



APPLICATION FOR ENROLMENT FORM

RTO 31954

OFFICIAL USE ONLY	
Entered in Wisenet:	Date:
Who to Pay:	
Paid:	Date:
Photo ID	Y / N

Intended Course of Study	
Course Code	Course Name

Personal Details		
Enter your Full Name		
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 please write your name exactly as written on your identity document and please supply a copy so we can apply for one for you.		
Title	Given Names	Family Names (Surname)
Date of Birth	Gender	
	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	

Contact Details			
Home Phone		Mobile	
Email Address			
Alternative E-Mail Address			
Drivers Licence Number			
Medicare Number		Exp Date	
Health Care Card Number		Exp Date	

Authorisation			
<p>In making this application for enrolment, I am aware of the consequences that may arise from providing detail, misleading or incomplete information, including cancellation of my enrolment or the withdrawal of any offer made by HDT RTO.</p> <p>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, and NCVER policies, procedures and protocols published on NCVER's website www.ncver.edu.au</p> <p>I give HDT RTO permission to use photos in public material and social media (including any photos where I may be recognized) as may be useful.</p> <p>I authorise images of my participation in training to be used by HDT RTO for future marketing and business purposes. I understand that I retain the right to withdraw my consent at any time</p> <p><input type="checkbox"/> I choose to opt-out of this marketing and usage consent</p>			
Applicant Signature:		Date	
		Time of signing	

Parent /Guardian consent is required for all students under the age of 18			
Parent/Guardian Name:		Date	
Parent/Guardian Signature		Time of signing	

**Unique Student Identifier**

From the 1st January 2015, HDT RTO can be prevented from issuing you with a nationally recognized 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 your smart phone. Please note that if you would like to specify your gender as "other" you will need to contact the USI office for assistance

Enter your Unique Student Identifier (USI) if you already have one

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In providing my USI, I conform that HDT RTO are authorised to collect, use and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014*.

What is the address of your usual residence?

Please provide the physical address (street number and name not P.O. 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 territories '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.

Building/Property Name			
Flat/Unit Details			
Street or Lot Number			
Street Name			
Suburb			
State		Postcode	

What is your postal address (if different from above)?

Building/Property Name			
Flat/Unit Details			
Street or Lot Number			
Street Name			
Suburb			
State		Postcode	

Contact Details in case of Emergency

Name	Emergency Phone Number	Relationship to you

Study Reason

Study Reason – Of the following categories, which best describes your main reason for undertaking this course / traineeship /apprenticeship? (Tick ONE box only)

- | | |
|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> To try for a different career |
| <input type="checkbox"/> To develop my business | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> Other reasons |



Employment

Of the following categories, which **BEST** describes your current employment status?

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). Tick **ONE** box only

- Full-time employee
- Part-Time Employee
- Employer
- Self -Employed – not employing others
- Employed – unpaid worker in family business
- Unemployed – seeking full-time work
- Unemployed- seeking part-time work
- Unemployed – not seeking employment

Employer Details

Enter your current employment information (If applicable)

Company Name		Your Position	
Supervisors Name			
Employers Street Address			
Suburb			
State		Postcode	
Telephone		Fax	

Occupation / Industry

Which of the following **BEST** describes the industry of your current or previous Employer (tick **ONE** box only) If unemployed, go to next question

- Agriculture, Forestry & Fishing
- Mining
- Manufacturing
- Electricity, Gas, Water or Waste
- Construction
- Wholesale Trade
- Retail Trade
- Accommodation and Feed Services
- Transport, Postal and Warehousing
- Information Media and Telecommunications
- Financial and Insurance Services
- Rental, Hiring and Real Estate Services
- Professional, Scientific and Technical Services
- Administration and Support Services
- Administration and Safety
- Education and Training
- Health Care and Social Assistance
- Arts and Recreation Services
- Other

Education

What is your highest **COMPLETED** school level?

- Completed year 12
- Completed year 10
- Completed year 8 or equivalent
- Completed year 11
- Completed year 9 or equivalent
- Never attended school

Are you still enrolled in secondary or senior secondary education?

- Yes No If No, what year did you, complete school? _____

**Previous Qualifications Achieved**Have you **SUCCESSFULLY** completed any other qualification? Yes If YES please supply original document to the office No**Language and Cultural Diversity**

In which country were you born if NOT Australia

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 Yes - Please specify**Disability**

Do you consider yourself to have a disability, impairment, or long-term condition including assistance with English, Maths, Reading or Writing?

 Yes Trainer will contact you to discuss your requirements No**Indigenous Status**

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**Privacy Statement**

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand that Happy Days Training RTO is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research (NCVER) 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 secondary student undertaking (VET, including a school-based apprenticeship or traineeship)
- Employer – If I am enrolled in training paid by my employer
- Government departments and authorized agents
- NCVER
- Organizations conducting student surveys
- Researchers

You may receive NCVER student surveys which may be administered by an NCVER employee, agent or third-party contractor. Please note you may opt out of the survey at the time of being contacted.

NCVER will use, secure, disclose, and retail your data in accordance with VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)

For information about how HDT RTO collects, uses, and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to HDT RTO privacy policy which can be found within the Student Handbook and on the web at

www.happydaystraining.com.au