

DOMESTIC ENROLMENT FORM

Empower International College (“the RTO”)

COURSE DETAILS			
What course are you applying to enrol in?	Course Code		
	Course Title		
What funding stream is being accessed?	<input type="checkbox"/> Fee-For-Service (FFS)		
What location?		Study Mode? (select one (1) only)	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Blended <input type="checkbox"/> Online <input type="checkbox"/> Workplace <input type="checkbox"/> Recognition of Prior Learning (RPL)
How did you hear about us?	<input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Job Services Provider <input type="checkbox"/> Expo/Event <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other – Specify:		
Which BEST describes the main reason you are undertaking study? (select one (1) only)	<input type="checkbox"/> To get a job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To try for a different career <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons		
PROSPECTIVE STUDENT DETAILS			
<p>Please ensure you accurately complete this section as incorrect details may affect enrolment. Please write the name that you used when you applied for your Unique Student Identifier (USI), including middle name/s. If you do not yet have a USI and want us to apply for a USI on your behalf, you must write your name, including middle name/s, exactly as written in the identity document you choose to use for this purpose. See section on the USI for a detailed explanation.</p>			
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mx		
<input type="checkbox"/> Single Name Only (Select this box if you have one (1) name only. Write your single name in the applicable section).			
First Name		Middle Name/s	
Surname		Preferred Name	
Previous Name/s		Date of Birth	
If employed, please complete the details below			
Company Name		Position/Title	
Division/Section		Contact Number	
Supervisor Name			
Contact details for student communication			
Home Phone		Mobile Phone	
Email Address			

Residential Address			
Street Address			
Suburb		Postcode	
Postal Address (if same as above, leave blank)			
Street Address			
Suburb		Postcode	
Do you hold a Commonwealth Concession Card?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Concession Card Type		Expiry Date	
Preferred Pronouns	<input type="checkbox"/> He/Him <input type="checkbox"/> She/Her <input type="checkbox"/> They/Them	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X
Country of Birth		Town/City of Birth	
Citizenship Status	<input type="checkbox"/> AU Citizen <input type="checkbox"/> NZ Citizen <input type="checkbox"/> AU Permanent Resident <input type="checkbox"/> Pathway to Permanent Residency <input checked="" type="checkbox"/> Other If "Pathway to Permanent Residency" or "Other" - specify your visa type and subclass: Visa Type: _____ Visa Subclass: _____		
	Of the following categories, which BEST describes your current employment status? (select one (1) only) For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full-time (thirty-five (35) hours or more per week) or part-time employed (fewer than thirty-five (35) hours per week).		<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed – not employing others <input type="checkbox"/> Self employed – employing others <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment
Indicate if you identify as any of the following	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither of these <input type="checkbox"/> Both Aboriginal AND Torres Strait Islander <input type="checkbox"/> Prefer not to disclose		
What is your first and/or main language spoken?			
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well		
How well do you understand English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well		
How well do you read and write English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well		
Are you currently enrolled and attending school?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes , indicate which school and year level/grade you are currently enrolled in: School Name: _____ Year Level/Grade: <input type="checkbox"/> Year Twelve (12) <input type="checkbox"/> Year Eleven (11) <input type="checkbox"/> Year Ten (10) <input type="checkbox"/> Year Nine (9) <input type="checkbox"/> Year Eight (8)			
If no , indicate your highest completed school year level/grade: Year Level/Grade: <input type="checkbox"/> Year Twelve (12) <input type="checkbox"/> Year Eleven (11) <input type="checkbox"/> Year Ten (10) <input type="checkbox"/> Year Nine (9) <input type="checkbox"/> Year Eight (8)			
Learner Unique Identifier (LUI) Number (Secondary Students ONLY)	<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"/>		

SUPPORT NEEDS	
<p>Do you consider yourself to have a disability, impairment or long-term condition? If yes, please complete the Disability Supplement section below.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Disability Supplement	
<p>The purpose of the disability supplement is to provide additional information to assist with answering the disability question. 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. Please select the area(s) from the following list that are applicable.</p>	
<p>11: Hearing/deaf Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises 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, finger spelling and/or sign language.</p>	<input checked="" type="checkbox"/>
<p>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 be the result of 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.</p>	<input type="checkbox"/>
<p>13: Intellectual In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, 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.</p>	<input type="checkbox"/>
<p>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 life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>16: Acquired brain impairment Acquired brain impairment is 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, tumour, 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.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>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.</p>	<input type="checkbox"/>
<p>Specify (Optional): _____</p>	

Do you have any building access requirements you would like the RTO to be aware of?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , specify: <input type="checkbox"/> Wheelchair Access Required <input type="checkbox"/> Other – Specify: _____	
PREVIOUS QUALIFICATION DETAILS	
Are you CURRENTLY enrolled in any other Nationally Recognised Training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , specify: Qualification Code: _____ Qualification Title: _____	
Have you FULLY AND/OR PARTIALLY COMPLETED any qualification/s from an Australia institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes , select the highest level of education qualification achieved in Australia: <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other Education (including Certificates or overseas Qualifications not listed above)	
Are you applying for Recognition of Prior Learning (RPL)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you applying for Credit Transfer/s (CT)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
UNIQUE STUDENT IDENTIFIER (USI) DETAILS	
From 1 January 2015, the RTO can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment (SOA) 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.	
Do you have a USI?	<input type="checkbox"/> Yes <input type="checkbox"/> Yes, but I have forgotten <input type="checkbox"/> No (we can apply for you, see below)
Enter your USI (if you already have one) If you want us to search or apply for a USI on your behalf, please complete the sections below.	<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"/>
<input type="checkbox"/> By selecting this box, I authorise the RTO to search and find an existing 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 https://www.usi.gov.au/providers/find-student-usi	
Application for Unique Student Identifier (USI)	
You may already have a USI if you have done any Nationally Recognised Training (NRT), 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 organisation. 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/faqs/i-have-forgotten-my-usi/	
If you would like the RTO 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 https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf . You may also be required to provide some additional information so that we can apply for a USI on your behalf.	
<input type="checkbox"/> By selecting this box, I authorise the RTO 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 https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf .	
In accordance with section 11 of the Student Identifiers Act 2014, the RTO 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.

<https://www.usi.gov.au/documents/privacy-notice>

JOB ACTIVE PROVIDER DETAILS

Are you currently registered with a Job Active provider?

Yes No

If yes, specify: **Job Active Name:** _____ **Contact Name:** _____

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. Please note if an individual does not provide their personal information to the RTO, consequences could include not being able to enrol as a student of the RTO.

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. The Information the RTO collects may be provided to the Department of Trade, Employment and Training (DTET) for the purposes of the department ensuring the RTO is delivering quality services.

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 Trade, Education and Training (DTET), Commonwealth authorities, State and Territory authorities (other than RTO's) 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. DTET 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 DTET will handle your personal information, please refer to the VET Data Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

Surveys

You may be contacted via phone, email or in-person and/or receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency regarding your training goals, experience and outcomes for the purposes of monitoring the RTO's performance and/or adherence to its RTO obligations and requirements. Please note you may opt out at the time of being contacted.

Contact information

At any time, you may contact the RTO's administration staff:

- 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

EMERGENCY CONTACT DETAILS

Full Name			
Phone Number		Relationship	
Email Address			

DECLARATION AND CONSENT
STUDENT DECLARATION

By selecting the following boxes, I declare that I have read, understood and agreed to each statement.

I AGREE that I have received a qualification flyer, training schedule, qualification eligibility requirements and enrolment eligibility requirements.	<input type="checkbox"/>
I AGREE that I have received a copy of the Transition of Superseded Training Products Policy and Procedure.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Fees and Charges Policy and Procedure and Schedule of Fees from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the USI Student Factsheet from the USI website along with the Unique Student Identifier Collection Policy and Procedure from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Recognition of Prior Learning and Credit Transfer Policy and Procedure and Privacy Policy from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Complaints and Appeals Policy and Procedure, Complaint Form and Student Assessment Appeals Form from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Refund Policy and Procedure, Student Withdrawal Form and Refund Request Form from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Student Handbook and Student Feedback Form from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Student Support and Wellbeing Handbook and Student Support and Wellbeing Policy from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I AGREE to abide by the expectations and procedures, including the Student Code of Conduct and RTO's Campus Housekeeping Instructions.	<input type="checkbox"/>

I UNDERSTAND that I must meet all relevant entry requirements associated with my chosen course prior to my enrolment being accepted.	<input type="checkbox"/>
I AGREE that I have completed a Qualification/Skill Set/Short Course Suitability Questionnaire and Student Factsheet and Funding Declaration as part of my Pre-Enrolment Assessment.	<input type="checkbox"/>
I AGREE that I have provided all forms of valid eligibility evidence.	<input type="checkbox"/>
I GIVE the RTO permission to obtain official records from an educational institution that I do and/or have attended.	<input type="checkbox"/>
I AGREE to pay the relevant co-contribution fees on the commencement of training.	<input type="checkbox"/>
I AGREE for my academic progress and results to be shared with Government departments, schools, employer or job network providers (whichever applies) if required.	<input type="checkbox"/>
I UNDERSTAND the RTO will take video and/or take photos of me for assessment ONLY purposes.	<input type="checkbox"/>
I AGREE that the information I have provided is true and correct and understand that giving false or incomplete information may lead to the refusal of my application or cancellation of my enrolment.	<input type="checkbox"/>
PRIVACY STATEMENT AND CONSENT	
By selecting the following box, I declare that I have read, understood and agreed to each statement.	
<p>As a Registered Training Organisation (RTO) we are required to collect and record information about you, including your personal information. Your personal information is protected by the <i>Privacy Act 1988</i> and 13 Australian Privacy Principles (APPs).</p> <p><input type="checkbox"/> I AUTHORISE the RTO to collect and store my personal information to administer my application and enrolment, to monitor my academic progress and to provide services, including services delivered in partnership with relevant stakeholders and third parties beneficial to my participation, completion and gaining employment. This may include checking of my migration status (work and study entitlements) through VEVO for the purpose of confirming enrolment eligibility.</p> <p><i>The RTO will ensure that information collected from me is not excessive and is only used for the purpose for which it is collected.</i></p>	

STUDENT SUPERVISION AND SAFETY DECLARATION

By selecting the following box, I confirm that I have read, understood, and accept the terms outlined below.

I ACKNOWLEDGE and fully understand that the RTO is not responsible for the supervision, care, or safety of the student at any time outside of the scheduled training sessions as clearly outlined in the official Training Schedule provided by the RTO. This understanding specifically includes, but is not limited to:

- **Transportation Arrangements:** The RTO is not responsible for arranging or overseeing transportation to or from the designated training delivery location. It is the sole responsibility of the student, their parent/guardian, or the relevant third party to ensure safe and timely transport to and from the premises.
- **Before and After Scheduled Training Times:** The RTO does not assume responsibility for the student's safety or supervision before the official start time or after the official end time of each scheduled training session.
- **Break Periods During Training:** The RTO is not liable for any incidents or occurrences should the student choose to leave the training premises during scheduled break times (e.g., morning tea, lunch), particularly when doing so goes against the guidance or advice of any RTO staff member.
- **Voluntary Absence or Departure from Premises:** If the student voluntarily exits the training premises during any portion of the scheduled training session, whether for personal reasons or otherwise, the RTO is not accountable for their supervision or safety during that time.

I recognise that the responsibility for the student's welfare during the above-mentioned periods lies entirely with the student and/or their parent, guardian, or designated caregiver.

Student Signature		Date	
Parent/Guardian Name (if under eighteen (18) years old)		Date	

OFFICE USE ONLY

Have ALL fields been completed on this Application for Enrolment Form?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Application for Enrolment Status		<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Staff Initials		Date