following categories, select the one which best describes the main reason you are undertaking this course/traineeship/apprenticeship?			
<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> To get skills for community/voluntary work
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> Other reasons
<input type="checkbox"/> To start my own business	<input type="checkbox"/> I wanted extra skills for my job		
<input type="checkbox"/> To try for a different career			
<b>Concession Card Holders</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a holder of a current Concession/Health Care Card?		If yes, please provide evidence	

## Program Information

Please indicate the program that you are enrolling under and possible government subsidies that may be accessed.		
<input type="checkbox"/> Traineeship/Apprenticeship	<input type="checkbox"/> Certificate 3 Guarantee	<input type="checkbox"/> Fee for Service

Traineeship/Apprenticeship	Australian Apprenticeships (more commonly known as Traineeships or Apprenticeships), is a learning pathway that combines paid on-the-job training and formal study with a RTO. Student contribution fees based upon nominal hours are due to be paid upon enrolment, these may be paid for by a third party such as an employer. Students will receive a formalized Training Plan outlining the training the RTO and employer will provide, and a Training Record Book which is kept for the duration of the traineeship/apprenticeship by the student. These will be reviewed at intervals of no more than three months.
Certificate 3 Guarantee	The Certificate 3 Guarantee Program is a Queensland State Government initiative (DESBT), supporting eligible Queensland permanent residents to complete their first post-school Certificate III qualification. It also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing free training in high priority qualifications. Eligibility – you can check your eligibility at <a href="http://www.skillsgateway.training.qld.gov.au/Eligibility">http://www.skillsgateway.training.qld.gov.au/Eligibility</a> in addition to providing information to the Calibre Training and Development representative. You will be contacted at the completion or withdrawal of your training and requested to undertake a Student Training and Employment Survey.
Fee for Service	Fee for Service is the terminology used to describe the fees and charges applied to training, where there is no other funding subsidy available.

## Privacy Statement

Under the *Data Provision Requirements 2012*, Calibre Training and Development 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 Calibre Training and Development for statistical, administrative, regulatory and research purposes. Calibre Training and Development may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorized 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 authorized 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))

## Student Declaration

I hereby declare that I have :

- been provided with a Calibre Training and Development Student Handbook which contains all relevant policies and procedures including refund, withdrawal, complaints and appeals policies.
- been provided with information on all relevant fees and charges (if applicable)
- provided true and correct information on this enrolment form.
- understand that prior to being issued with a Certificate or Statement of Attainment, I will be assessed against the qualification
- read, understand and agree to the above privacy statement

Student Signature	
Date	
<i>If under 18 years of age, parental consent is provided below</i>	
Parent/Guardian Name	
Parent/Guardian Signature	
Date	

### Office Use Only

Business Development Officer	
Administration completed	Date