

STUDENT ENROLMENT FORM

Part A: Enrolment Details	
Qualification	<input type="checkbox"/> 11147NAT Diploma of Project Controls <input type="checkbox"/> ICT50220 Diploma of Information Technology
Intake	<input type="checkbox"/> Next Available <input type="checkbox"/> From: ___/___/___
Current Project Controls Institute Student	<input type="checkbox"/> Yes, Provide Student ID _____ <input type="checkbox"/> No
Do you wish to apply for Recognition of Prior Learning? If YES, our admin team will get in touch for further process	<input type="checkbox"/> Yes <input type="checkbox"/> No

Part B: Personal Details			
Surname		Given Name	
<p>*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 Project Controls Institute, Australia 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 the section on the USI at the end of this form for a detailed explanation.</p>			
DOB:		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Others
Home Phone		Mobile:	
Work Phone		Email	
Student Address 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's 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			

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Unit Number		Street No		Street Name
Suburb/Locality/ Town		State/Territory		Postcode

Postal Address if different from above

THIS CONFIDENTIAL ENROLMENT FORM ASKS FOR PERSONAL INFORMATION ABOUT YOU. THE PRIMARY PURPOSE FOR COLLECTING THIS INFORMATION IS FOR ADMINISTRATIVE, REGULATORY, AND/OR RESEARCH PURPOSES AND TO ENSURE OUR COURSE IS SUITABLE FOR YOUR NEEDS. All staff at Project Controls Institute, Australia are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form

Unit Number		Street No		Street Name
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Part C: Disability

Do you consider yourself to have a disability, impairment, or long-term condition? Yes No – go to Part D

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 at the back of this form for an explanation of the following disabilities.

- | | | | |
|---------------------------------------|---|---|------|
| <input type="checkbox"/> Hearing/deaf | [11] <input type="checkbox"/> Physical | [12] <input type="checkbox"/> Intellectual | [13] |
| <input type="checkbox"/> Learning | [14] <input type="checkbox"/> Mental Illness | [15] <input type="checkbox"/> Acquired brain impairment | [16] |
| <input type="checkbox"/> Vision | [17] <input type="checkbox"/> Medical Condition | [18] <input type="checkbox"/> Other | [19] |

Part D: Language and cultural diversity

In which country were you born? Australia [1101] Other, please specify: _____

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 [1201] Yes, other, please specify: _____

Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes. No Yes, Aboriginal Yes, Torres Strait Islander

Part E: Schooling

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.

- | | | | |
|--|---|---|------|
| <input type="checkbox"/> Year 12 or equivalent | [12] <input type="checkbox"/> Year 11 or equivalent | [11] <input type="checkbox"/> Year 10 or equivalent | [10] |
| <input type="checkbox"/> Year 9 or equivalent | [09] <input type="checkbox"/> Year 8 or below | [08] <input type="checkbox"/> Never attended school | [02] |
- Go to question Part F

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Are you still enrolled in secondary or senior secondary education?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Part F: Previous qualifications achieved			
Have you SUCCESSFULLY completed any of the qualifications listed in Part E?		<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No – Go to Part G	
If yes, tick ANY applicable boxes			
<input type="checkbox"/> Bachelor degree or higher degree [008]	<input type="checkbox"/> Certificate IV (or advanced certificate/ technician) [511]	<input type="checkbox"/> Certificate I [524]	
<input type="checkbox"/> Advanced diploma or associate degree [410]	<input type="checkbox"/> Certificate III (or trade certificate) [514]	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) [990]	
<input type="checkbox"/> Diploma (or associate diploma) [420]	<input type="checkbox"/> Certificate II [521]		
Part G: Employment			
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)			
<input type="checkbox"/> Full-time employee [01]	<input type="checkbox"/> Part-time employee [02]	<input type="checkbox"/> Self-employed – not employing others [03]	
<input type="checkbox"/> Self-employed – employing others [04]	<input type="checkbox"/> Employed – unpaid worker in a family business [05]	<input type="checkbox"/> Unemployed – seeking full-time work [06]	
<input type="checkbox"/> Unemployed – seeking part-time work [07]	<input type="checkbox"/> Not employed – not seeking employment [08]		
Part H: Study Reason			
Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship. (Tick one box only)			
<input type="checkbox"/> To get a job [01]	<input type="checkbox"/> To develop my existing business [02]	<input type="checkbox"/> It was a requirement of my job [06]	<input type="checkbox"/> I wanted extra skills for my job [07]
<input type="checkbox"/> To start my own business [03]	<input type="checkbox"/> To try for a different career [04]	<input type="checkbox"/> To get into another course of study [08]	<input type="checkbox"/> For personal interest or self-development [12]
<input type="checkbox"/> To get a better job or promotion [05]		<input type="checkbox"/> Other reasons [11]	
Part K: Unique Student Identifier (USI)			
Project Controls Institute, Australia can prevent 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). If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on your computer or mobile device.			
Enter your unique student identifier If you already have one			
If you do not have a USI, would you like us to apply for a US I on your behalf?	<input type="checkbox"/> Yes – please complete USI Consent Form <input type="checkbox"/> No – skip to the next section		

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Part M: Next of kin/emergency contact

These are people that Project Controls Institute, Australia may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to Project Controls Institute, Australia

Name		Relationship to Applicant	
Address			
Home Phone		Work Phone	
Mobile		Email	

Privacy Notice

The information you provide to Project Controls Institute, Australia will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training and assessment services requested by you. Your personal information will not be released unless required by law or approval is provided by you. Your information will never be sold to a third party. Your information may be provided to a third party who has entered into a legally binding agreement with Project Controls Institute to provide services to either you or Project Controls Institute, Australia and who agrees to keep your personal information confidential except as required by law. Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.

Why do 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 you do not provide the personal information we cannot proceed further with your application

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.

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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 fulfill 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>. Please contact the college if you are unable to access the provided link. We can email/ post a hard copy for your understanding.

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 Project Controls Institute, Australia 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

You can also access the Privacy Policy of Project Controls Institute, Australia at www.projectcontrolsinstitute.com/aus

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Student Declaration and Consent please tick all			
<input type="checkbox"/> I declare that the information I have provided to the best of my knowledge is true and correct. <input type="checkbox"/> I consent to the collection, use, and disclosure of my personal information in accordance with the Privacy Notice above.			
Student Signature			
Student Name			
Date			
Admin Staff Approval Date		Signature	

Disability Supplement
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following

list: Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 – Hearing/deaf'

Hearing impairment is used to refer to a person who has acquired mild, moderate, severe, or profound hearing loss after learning to speak, communicates orally, and maximizes residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, fingerspelling, and/or sign language.

'12 – Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may result from an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia, or post-polio syndrome.

'13 – Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviours, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 – Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the lifespan. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

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'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is an injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumors, accidents, violence, substance abuse, degenerative neurological diseases, or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness, or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired, or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma, or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.