

Application for Enrolment Form

As part of studying a National Recognised course, you are required to complete an enrolment form and language, literacy and numeracy self-assessment. It is a legislative requirement that all information is true and accurate as at the time of completion. This information is reported to the Government annually.

NOTE: ALL SECTIONS OF THE FORM MUST BE COMPLETED FOR YOUR ENROLMENT TO BE ACCEPTED

Desired Study Program

I would like to apply for admission to the following course (please tick one):

- | | | |
|---|---|---|
| <input type="checkbox"/> TLIF2010 (F10) For Truck Drivers
Certificate III in Warehousing | <input type="checkbox"/> TLIF3063 (F63) For Schedulers
Certificate IV in Warehousing | <input type="checkbox"/> TLIF4064 (F64) Policy & Procedures
Diploma of Logistics |
| <input type="checkbox"/> Advanced Fatigue Management | <input type="checkbox"/> TLIF0001 Chain of Responsibility | <input type="checkbox"/> TLIF0002 Chain of Responsibility |

OTHER (Insert Details of Course): _____

Preferred Study Mode

Face to Face (Where offered) Online Learning RPL – (Recognition Prior Learning)

Confirm your Intended Course of Study	
Course Code	Course Name

Student Induction And Information Pack

As part of enrolment you are required to download and read the College of Warehousing Induction and Information Pack which is available at our website www.colofwhousing.edu.au. This pack contains information about the College, training, assessment and our refund policy. Please tick the box to confirm that you have read this document.

- I have read and understood the information in the Induction and Information Pack, which contains the refund policy. (at www.colofwhousing.com.au and downloadable here [Student Induction & Information Pack](#))
- I have a computer, a valid email address, and a reliable internet connection suitable for online study.

Signature:

Date:

Privacy Notice

Under the *Data Provision Requirements 2012*, the College of Warehousing 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 the College of Warehousing for statistical, regulatory and research purposes.

Please see the full Privacy Notice and Declaration at the end of this Enrolment Form

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 in the identity document** you choose to use.

Title	Given names	Family Name (Surname)	
Enter your birth date (Day/month/year)	Gender (Tick ONE box only)		
/ /	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other
Enter your contact information			
Home phone (including area code)		Mobile	
Email address			
Alternative email address (optional)			
Enter contact information in case of emergency			
Emergency contact name	Relationship to you	Emergency contact number	

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 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 (e.g. 205 or Lot 118)			
Street name			
Suburb, locality or town			
State/territory		Postcode	

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

Building/Property name			
Flat/Unit details			
Street or lot number (e.g. 205 or Lot 118)			
Street name			
Postal delivery information (e.g. PO Box 254)			
Suburb, locality or town			
State/territory		Postcode	

Language and Cultural Diversity

In which country were you born?

Australia Other – please specify:

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:

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

Disability

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

Yes No (Go to the next section)

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)

<input type="checkbox"/> Hearing/deaf	<input type="checkbox"/> Acquired brain impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Other:
<input type="checkbox"/> Mental illness	

If you answered YES to the above question do you require any assistance to participate in this course?

No Yes (We'll arrange a meeting to discuss this with you)

Schooling

What is your highest COMPLETED school level?

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

(Tick ONE box only)

- | | |
|--|---|
| <input type="checkbox"/> Completed Year 12 | <input type="checkbox"/> Completed Year 9 or equivalent |
| <input type="checkbox"/> Completed Year 11 | <input type="checkbox"/> Completed Year 8 or lower |
| <input type="checkbox"/> Completed Year 10 | <input type="checkbox"/> Never attended school |

Are you still enrolled in secondary or senior secondary education?

- Yes No

Previous Qualifications Achieved

Have you SUCCESSFULLY completed any of the following qualifications listed below?

- Yes No

Yes (if yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level.)

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use 1. A – Australian 2. E– Australian equivalent 3. I – International

	A	E	I
<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificates other than the above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employer Details

Enter your current employment information (where applicable)

Employer organisation name		Your position	
Supervisor name			
Employers street address			
Suburb, locality or town			
State/territory		Postcode	
Telephone		Fax	
Email			
Website			

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)

- | | |
|---|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Unemployed – not seeking employment |

Occupation

Which of the following classifications BEST describes your current or recent occupation?
(Tick ONE box only) If unemployed, go to the next question.

- | | |
|---|--|
| <input type="checkbox"/> Managers | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Technicians and Trade Workers | <input type="checkbox"/> Labourers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Clerical and Administrative Workers | |

Industry

Which of the following classifications BEST describes the Industry of your current or previous Employer?
(Tick ONE box only) If unemployed, go to the next question.

- | | |
|---|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Financial and Insurance Services |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Administrative and Support Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Public Administration and Safety |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Education and Training |
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Health Care and Social Assistance |
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Arts and recreation Services |
| <input type="checkbox"/> Transport, Postal and Warehousing | <input type="checkbox"/> Other Services |
| <input type="checkbox"/> Information Media and telecommunications | <input type="checkbox"/> |

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

Unique Student Identifier

From 1 January 2015, the College of Warehousing 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. 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 confirm the College of Warehousing is authorised to collect, use and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014*.

I understand that I will receive a notice regarding the College of Warehousing's use of this information to confirm my USI.

I understand that the RTO's name included in the notice may be different to the name they are familiar with – the name of the organisation verifying my USI is the College of Warehousing.

Learner Unique Identifier (Queensland Students only)

Do you have a Learner Unique Identifier?

If yes, please provide the 10 digit number.

If no, or don't know, tick box

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Victorian Student Number (Victorian Students only)

Enter your Victorian Student Number (VSN)

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If you have entered your VSN you can skip the question below and go straight to the next section

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

- No (Go to next section)
- Yes – I have attended a Victorian school since 2009

Enter name of most recent Victorian school attended:

- Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the 3 most recent training organisations with which you have participated in Victoria since 2011:

- 1.
- 2.
- 3.

Victorian Government VET Student Enrolment Privacy Notice (Victorian Students only)

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

The College of Warehousing is required to provide the Department with student and training activity data. This includes personal information collected in the College of Warehousing enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

The College of Warehousing provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning. A student's USI may be used for specific VET purposes including the verification of student data provided by the College of Warehousing; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Consequences of not providing your information Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact the College of Warehousing's Privacy Officer in the first instance by phone 02 62622936 or email admin@colofwhousing.edu.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

Declaration

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Applicant Signature:		Date:	
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Privacy Notice & Applicant Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, the College of Warehousing 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 the College of Warehousing for statistical, regulatory and research purposes. The College of Warehousing may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

The College of Warehousing retains a record of personal information about all individuals with whom we undertake any form of business activity. The College of Warehousing must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, the College of Warehousing is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

The College of Warehousing must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery, and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

For information about how the College of Warehousing collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the College of Warehousing privacy policy which can be found within the Student Handbook and on the web at <http://colofwhousing.com.au/cw/info-pack/>

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

Applicant 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.

In making this application for enrolment, 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 the College of Warehousing.

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 NCVET policies, procedures and protocols published on NCVET's website at www.ncvet.edu.au

Marketing Use Content

I give the College of Warehousing permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.

I authorise images of my participation in training to be used by the College of Warehousing for future marketing and business purposes.

I understand that I retain the right to withdraw my consent at any time.

I choose to opt-out of this marketing and usage consent.

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

Please email the completed form to admin@colofwhousing.edu.au