

Privacy Statement & Student Declaration

I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by RTO 20306 FOOTSCRAY CITY COLLEGE.

I understand that my RTO 20306 FOOTSCRAY CITY COLLEGE is required to submit data sourced from this enrolment form to the national VET administrative collection 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 school based apprentice or trainee or VET in Schools student.
- Employer - if I am enrolled in training paid by my employer.
- Government departments and agencies and authorised VET related bodies.
- VET regulators.

If you would like us RTO 20306 FOOTSCRAY CITY COLLEGE 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 <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. 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

RTO 20306 FOOTSCRAY CITY COLLEGE 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 pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

[STUDENT SIGNATURE] [DATE]

Note: parental consent required if student is under the age of 18.

Personal details

1. Enter your full name *

Family name (surname)

Given names

Name for encryption

* 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 RTO 20306 FOOTSCRAY CITY COLLEGE 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

DD/MM/YYYY

Date of birth

3. Sex (Tick ONE box only)

Male M

Female F

Sex

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Telephone number – home

Telephone number – work

Telephone number – mobile

Email address

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

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

Address building/property name

Address flat/unit details

Address street number

Address street name

Address location — suburb, locality or town

State identifier

Postcode

Language and cultural diversity

6. In which country were you born?

Australia 1101

Other – please specify

Country identifier

7. 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 **English only – Go to question 10**

Yes, other – please specify

Language identifier

8. How well do you speak English?

Very well 1

Well 2

Not well 3

Not at all 4

Proficiency in spoken English identifier

9. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

Yes, Aboriginal

Yes, Torres Strait Islander

Indigenous status identifier

Disability

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

Yes Y

No N **No – Go to question 13**

Disability flag

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)

Hearing/deaf 11

Physical 12

Intellectual 13

Learning 14

Mental illness 15

Acquired brain impairment 16

Vision 17

Medical condition 18

Other 19

Disability type identifier

Schooling

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

Year 12 or equivalent	<input type="checkbox"/> 12	
Year 11 or equivalent	<input type="checkbox"/> 11	
Year 10 or equivalent	<input type="checkbox"/> 10	
Year 9 or equivalent	<input type="checkbox"/> 09	
Year 8 or below	<input type="checkbox"/> 08	
Never attended school	<input type="checkbox"/> 02	Never attended school – go to question 16

Highest school level completed identifier

13. In which **YEAR** did you complete that school level?

Year highest school level completed

14. Are you still attending secondary school?

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

At school flag

Previous qualifications achieved

15. Have you **SUCCESSFULLY** completed any of the following qualifications?

Yes	_____	
No	_____	No – go to question 18

Prior educational achievement flag

16. If **YES**, then tick **ANY** applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Certificates other than the above	<input type="checkbox"/> 990

Prior educational achievement identifier

Employment

17. Of the following categories, which **BEST** describes your current employment status? (Tick **ONE** box only)

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Employer	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

Labour force status identifier

Study reason

18. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
Other reasons	<input type="checkbox"/> 11

Study reason identifier

Unique Student Identifier

From 1 January 2015, we RTO 20306 FOOTSCRAY CITY COLLEGE 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

19. Enter your Unique Student identifier (if you already have one)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Unique student identifier

Unique student identifier

Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs that wish to include the birth certificate option in their enrolment form should note the information items required set out at [http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_\(australian\).aspx#](http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx#) Alternatively, they may wish not to include 'birth certificate' in their form.

Additional Information for USI Application – only required if you do not already have a USI

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.

Please provide details for **one** of the forms of identity below.

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

Australian Driver Licence

State: _____ Licence Number: _____

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)

Australian Birth Certificate

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

Australian Passport

Passport number _____

Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

Immicard

Immicard Number _____

Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
day/month/year

Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, RTO 20306 FOOTSCRAY CITY COLLEGE 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, unless we are required by or under any law to retain it.