

RTO# 40599

Course Enrolment Form

PERSONAL DETAILS									
Single name only <input type="checkbox"/> (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. Please write the name you used when you applied for your Unique Student Identifier ((USI), including any middle names.									
Family Name (Surname)									
First Given Name		Second Given Name							
Date of Birth		____/____/____		Gender	Male		Female		Other
Home phone		Work Phone							
Mobile number									
Email									
Alternative email (optional)									
ADDRESS									
Flat/ Unit number			Street Name						
Suburb/ Locality/ Town									
State/ Territory					Postcode				
Postal Address (if different from above)									
PO Box									
Suburb/ Locality/ Town									
State/ Territory					Postcode				
LANGUAGE AND CULTURAL DIVERSITY									
Country of Birth		Australia		Other – please specify					
Language (Do you speak another language other than English at home?)									
English only			Other – please specify						
Are you of Aboriginal or Torres Strait Islander origin?		No		Yes, Aboriginal			Yes, Torres Strait Islander		
DISABILITY									
Do you consider yourself to have a disability, impairment, or long-term condition?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Go to next section	
Please select area/s in the following list: (You may tick more than one)									
Hearing/ Deaf			Physical			Learning difficulties			Medical conditions
Intellectual			Vision			Mental illness			Acquired brain impairment
Other – please specify									

SCHOOLING									
What is your highest COMPLETED school level (Tick ONE box only)									
Year 12 or equivalent			Year 11 or equivalent			Year 10 or equivalent			
Year 9 or equivalent			Year 8 or below			Never attended school			
Never completed any primary or secondary level of education – go to Employment section.									
Are you still enrolled in secondary or senior secondary school?						Yes		No	
PREVIOUS QUALIFICATIONS ACHIEVED									
Have you SUCCESSFULLY completed any of the qualifications listed below?						Yes		No	
If YES, tick ANY applicable boxes.									
Bachelor degree or Higher degree			Advanced diploma or ass. degree			Diploma (or ass. Diploma)			
Cert IV (or advanced cert/ technician)			Cert III (or trade cert)			Cert II			
Cert I			Other education (inc. certs or overseas qualifications not listed above)						
EMPLOYMENT									
Of the following categories, which BEST describes your current employment status? (Tick ONE box only)									
Full-time employee			Part-time employee			Self-employed – not employing others			
Self-employed – employing others			Employed – unpaid worker in family business			Unemployed – seeking full-time work			
Unemployed – seeking part-time work			Not employed – not seeking employment						
STUDY REASON									
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			To develop my existing business			To start my own business			
To try for a different career			To get a better job or promotion			It was a requirement for my job			
I want extra skills for my job			To get into another course of study			For personal interest or self-development			
To get skills for community/ voluntary work			Other reasons						
UNIQUE STUDENT IDENTIFIER (USI)									
Deltawest 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 NCVET. If you have not obtained a USI, you can apply for it directly at http://www.usi.gov.au/student/create-your-usi									
Enter you Unique Student Identifier (USI) if you already have one.									
To check if you already have a USI , use the 'Forgotten USI' link on the USI website at http://www.usi.gov.au/faqs/i-have-forgotten-my-usi/									
USI Number									
Please use one block per letter/number									
A	B	C	D	E	1	2	3	4	5

READ THE FOLLOWING BELOW AND TICK TO CONFIRM YOUR UNDERSTANDING		
Yes	No	
ALL Training courses – to be completed		
		I have completed all sections of the enrolment form.
		I have read and understand all the information presented for the course I am enrolled in. (If applicable).
		I am aware that I must successfully complete the training component of the course I am enrolled in before receiving a Statement of Attainment.
		I am aware that Deltawest Training has a strict policy regarding refunds, and I acknowledge that any cancellation must be received in writing (email) no less than 3 working days prior to course commencement for refund or credit less \$50 administration fee.
		I have advised Deltawest Training of any disability, impairment or long-term condition or restriction that may impact my ability to learn on the Enrolment Form. This may include injury, disability, language, literacy and numeracy issues, religion, or culture.
		I understand that courses undertaken at Deltawest Training may include reading tasks, written & knowledge assessments.
		I give consent to Deltawest Training to use my personal information for the purpose of direct marketing and as mentioned in the attached Privacy Policy.
Truck Driver Training ONLY – HR/ HC/ MC		
		A deposit is required on booking the course, final payment to be made before commencing the training. No refunds or credits unless the course is cancelled in writing/email within 48 hours prior to the training date. A \$150 administration fee will be deducted from any refund.
		I understand that the truck driver training courses include reading tasks, written & knowledge assessments. All driving courses include individual one-on-one tuition with hands on driving experience, a driving assessment requiring the demonstration and application of skills & knowledge relevant to the competencies of the course.
		I am aware that the tuition fees for the course comprise of 2 separate components. All WA Department of Transport (DoT) costs are entirely separate to the course enrolment fees. I understand that by signing this document that I am liable for all course fees payable to Deltawest Training.
		Prior to commencing any training and/ or assessment, I will provide Deltawest Training with three (3) forms of identification (originals or certified copies only) as per instructed by Deltawest staff.
		I am aware that there are mandatory breaks during the course, these are taken during the allocated training time.
		It is my responsibility to ensure that my Driver Licence is eligible (DoT) to commence training and if applicable be assessed on the specified training date. I agree that no refund or credit will be given for cancelled training and/or assessment if there is an issue on the day in regard to my or Driver Licence with the Dept. of Transport. or my willingness to complete training
		I understand that opting in for the Assessment Only (RPL), NO TRAINING whatsoever is provided to me and I must provide a valid Statement of Attainment prior to commencing my Practical Driving Assessment (PDA)
		I understand that an eyesight test (requirement of DoT) will be conducted prior to commencing my Driver Training, if I fail the eyesight test, the training cannot commence, and all course/ lesson fees will be forfeited. I understand that I will notify the trainer/ assessor if I am required to wear prescription glasses/ contact lenses whilst driving, these will be worn during the eyesight test.
Signature _____		Date _____

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.

If student information is not collected, we cannot enrol you into your preferred course.

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 NCVER 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 Deltawest Training 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.

Phone: 08 6180 8065

Email: admin@deltawest.com.au