

## Student Enrolment Form

**Select Course Type:** (Please tick the course/s that you are applying to enrol in)

CHC33021 Certificate III in Individual Support	<input type="checkbox"/>	CHC43015 Certificate IV in Ageing Support	<input type="checkbox"/>
CHC43121 Certificate IV in Disability	<input type="checkbox"/>	CHC53315 Diploma of Mental Health	<input type="checkbox"/>
CHC52021 Diploma of Community Services	<input type="checkbox"/>	CHC51015 Diploma of Counselling	<input type="checkbox"/>
BSB50420 Diploma of Leadership and Management	<input type="checkbox"/>	BSB60420 Advanced Diploma of Leadership and Management	<input type="checkbox"/>
SIT30821 Certificate III in Commercial Cookery	<input type="checkbox"/>	HLTAID011 Provide first aid	<input type="checkbox"/>
HLTAID009 Provide CPR	<input type="checkbox"/>	HLTAID012 Provide an emergency first aid response in an education and care setting	<input type="checkbox"/>

**Learner Personal Details:** Please Print Clearly using UPPER CASE letters

Single name only: Tick this box <input type="checkbox"/>									
if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section'									
(Family/last) Surname:						Date of Birth:	DD / MM / YYYY		
Given Name/s:						Gender:(circle)	M	F	X
Title: (circle)	Ms.	Mrs.	Mr.	Dr.	Other_____	Mobile No:			
Home Phone:						Work Phone:			
Email address:						Alternate email:			

INT College 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 at [usi.gov.au/students/get-a-usi](http://usi.gov.au/students/get-a-usi). Please note, if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance

**USI Number: Unique Student Identifier:** (Enter USI number if not yet submitted)  
If you have not registered for a USI, please see your instructor for further information)

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<b>OR</b>	<p><b>USI Opt Out:</b> I agree by not providing a USI number that the results of the training will not appear on transcripts prepared by the Student Identifiers Registrar</p> <p><b>NOTE:</b> This only applies where collecting and submitting data compliant with AVETMISS for the National VET Provider Collection where collection or submission of that data:</p> <p>a. would conflict with defence or national security legislation; or</p> <p>b. could jeopardise the security of defence, border protection, customs, national security or police personnel</p>	Learner Signature:(sign below)
↑ Tick box		

Please provide the physical STREET 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 an Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name: (if applicable)			
Flat or unit number: (if applicable)	Street or lot number: (e.g. 205)		
Street name:	Suburb /locality		
State/territory:	Postcode:		

Provide your POSTAL ADDRESS below, **if different from above.** If as above, tick here:

Building/property name: (if applicable)			
Flat or unit number: (if applicable)	Street or lot number: (e.g. 205)		
Street name:	Suburb /locality		
Postal delivery information (e.g. PO Box)	Postcode:		
State/territory:			

## Required Enrolment Questions

### Language and cultural diversity

<b>In which country were you born?</b>	Australia	Other than Australia – please specify	
<b>Do you speak a language other than English at home?</b>	No, English	Yes, other – please specify	
<b>Are you of Aboriginal or Torres Strait Islander origin or both?</b>	No	Yes, Aboriginal	Yes, Torres Strait Islander

### Disability

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.

<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>		Yes	No
<b>If yes, please indicate the areas of disability, impairment or condition (you may Tick more than one)</b>			
Hearing / Deaf	Intellectual	Mental illness	Vision
Physical	Learning	Acquired brain impairment	Medical condition
			Other

### Schooling

<b>What is your highest COMPLETED school level? (Tick ONE box only)</b>	Year 12	Year 11	Year 10
	Year 9	Year 8 or below	Never attended
<b>Are you still enrolled in secondary or senior secondary education?</b>		Yes	No

### Previous qualifications achieved

<b>Have you successfully completed any qualifications listed below? If Yes, please tick all that apply:</b>		Yes	No
Bachelor's degree or Higher Degree	Certificate IV or Advanced Cert/Technician	Certificate I Other education (including certificates or overseas qualifications other than previous)	
Advanced Diploma or Associate Degree	Certificate III (or Trade Certificate)		
Diploma (or associate Diploma)	Certificate II		

### Employment

<b>Of the following categories, which BEST describes your current employment status?</b>			
Full-time employee	Self employed – employing others	Unemployed - seeking full-time work	
Part-time employee	Employed – unpaid in family business	Unemployed - seeking part-time work	
Self-employed - not employing others		Not employed - not seeking employment	

### Study reason

<b>Of the following categories, select the one which BEST describes the main reason you are undertaking this course?</b>			
To get a job	To get a better job or promotion	For personal interest or self-development	
To develop my existing business	It was a requirement of my job	To get skills for community/voluntary work	
To start my own business	I wanted extra skills for my Job	Other reasons	
To try for a different career	To get into another course of study		

#### **Where did you hear about INT College? (Please tick ONE box)**

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Social Media - Facebook | <input type="checkbox"/> Website            | <input type="checkbox"/> Workplace   |
| <input type="checkbox"/> Social Media - Twitter  | <input type="checkbox"/> Referred Favorably | <input type="checkbox"/> Other _____ |

# Privacy Statement and Learner Declaration

## 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. If you do not provide adequate information as requested, INT Nurse Training Pty Ltd trading as INT College may not be able to process your application for enrolment in nationally recognised training.

### 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 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 Education, Skills and Employment (DESE), 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.

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](http://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.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at

<https://www.dese.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.

### Contact information

At any time, you may contact INT College 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

For information about how INT College collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to INT College Privacy Policy which can be found online at <https://int.edu.au/wp-content/uploads/2019/07/Privacy-Policy-and-Procedure.pdf> or contact us at: 1800 046 846 (5/40 Phillip St, St Marys 2760)

## Learner Declaration: I declare that:

- **STUDENT HANDBOOK:** I have read the student handbook and understand my rights and responsibilities in relation to assessment, student fees, refund and mobile phone use policy. By signing below, I am confirming that I understand these elements in full.
- **IMPORTANT INFORMATION:** All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.
- I give permission for INT College to locate my USI as part of the verification process.
  - Note that you will receive a notice from the USI department regarding our use of the function to locate & confirm your USI
- If I have any "special needs" or difficulty with language, literacy or numeracy that I will let my trainer know
- The data collected by INT College as part of my enrolment will be accumulated and reported annually as part of INT College's conditions of registration as an RTO.
- **REFUND POLICY:** Please read the refund policy in the student handbook which is available at reception desk or at <https://int.edu.au/> prior to signing.
- **MOBILE PHONES:** We adopt a no mobile phone policy during class time; phones switched off and placed out of sight. Breaching may see you removed from class

Learner Signature: *(sign below)*

Dec. Date: DD / MM / YYYY

## Authority to View Documents (Commonwealth Privacy Act 1988) Third Party Release:

Only fill this section if your Certificate or Statement of Attainment is to go directly to a third party: Employer/Association

### Third Party Release Declaration:

I, \_\_\_\_\_, give permission to INT College to release my

*(Insert full legal name)*

result and/or Certificate/Statement of Attainment (SoA) for the purpose of recording my Certificate/SoA/result for

Work/Occupational Health and Safety requirements to \_\_\_\_\_

*(Insert organisation's name to release result/certificate/SoA)*

Learner Signature: *(sign below)*

Dec. Date: DD / MM / YYYY