

ENROLMENT FORM

Is this the first time you have enrolled at this organisation? YES NO

If YES, then state year study is to commence. _____

Unique Student Identifier (USI) _____

From 1 January 2015, we [Smartlink Training Pty Ltd RTO No.45280] 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). 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/>

TITLE: (Please tick ONE box only) MR MISS MRS MS OTHER _____

GENDER: (Please tick ONE box only): MALE FEMALE OTHER

FAMILY NAME: Surname: _____
Given Names: _____

DATE OF BIRTH: (dd/mm/yyyy) _____ / _____ / _____ (if under 18 years of age, parent/guardian signature required)

ADDRESS OF USUAL RESIDENCE:

Building/Property/Flat/Unit: _____

Number and Street: _____

Suburb: _____ State/Territory: _____ Postcode: _____

POSTAL ADDRESS: Number and Street: _____

PO Box **OR** Roadside Delivery Box: _____

Suburb: _____ State/Territory: _____ Postcode: _____

Phone Hm: _____ Wk: _____ Mob: _____

E-mail: _____ Fax: _____

EMERGENCY CONTACT

Name: _____ Relationship: _____

Address: _____

Suburb: _____ State/Territory: _____ Postcode: _____

Phone: _____

EMPLOYER

Company Name: _____

Address: _____

Suburb: _____ State/Territory: _____ Postcode: _____

Phone: _____

I am seeking to enrol in:

- HLTAID015 Provide advanced resuscitation and oxygen therapy
- HLTAID014 Provide advanced first aid
- HLTAID012 Provide first aid in an education and care setting
- HLTAID011 Provide first aid
- HLTAID010 Provide basic emergency life support
- HLTAID009 Provide cardiopulmonary resuscitation
- 2256VIC Course in the Management of Asthma Risks and Emergencies in the Workplace
- 2257VIC Course in First Aid Management of Anaphylaxis
- UETDRMP007 Perform rescue from a Live Low Voltage Panel
- UEECD0007 Apply Work Health and Safety Regulations Codes and Practices in the Workplace

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I am seeking to undertake the training at:

- 2/659 Young street Albury NSW 2640
- Wagga RSL Wagga Cnr of Kincaid St and Dobbs St Wagga NSW
- Comfort Inn Peppermill 7900 Goulburn Valley HWY, Shepparton VIC 3630
- Bendigo Rotary Club of Kangaroo Flat, 26 High Street Kangaroo Flat VIC 3555
- Wangaratta Masonic Hall 101 Appin Street Wangaratta VIC 3677
- Quest Wodonga 46 Reid Street, Wodonga VIC 3690
- South Shepparton Community Centre 290 Archer Street Shepparton, VIC
- Ballarat
- Geelong
- Canberra
- Other

1. In which country were you born?

Australia	
Other – Please Specify	

2. Do you have permanent residence in Australia?

Yes	
No	

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

No	
Yes, Aboriginal	
Yes, Torres Strait Islander	
Yes, Both Aboriginal And T S I	

4. 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	Go to Question 6
Yes, Other– Please Specify	

5. How well do you speak English?

Very Well	
Well	
Not Well	
Not At All	

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

Yes	
No	Go to Question 8

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7. If YES, then please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one area.)

Hearing/Deaf	
Physical	
Intellectual	
Learning	
Mental illness	
Acquired Brain Impairment	
Vision	
Medical Condition	
Other	

8. 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 Below	
Never Attended School	Go to Question 11

9. Are you still attending secondary school?

YES	
NO	

10. Have you successfully completed any of the following qualifications? Tick Yes or No. If Yes, tick any applicable boxes.

Level of Qualification	Completed
Bachelor Degree Or Higher Degree	
Advanced Diploma Or Associate Degree	
Diploma (Or Associate Diploma)	
Certificate IV (Or Advanced Certificate/Technician)	
Certificate III (Or Trade Certificate)	
Certificate II	
Certificate I	
Other education (including certificates or overseas qualifications not listed above)	

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

Full-Time 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	

12. 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 or Self-Development	
To get skills for community/voluntary work	
Other Reasons	

Recognition of Prior Learning

Are you seeking Recognition of Prior Learning? Yes No

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

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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 that if we are unable to collect your personal information then we will not be able to enrol you in the training course.

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.

How NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at <https://www.ncver.edu.au/policies/policies/key-policies/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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

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.



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Contact information

At any time, you may contact [Smartlink Training] 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

Smartlink Training Information

Smartlink Training Pty Ltd RTO No. 45280, Unit 2, 659 Young Street Albury NSW 2640

<https://www.smartlinktraining.net.au/>, info@smartlinktraining.net.au

Privacy Policy link - <https://www.smartlinktraining.net.au/wp-content/uploads/2023/02/privacy-policy.pdf>

STUDENT SIGNATURE: _____ **DATE:** ____ / ____ / ____

(Only if student is under 18 years of age)

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** ____ / ____ / ____

Below section is for Administration use only

- Smartlink has verified that the student completed LLN test before confirmation of enrolment or prior to the commencement of training.
- Smartlink has verified that all course fees paid by the student are below the legally mandated threshold of \$1500.