

1. NAME OF COURSE YOU ARE ENROLLING IN	
2. YOUR NAME – as per your ID (passport, drivers licence)	
First name:	
Surname:	
Preferred name:	
3. UNIQUE STUDENT IDENTIFIER (USI)	
4. DATE OF BIRTH (day/month/year)	
5. GENDER (tick one box only)	
<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	
6. CONTACT DETAILS	
Phone No.: (hm)	
(wk)	
Mobile:	
Email:	
7. ADDRESS	
No. and Street	
Suburb	
State	
Postcode	
8. EQUITY GROUP DETAILS	
Of the following categories, which best describes you? (tick all that apply)	
<input type="checkbox"/> Unemployed less than 12 months <input type="checkbox"/> Unemployed more than 12 months <input type="checkbox"/> Sole parent <input type="checkbox"/> Non-English speaking background <input type="checkbox"/> Women returning to the workforce <input type="checkbox"/> Mature age student (40+) <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Early school leaver aged under 25 <input type="checkbox"/> Other minority group <input type="checkbox"/> None of the above	

9. LABOUR FORCE STATUS
Of the following categories, which best describes your current employment status? (tick one box only) <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Casual employee <input type="checkbox"/> Self-employed, not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed, unpaid worker in a family business <input type="checkbox"/> Unemployed, seeking part-time work <input type="checkbox"/> Unemployed, seeking full-time work <input type="checkbox"/> Not employed, not seeking employment
10. SECONDARY SCHOOLING
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No
What is your highest COMPLETED secondary school level? <input type="checkbox"/> Completed Year 12 or equivalent <input type="checkbox"/> Completed Year 11 or equivalent <input type="checkbox"/> Completed Year 10 or equivalent <input type="checkbox"/> Completed Year 9 or lower <input type="checkbox"/> Never attended school In what year did you complete this school level? _____
11. NATIONALITY AND CITIZENSHIP
Your country of birth: I am: <input type="checkbox"/> An Australian Citizen <input type="checkbox"/> A New Zealand Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> A Temporary Resident <input type="checkbox"/> A Visa Holder – Visa Class/Number: _____
12. PRIOR EDUCATION
Have you successfully completed any of the following qualifications? If yes, tick all that apply: <input type="checkbox"/> Bachelor degree or higher <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above Please specify qualification name: _____

13. LANGUAGE	
What language do you speak at home? _____	
How well do you speak English?	
<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
14. DISABILITY	
Do you consider yourself to have a disability, impairment, or long term condition?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please indicate the areas of disability, impairment or long term condition (you may tick all that apply):	
<input type="checkbox"/> Hearing/deafness <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 – please specify: <input type="checkbox"/> Mental illness _____	
15. EMERGENCY CONTACT DETAILS	
Person to call in an emergency:	_____
Phone No./s:	_____
Relationship:	_____
16. EMPLOYMENT DETAILS	
Workplace: _____	
Position: _____	
Approx. start date: _____	
17. STUDY REASON	
Of the following categories, which best describes your main reason for undertaking this study? (tick one box only)	
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <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"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons	

18. RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER
Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)?
<input type="checkbox"/> Yes (please obtain an application kit) <input type="checkbox"/> No (go to next question)
Please provide a certified copy of your qualification / academic transcript
19. CONCESSIONS
Do you have a current and valid:
<input type="checkbox"/> Australian Government Health Care Card <input type="checkbox"/> Australian Government Pensioner Card <input type="checkbox"/> Veteran’s Gold Card <input type="checkbox"/> No concession card
PLEASE PROVIDE A COPY OF YOUR CARD
20. EMPLOYMENT SERVICE PROVIDER (if applicable)
Referring Site: _____
JS ID Number: _____
Consultant: _____
21. FEES (if applicable)
Fee Payable: \$
NOTE: An invoice will be generated for all fees payable. Fee refunds are subject to the refund policy in the Student Handbook.
22. PRIVACY POLICY
The information requested in this form may be used for research, statistical and internal management purposes and/or to meet Government reporting requirements. In supplying the requested information, the participant is deemed to have consented to the use of that information for these purposes.
23. DECLARATION – SIGN AND DATE
As a client of Key 2 Learning, I understand that I am required to provide the above personal information in order to receive services by Key 2 Learning.
This enrolment form is a true and accurate record of my personal information.
Signature:
<div style="border: 1px solid black; width: 150px; height: 40px; margin: 0 auto;"></div>
Date:
<div style="border: 1px solid black; width: 150px; height: 20px; margin: 0 auto;"></div>

Unique Student Identifier Consent

As part of your enrolment you **must** provide a Unique Student Identifier. Key 2 Learning can apply for this on your behalf if requested – see Key 2 Learning staff to discuss.

Declaration: Where exemptions apply we must advise you that your achievements will not appear on the authenticated VET transcript or be available on the USI System.

USI PRIVACY NOTICE

You are advised that, and agree that, you understand and consent that, the personal information you provide in connection with an application for a USI:

- *is collected by the Student Identifiers Registrar for the purposes of:*
 - applying for, verifying and giving a USI;
 - resolving problems with a USI; and
 - creating authenticated vocational education and training (VET) transcripts;
- *may be disclosed to:*
 - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - VET Regulators to enable them to perform their VET regulatory functions;
 - VET Admission Bodies for the purposes of administering VET and VET programs;
 - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- Will not otherwise be disclosed without their consent unless authorised or required by or under law. *If all information requested is not provided, or is inaccurate, it may affect the Student Identifiers Registrar's ability to provide the individual with a USI.* The Student Identifiers Registrar's Privacy Policy document contains information about how the individual may:
 - access and seek correction of the personal information held about them; and
 - Complain about a breach of privacy and how such complaints will be dealt with.

This policy can be viewed at: <http://usi.gov.au/Pages/privacy-policy.aspx>

PLEASE COMPLETE YOUR DETAILS BELOW TO AUTHORISE USI CONSENT AND FINALISE YOUR ENROLMENT

Name:		
Preferred Contact Method: <i>(please complete either address or email details)</i>	Mailing Address:	Email Address:
Signature:	Date:	

USI PRIVACY STATEMENT

The personal information collected by Key 2 Learning to apply for a Unique Student Identifier on your behalf and provided to the Student Identifiers Registrar is subject to the provisions of the Student Identifiers Act 2014 and the Privacy Act 1988 (Privacy Act). Personal Information may include, but is not limited to: name, address, date of birth and other identifying information. The collection, use and disclosure of USI's is protected by the Student Identifiers Act 2014. Key 2 Learning will not disclose your personal information to an overseas recipient. If you advise that you give your consent to a disclosure of this nature, Key 2 Learning will not be accountable under the Privacy Act and you will not be able to seek redress under the Privacy Act. Personal information collected solely for the purpose of applying for a USI will be securely destroyed as soon as practicable after the application made.