

Skill Hire - RTO Enrolment Form

Please write clearly as this information will be used to create your certificate – complete all areas in full.

| | | | |
|--|---|--|--|
| Course code and title: | | | |
| Date of application: | | Intended intake date: | |
| Delivery Mode: | Classroom <input type="checkbox"/> Apprenticeship/Traineeship <input type="checkbox"/> Workplace – Based <input type="checkbox"/> | | |
| Have you completed a course with Skill Hire previously? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you have a Health Care Card? Yes <input type="checkbox"/> No <input type="checkbox"/> | |
| Workplace details (if applicable) | Company Name: | | |

Personal Details

| | | | |
|--|--|---|--|
| First/Given Names: | | Date of Birth: | |
| Last/Surname: | | | |
| Phone: | | Gender: | Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/> |
| <p>*USI – 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</p> | | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | |
| Email Address: | | | |
| Residency Status: | Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Other <input type="checkbox"/> | If Other, please Specify: | |
| Home Address: | | | |
| Suburb: | | State: | Post Code: |
| Postal Address (if different to home address): | | | Post Code: |
| Name of school: | | | |

***USI application through your RTO (if you do not already have one)**

If you would like us Skill Hire to apply for a USI on your behalf, please request for an [Application of USI through RTO Form](#).

Contact person for payment enquiries:

| | | | |
|---------------|--|----------------|--|
| Name: | | | |
| Email: | | Mobile: | |

Details of any allergy, medical or health condition:

| |
|--|
| |
| |

Emergency contact details

| | | | |
|---------------|--|---------------------|--|
| Name: | | Relationship | |
| Email: | | Mobile: | |

Publishing of photos for Skill Hire promotional / marketing material

Skill Hire occasionally produces promotional / marketing materials which may involve photography and other images, either in print or electronic format.

| | | | |
|--|--|--------------|--|
| Do you hereby consent to publication of images taken of the applicant for use in our promotional information and materials? | | | |
| Yes | | No | |
| Name of applicant (parent / guardian if under 18 years) | | Date: | |
| Signature: | | | |

AVETMISS DATA – please complete in full.

Language and cultural diversity

In which country were you born?

- Australia
- Other – please specify. _____

Do you speak a language other than English at home?

- No – English only
- Yes – 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
- No

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

- Hearing/deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired brain injury
- Vision
- Medical Condition
- Other

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 equivalent
- Never attended school

Are you still enrolled in secondary education?

- Yes
- No

Previous Qualifications

Have you SUCCESSFULLY completed any of the qualifications listed below? If Yes tick applicable.

- Bachelor degree or higher degree
- Advanced diploma or associate degree
- Certificate IV (or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Other education

Employment

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

- Fulltime employee
- Part-time employee
- Self employed – not employing others
- Self employed – employing others
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Marketing

How did you hear about Skill Hire?

- Email received
- Internet Search
- Billboard / Signage /
- Industry Body / Regulator
- Employer
- Work Colleague
- Family / Friend
- Other

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 of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest of self-development

Privacy Statement and Participant Declaration

Under the *Data Provision Requirements 2012*, Skill Hire is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Skill Hire for statistical, regulatory and research purposes. Skill Hire may disclose your personal information for these purposes to third parties, including:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <http://www.ncver.edu.au/>)

- I hereby agree to abide by Skill Hire policies and procedures during the duration of my training/course listed above.
- I agree to Skill Hire providing a copy of my results for the training connected to this enrolment to my sponsoring employer
- I agree to Skill Hire accessing the USI Web service to search, create and/or update data related to my USI.
- I understand my rights and obligations, and the rights and obligations of Skill Hire as outlined in the student handbook

Participant Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

| | | | |
|----------------------------------|--|--------------|--|
| Applicant Signature: | | Date: | |
| PARENT/GUARDIAN SIGNATURE | | Date: | |

**Parental/guardian consent is required for all participants under the age of 18.*

Application instructions

- Please provide a copy of the following with this application:
 - a. A form of identification: Birth certificate, driver's license or passport photo page;
 - b. Health Care Card (if applicable); and / or
 - c. Your previous VET results / transcript(s) to check for credit transfers.
- Please email completed form and required documentation to: ***training@skillhire.com.au***