

# ENROLMENT FORM

\* Please note that once this form is officially processed by our administration team, you will receive an email confirming if your enrolment with 4 Up Skilling has been successful.

ENROLMENT DETAILS									
Course Code		Course Title							
UNIQUE STUDENT IDENTIFIER (USI)									
From 1 <sup>st</sup> January 2015, 4 Up Skilling PTY LTD can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your program if you do not have a USI. In addition, we are required to include your USI in data we submit to NCVER. If you have not yet obtained a USI, you can apply for it directly at <a href="https://www.usi.gov.au/students/get-a-usi">https://www.usi.gov.au/students/get-a-usi</a> on computer or mobile device.									
Unique Student Identifier (USI)									
PERSONAL DETAILS <small>Please write the exact name you used when you applied for your USI including any middle names. If you do not yet have a USI and want 4 Up Skilling to apply for a USI on your behalf, you must write your name, including middle names, exactly as written in the identity document you choose to use for this purpose.</small>									
<input type="checkbox"/> Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the Surname section)									
Title		Surname (Family name)							
Given Name <small>(First given name)</small>					Middle Name <small>(Second given name)</small>				
Date of Birth	/	/	Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other			
CONTACT INFORMATION (Usual Place of Residence)									
Building/property name									
Flat/unit details									
Street or lot number									
Street name									
Suburb, locality, or town					Postcode		State		
Postal Address (If different)									
Building/property name									
Flat/unit details									
Street or lot number									
Street name									
Suburb, locality, or town					Postcode		State		
Email Address					Email Address (alternative)				
Home Phone	(	)	Work Phone			Mobile			
EMERGENCY CONTACT DETAILS									
Name					Relationship				
Phone Number 1.					Phone Number 2.				
LANGUAGE & CULTURAL DIVERSITY									
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____								
Do you speak a language other than English at home?	<input type="checkbox"/> No English only <input type="checkbox"/> Yes, other – please specify: _____								
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander								

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## DISABILITY DETAILS

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

**If yes, please indicate the areas of disability, impairment, or long-term condition:**

(You may indicate more than one area. Please refer to the Disability supplement)

☐ No ☐ Yes

☐ Hearing/deaf

☐ Physical

☐ Intellectual

☐ Acquired Brain Impairment

☐ Vision

☐ Mental illness

☐ Learning

☐ Medical condition

☐ Other: \_\_\_\_\_

## SCHOOLING

**What is your highest COMPLETED school level? (Tick ONE box only)**

☐ Completed year 12

☐ Completed year 11

☐ Completed year 10

☐ Completed year 9 or equivalent

☐ Completed year 8 or lower

☐ Never attended school

**Are you still attending secondary school?**

☐ **No** *If you're under 17 years of age you must be training &/or in employment for at least 25hrs/week and you MUST provide a copy of your 'Transition from School' Form or correspondence signed by the School Principal / Regional Director. To obtain the form, please contact your former school.*

☐ **Yes**

## PREVIOUS QUALIFICATIONS ACHIEVED

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

☐ No

☐ Yes

**If yes, please indicate if it is an Australian (A), Equivalent Australian (E), or International (I) qualification:**

(If more than one applies for any one qualification, prioritize it in the following order:

- A
- E
- I

**A**

**E**

**I**

☐

☐

☐

Bachelor's degree or Higher Degree

☐

☐

☐

Advanced Diploma or Associate Degree

☐

☐

☐

Diploma (or Associate Diploma)

☐

☐

☐

Certificate IV (or Advance Cert/Technician)

☐

☐

☐

Certificate III (or Trade Certificate)

☐

☐

☐

Certificate II

☐

☐

☐

Certificate I

☐

☐

☐

Other education (including certificates or overseas qualifications not listed above)

## EMPLOYMENT

**Which BEST describes your current employment status? (Tick ONE box only.)**

☐ 01-Full-time employee

☐ 05-Employed – unpaid worker in family business

☐ 02-Part-time employee

☐ 06-Unemployed - seeking full-time work

☐ 03-Self-employed (not employing others)

☐ 07-Unemployed - seeking part-time work

☐ 04-Self-employed (employing others)

☐ 08-Not employed – not seeking employment

**Which BEST describes your current or recent occupation? (Tick ONE box only.)**

☐ 1- Managers

☐ 5-Clerical & Administrative Workers

☐ 9-Other

☐ 2- Professionals

☐ 6-Sales Workers

☐ 3-Technicians & Trade workers

☐ 7-Machinery Operators & Drivers

☐ 4-Community & Personal Service Workers

☐ 8-Labourers

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Which BEST describes the industry of your current or previous Employer?			
<input type="checkbox"/> A. Agriculture, Forestry & Fishing	<input type="checkbox"/> K. Financial & Insurance Services		
<input type="checkbox"/> B. Mining	<input type="checkbox"/> L. Rental, Hiring & Real Estate Services		
<input type="checkbox"/> C. Manufacturing	<input type="checkbox"/> M. Professional, Scientific & Technical Services		
<input type="checkbox"/> D. Electricity, Gas, Water & Waste Services	<input type="checkbox"/> N. Administrative & Support Services		
<input type="checkbox"/> E. Construction	<input type="checkbox"/> O. Public Administration & Safety		
<input type="checkbox"/> F. Wholesale Trade	<input type="checkbox"/> P. Education & Training		
<input type="checkbox"/> G. Retail Trade	<input type="checkbox"/> Q. Health Care & Social Assistance		
<input type="checkbox"/> H. Accommodation & Food Services	<input type="checkbox"/> R. Arts & Recreation Services		
<input type="checkbox"/> I. Transport, Postal & Warehousing	<input type="checkbox"/> S. Other Services		
<input type="checkbox"/> J. Information Media & Telecommunications			
<b>EMPLOYER DETAILS</b>		<input type="checkbox"/> Please tick if your employer is to be invoiced. <input type="checkbox"/> Please tick if permission is granted for your employer to be informed of your progress. <input type="checkbox"/> Please tick if permission is granted for your employer to receive a copy of your SOA or Certificate.	
<b>Contact Person</b>		<b>Company Name</b>	
<b>Address</b>			
<b>Phone</b>		<b>Email</b>	
<b>STUDY REASON</b>			
Of the following categories, which BEST describes your main reason for undertaking study? (Tick ONE box only.)			
<input type="checkbox"/> 1-To get a job	<input type="checkbox"/> 7- I want extra skills for my job		
<input type="checkbox"/> 2- To develop my existing business	<input type="checkbox"/> 8-To get into another course of study		
<input type="checkbox"/> 3- To start my own business	<input type="checkbox"/> 9-For personal interest / self-development		
<input type="checkbox"/> 4- To try for a different career	<input type="checkbox"/> 10-To get skills for community/voluntary work		
<input type="checkbox"/> 5- To get a better job or promotion	<input type="checkbox"/> 11-Other reasons		
<input type="checkbox"/> 6- It was a requirement of my job			
<b>VICTORIAN STUDENT NUMBER (To be completed by all Victorian students aged up to 24 years):</b>			
<b>What is your Victorian Student Number (VSN)?</b>			
<b>COMPLETE IF NO VSN PROVIDED ABOVE:</b> Have you attended a Victorian school since 2009 or trained at a VET provider since 2011?			<input type="checkbox"/> No <input type="checkbox"/> Yes
<b>PRIVACY STATEMENT &amp; STUDENT DECLARATION</b>			
<p><b>Why we collect your personal information.</b> As a registered training organisation, (RTO), 4 Up Skilling PTY LTD collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If your personal information is not provided, 4 Up Skilling PTY. LTD may not be able to enroll you as a student.</p> <p><b>How we use your personal information.</b> We use your personal information to enable us to deliver VET course to you, and otherwise as need to comply with our obligations as an RTO.</p> <p><b>How we disclosure your personal information.</b> We are required by law (under the <i>National Vocational Education and Training Regulator Act 2011</i> (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.</p> <p><b>How the NCVER and other bodies handle your personal information.</b> NCVER will collect, hold, use, and disclose your personal information in accordance with the law, including the <i>Privacy Act 1988</i> (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:</p>			

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- 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 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.

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 the DEWR will handle your personal information, please refer to the DEWR 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 4 Up Skilling 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

## Victorian Government VET Student Enrolment Privacy Notice

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).

**Further information.** For further information about the way the Department collects and handles personal information, including access, correction, and complaints, go to [Victorian Government VET student enrolment privacy notice \(anmfvic.asn.au\)](http://Victorian Government VET student enrolment privacy notice (anmfvic.asn.au)) website. For further information about Unique Student Identifiers, including access, correction, and complaints, go to [Australian Government USI](http://Australian Government USI) website.

## 4 Up Skilling Pty Ltd Student Enrolment Privacy Notice

4 Up Skilling Pty Ltd ensures that the privacy rights of all individuals are dealt with in accordance with the Privacy Act 1988 (Cth), Privacy & Data Protection Act 2014 (PDPA), Australian Privacy Principles and the Health Records Act 2001 (HRA). The purposes for which 4 Up Skilling Pty Ltd collects personal information of students includes satisfying legal obligations and its RTO registration requirements, administration, to keep employers informed of the student's progress (where sponsored by an employer, or in the case of trainees), and to allow 4 Up Skilling Pty Ltd to discharge its duty of care. 4 Up Skilling privacy policy is available at [www.4upskilling.com.au](http://www.4upskilling.com.au). The policy also provides strategies for maintaining and accessing personal information and applies to all information collected by or on behalf of 4 Up Skilling.

## Further, I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice and:

- Agree to pay all student fees and charges applicable to and arising from this enrolment
- Agree to abide by all 4 Up Skilling Pty Ltd policies and procedures.
- Acknowledge the right of 4 Up Skilling Pty Ltd to cancel or alter classes where necessary.
- I authorise 4 Up Skilling Pty Ltd to contact the emergency person named in the event of illness or accident during training related activities, and if the nominated emergency person cannot be contacted, to seek ambulance, medical or surgical treatment at my cost.
- I authorise 4 Up Skilling Pty Ltd to release information to state and commonwealth government departments, and/or apprenticeship/traineeship authorities (where requested or required by law), in addition to other RTOs to verify evidence for recognition purposes.
- I authorise 4 Up Skilling Pty Ltd to release my result information and/or copies of Transcripts, Certificates or Statements of Attainment to my employer (if sponsored by my employer) and/or school (if the course is related to my school program).
- I declare that to the best of my knowledge the information provided above is correct and complete.
- I acknowledge that I have been provided with all the information related to this training activity.
- I acknowledge that I have been directed to the 4 Up Skilling website to access further information pertaining to relevant policy and information, as I require, including the Student Handbook.

**STUDENT SIGNATURE:**

**DATE:**

/ /

**PARENT/GUARDIAN SIGNATURE:**

**DATE:**

/ /

*(Required if under 18 years old)*

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## STAFF TO COMPLETE

PAYMENT DETAILS (COORDINATOR TO COMPLETE)					
Please note an invoice with our banking details will be issued					
For funded students only: <b>Concession</b>	DVS Transaction saved Type: Start Date: End Date:		<input type="checkbox"/> Digital ( <i>sighted on phone &amp; declaration complete</i> ) <input type="checkbox"/> Hard copy saved/confirmation from issuer. <i>*original must be sighted, and evidence dated on enrolment</i>		
<b>Tuition Fee</b>	\$	<b>Other Fees</b>	\$	<b>Total Fees</b>	\$
<b>Funding Type</b>	<input type="checkbox"/> Skills First Traineeship (L) <input type="checkbox"/> Skills First Non-traineeship (P) <input type="checkbox"/> Non-funded (FFS) <input type="checkbox"/> Non-Funded Interstate Trainee (Z70) <input type="checkbox"/> NSW Smart and Skilled <input type="checkbox"/> SA Funded				
<b>Initiative Type</b> (only where applicable)	<input type="checkbox"/> <b>HeadStart Trainee</b> (HPL) <input type="checkbox"/> <b>Skills First Skill Set</b> (GSP) <input type="checkbox"/> <b>VIC Trainee</b> <input type="checkbox"/> <b>NSW Trainee</b> <input type="checkbox"/> <b>SA Trainee</b> <input type="checkbox"/> <b>Other Trainee</b>				
<b>Coordinator Name &amp; Instruction:</b>	<b>Coordinator Name:</b> _____ <b>Program:</b> _____				
<b>Delivery Mode</b>	<input type="checkbox"/> Internal (real time) <input type="checkbox"/> External (self-paced) <input type="checkbox"/> Workplace-based <input type="checkbox"/> Recognition				
COORDINATOR TO COMPLETE			ADMIN TO COMPLETE		
<input type="checkbox"/> LLN assessment completed & results saved <small>SA student must complete SA's LLN quiz and not LLN Robot.</small> <input type="checkbox"/> PTR-Trainer form completed & saved <input type="checkbox"/> Eligibility status validated <input type="checkbox"/> NA <input type="checkbox"/> Recognition opportunities checked <input type="checkbox"/> Training Plan completed & saved. <input type="checkbox"/> Units in the Training Plan have been checked against TAS. <input type="checkbox"/> State reporting to: _____ <input type="checkbox"/> Enrolment date on iCare _____ <small>Date must be after or on the last date that all enrolment documents have been assessed and prior to commencement of training.</small> <b>SA Students Only:</b> <input type="checkbox"/> UAN Suitability & Support Needs Questionnaire & Checklist completed. <input type="checkbox"/> CSPA results submitted. <input type="checkbox"/> Interpretation report needed/saved. <b>Processed by:</b> <b>Form processing date:</b>			<input type="checkbox"/> Entered on to ICARE <input type="checkbox"/> Enrolment form completed and saved. <input type="checkbox"/> Applicant emailed enrolment confirmation. <input type="checkbox"/> Statement of fees completed and saved. <b>SA Students Only:</b> <input type="checkbox"/> Entered on the "Skills & Employment Portal" <b>NSW Students only:</b> <input type="checkbox"/> Entered on to STS portal  <b>Processed by:</b> <b>Form processing date:</b>		