

Student Enrolment Form

Enrolment Details:											
Student Details:											
Title:	Mr	Mrs	Ms	Miss	Dr	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female:			
First Name:						Family Name:					
Other Names:						Former Name:	(if applicable)				
Date of Birth:						City of Birth:			Country of Birth:		
Address:						Suburb/ State:			Post Code:		
Postal Address:						Suburb/ State:			Post Code:		
Phone:						Mobile:			Fax:		
Email:						Position of Employment:	Full Time	Part Time	Casual	Other:	
Emergency Contact:											
Name:					Relationship:				Mobile:		
Reason to study:											
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> Personal interest or self-development <input type="checkbox"/> Other (Please Specify): _____											
Cultural Background:	<input type="checkbox"/> Born in Australia <input type="checkbox"/> If not, which country where you born: _____ <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Other										
	Visa Type:										
	Country of Citizenship:										
Language Spoken at Home:	<input type="checkbox"/> English <input type="checkbox"/> Other please explain _____										
Highest Level of Secondary Education Achieved:				8 or Lower	9	10	11	12	Other: _____	Year: _____	
Support Required:											
Any Limitation or Disability that may affect your capacity to undertake course or assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No											
If yes Please specify: _____											
I wish to apply for Credit Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No											
I wish to apply for RPL <input type="checkbox"/> Yes <input type="checkbox"/> No											
Tick box for selected qualification							Start Date	Fee			
<input type="checkbox"/> BSB50215 Diploma of Business								A\$3500			
<input type="checkbox"/> TLI31216 Certificate III in Driving Operations								A\$5500			
<input type="checkbox"/> HLTAID001 Provide Cardiopulmonary Resuscitation								A\$75			
<input type="checkbox"/> HLTAID003 Provide First Aid								A\$100			
<input type="checkbox"/> HLTAID004 Provide an Emergency First Aid Response in an Education and care setting								A\$175			
<input type="checkbox"/> HLTAID006 Provide Advanced First Aid								A\$175			
<input type="checkbox"/> TLILIC0003 Licence to Operate a forklift Truck								A\$550			
<input type="checkbox"/> TLIF2010 Apply Fatigue Management Strategies								A\$350			
<input type="checkbox"/> TLIA1001 Secure Cargo								A\$350			

<input type="checkbox"/> TLID2004 Load and Unload goods/Cargo		A\$350
<input type="checkbox"/> TLIF0001 Apply Chain of Responsibility legislation, Regulations and Workplace Procedures		A\$350
<input type="checkbox"/> TLIF3063 Administer the Implementation of Fatigue Management Strategies		A\$350
<input type="checkbox"/> TLIC4006 Drive Multi-combination vehicle		A\$1800
<input type="checkbox"/> TLIF0005 Apply a Fatigue Risk Management System		A\$450
Discount If Applicable		A\$

PAYMENT METHOD

Cash Invoice Direct Debit
 Credit Card: (Details below)
 MasterCard VISA Other (specify)

Card number:		CVV: (Identification on back of card)	
Card holder name:		Expiry: (mm/yy)	
Total paid amount:	\$	Signature:	

Bank Details for Payment
 Bank Name: Commonwealth Bank
 Account Name: Humber College
 BSB Number: 064-130
 Account Number: 1086-2734

Unique Student Identifier (USI)
 As part of efforts to provide a centralised, life-long record of your training & education, all students studying in Australia are required to have a Unique Student Identifier.
 You will need a USI when you enrol or re-enrol if you are a:

- student enrolling in nationally recognised training for the first time, for example if you are studying with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course
- school student completing nationally recognised training;
- or a student continuing with nationally recognised training

What is a Unique Student Identifier (USI)?
 A USI is simply an ID number, issued through the government website www.usi.gov.au

What does it give me?
 Your USI is like an educational fingerprint. Being able to identify learners this way allows for the development of a centralised recording system for all of your future education & training. Should you lose your copy of an education transcript, this system will allow you to recover it simply and easily. You can also use the system to print or share your qualification records when applying for jobs.

Do I have to apply for a USI?
 Yes. The Federal Government is asking all training organisations to ensure that their students have a USI. Once this scheme becomes enforceable, access to your course may become temporarily suspended if a USI is not provided.

Exemptions for individuals
 Exemptions are provided for an individual where:

- the individual is an offshore international student studying outside of Australia -this means that international students who are enrolled with an Australian training organisation but are not in Australia while undertaking their training do not require a USI in order to receive a VET qualification or statement of attainment. However, training organisations will still be required to submit AVETMISS compliant data in respect of their offshore international students; and
- the individual has completed the requirements for a VET qualification or statement of attainment prior to 1 January 2015 -this means that individuals who have completed all the requirements for a VET award by 31 December 2014, but did not receive that award in 2014, do not require a USI in order to be issued with a VET qualification or statement of attainment after 1 January 2015.

In addition, individuals who have a genuine personal objection to being assigned a student identifier will be able to apply for an exemption to the Student Identifiers Registrar (<https://www.usi.gov.au/about/privacy-and-unique-student-identifier/individual-exemptions-students>)

Exemptions for RTOs

Training organisations may be exempted by their Regulator from the need to collect and submit AVETMISS compliant data on nationally recognised training activities on the grounds that submission of such data would conflict with defence or national security legislation and/or could jeopardise the security or safety of defence, border protection, customs, national security or police personnel.

Should any of the above exemptions apply to Humber College, students will be notified in writing prior to either the completion of enrolment or commencement of training and assessment, whichever comes first, of this exemption and that results will not be available through the USI scheme and will not be appear on any authenticated VET transcript prepared by the Student Identifiers Registrar.

How do I get a USI?

Go to this page and fill out the online form: <https://www.usi.gov.au/students/create-your-usi>

You will need a form of valid ID, such as Driver's Licence or a Passport.

If you need more information about Unique Student Identifiers, please visit the government website pertaining to this initiative: <http://usi.gov.au>

Put your Unique Student Identifier here _____

Privacy Statement

Under the Data Provision Requirements 2012, Humber College 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 Humber College for statistical, regulatory and research purposes. Humber College 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 statements of attainment or 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 programme 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).

Testamur Reissue

Testamurs, (certificates and statements of attainment) will only be reissued after applicants:

- supply a statutory declaration indicating the reasons for applying for a reissue; and
- confirm their identity using the 100 points system of identification service provided to businesses by Australia Post - <http://auspost.com.au/business/inperson-id-checks.html>
- The reissue is approved by the CEO or a person specifically nominated by the CEO to approve a reissued testamur. Humber College does not charge for a reissued testamur.

Important Enrolment Information

Prior to Enrolment we need to provide you with certain information.

As an RTO, we are required to provide you, prior to enrolment, information on the following:

Training Services

Information on training services provided by Humber College is available from the College's website, via phone or in written format. Prior to enrolling into your chosen course, ensure you have a full understanding of the structure of the course. If you have not seen or read information regarding the requirements of the courses, you should not submit this form until you have done so.

Assessment

To complete the course/s, you are required to successfully complete all required assessments. Assessments of units will be conducted at various times throughout the course and will include both theoretical and practical components. Additional assessment processes will be explained to you during the course or can be provided to you by Humber College. Should you have any additional questions regarding your assessment process or have any concerns please discuss these with Humber College. Any reassessment due to non-competent result or absent or reach late on final assessment day have to pay reassessment fee as per the course.

RPL may be offered by the Humber College. Should you wish to undertake RPL please speak to the Humber College prior to enrolment.

Support Services and Special Needs

The Humber College will take every possible action to ensure it support you throughout your training and assessment process. If at any point throughout your course you require assistance or support, please discuss these needs with the Humber College or your Trainer and we will do our best to help you. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake the course, please notify staff prior to enrolment to allow us to cater for your needs. If you do not tell us of any condition that may affect your learning, we will not be able to assist you if the need arises. This may impact on your ability to finish the course.

Your Rights

As part of your training and assessment, you have various rights. Please refer to the Student Handbook for more information. The Humber College wants to ensure your time spent with us is both beneficial and enjoyable. If at any point you feel harassed, discriminated or feel abused, please notify the CEO of the Humber immediately either face to face, via phone or in writing. If you feel you need to complain about any aspect of service or training and assessment you may do so verbally or in writing. Appeals on any decision made by the Humber College may be lodged with the CEO and must be done so in writing. If required you can gain access to your records by contacting the CEO of the Humber College.

Refund Policy & Cooling Off Period

The Humber college has appropriate safeguards and fair options in place for any monies paid in advance and guarantees that once you have commenced your training / assessment you will be provided with every opportunity to complete the course. In the event that a course is cancelled, whilst in progress, due to circumstances beyond the RTO's control, the RTO will provide you with a refund of fees on hold or offer to transfer you to another course. Humber college will refund a pro rata proportion of any money paid by you and not yet used for the delivery and assessment of the course, in the event we cancel or discontinue a course. You will also have a cooling off period of 5 days. This is outside of any refund policy.

Withdrawal and Refunds

If you withdraw from a course at least 14 calendar days prior to the commencement date, you will receive a full refund less any enrolment fees. Should you withdraw within 14 calendar days of course commencement you will be liable for any enrolment fees and 50% of the course cost. Should you withdraw from the course once commenced, you will forfeit all monies paid and be liable for the full course cost. If you decide to quit or withdraw the unit of competency before 24 hours of commencement date you will receive refund less than admin fee. If you withdraw the unit of competency within 24 hours or after commencing or after theory class no refund will be given.

Media Release

At times during the course, staff / contractors of the Humber College may take photos/video for use in promotional activity. These photos / videos will remain the property of the Humber College and will **not be** sold to any third party. Some of the media may be used for promotional editorials and other marketing materials in public and professional publications and other such media. By signing this form, you acknowledge your acceptance in participating in such activities. Should you wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the CEO of the Humber.

Rules and Regulations

To graduate from your enrolled course, you must be able to fulfil the following obligations:

- Demonstrate to the trainer and assessor through attendance and assessment, both formal training, theory and practical assessment that academic and professional skills have been obtained to a satisfactory level.
- Satisfy all academic, administrative and financial obligations to the organisation.

You must promptly notify the Humber College of any change of name, address and contact details and notify the CEO of anything that may stop you from completing the course. You may be suspended or expelled from the RTO at the CEO's discretion for:

- failure to uphold or maintain any of the RTO's Policies and Procedures
- Serious misconduct or breach of legislation

Student Declaration

DO not sign this form if you have not understood the above requirements and those outlined in the Student Handbook. If required, please ask the RTO to explain or provide further written information on any of the above before enrolling and signing below.

I, _____ have read, understand and agree to the following:

- a) I will follow all Information and Rules and Regulations as outlined on this form as well as all Policies and Procedures of the Humber College.
- b) I will follow the instructions of my Trainers and Assessors as well as other staff and contractors engaged by the Humber College.
- c) I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I declare truly and solemnly that's the information provided on this Application for Enrolment form is true and correct.

Student's signature _____

Date: ____ / ____ / ____