

# Student - Personal Details

**PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM - PLEASE USE BLOCK LETTERS**

## 1. Student Details

**TAFE Student Number**

*(if known, supply your new 9 or old 10 digit student number)*

**Unique Student Identifier** *(if known)*

Visit [www.usi.gov.au](http://www.usi.gov.au) to apply for your USI

**Learner Unique Identifier** *(if known)*

For more information visit [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

**First Name**

**Middle Name/s**

**Last Name**

The name recorded above should be as shown on the following documents - Australian Passport, Australian Driver Licence, Australian Birth Certificate, Medicare Card, Visa (with Non-Australian Passport); for international students (Certificate of Registration by Descent, Citizenship Certificate, ImmiCard).

**Preferred Name** *(if different from above)*

**Previous Last Names** *(if any - e.g. maiden name)*

**Date of Birth** *(DD / MM / YYYY)*

**Gender**

Male  Female

Unspecified

**Town/City of Birth**

**Country of Birth**

## 2. Contact Details

**Home Phone**

**Mobile**

**Work Phone**

**Home Email**

**Work Email**

**Home Address** *(if you are an overseas student you need to supply your overseas address in this section)*

<b>City / Suburb</b>	<b>State</b>	<b>Country</b>	<b>Postcode</b>

**Mail Address** *(Please state 'as above' if same)*

<b>City / Suburb</b>	<b>State</b>	<b>Country</b>	<b>Postcode</b>

**Temporary Study Address** *(if you are an overseas student you must provide your Australian address in this section)*

		Effective from	/	/	to	/	/
<b>City / Suburb</b>	<b>State</b>	<b>Country</b>	<b>Postcode</b>				

## 3. Cultural Diversity and Citizenship

**Do you identify yourself with any of the following ethnic groups?**

Aboriginal  Torres Strait Islander  Both Aboriginal / Torres Strait Islander  None of These

**Select one of the following to identify your citizenship status**

Australian Citizen <input type="checkbox"/>	Temporary Resident Visa <input type="checkbox"/>	Other Visa <i>(please specify)</i> <input type="text"/>
New Zealand Citizen <input type="checkbox"/>	Visitor Visa <input type="checkbox"/>	What is your country of citizenship if entering Australia on visa? <input type="text"/>
Australian Permanent Resident <input type="checkbox"/>	Business Visa <input type="checkbox"/>	
Student Visa <input type="checkbox"/>	Holiday Visa <input type="checkbox"/>	

## 4. Employment

**Employment Status** – Of the following categories, which best describes your current employment status? (Tick ONE box only)

Employed full time by someone else	<input type="checkbox"/> 1	Employed unpaid family worker	<input type="checkbox"/> 5
Employed part time or casual by someone else or school based apprentice	<input type="checkbox"/> 2	Unemployed - looking for full time work	<input type="checkbox"/> 6
Self employed - not employing other people	<input type="checkbox"/> 3	Unemployed - looking for part time work	<input type="checkbox"/> 7
Employer - someone who employs other people	<input type="checkbox"/> 4	Not employed - not looking for employment	<input type="checkbox"/> 8

## Employer Details

<b>Company Name</b>				<b>Company Contact</b>			
<b>Company Email</b>							
<b>Address</b>				<b>City / Suburb</b>			
<b>State</b>		<b>Postcode</b>		<b>Phone</b>		<b>Fax</b>	

## 5. Language

**Do you speak other language/s at home apart from ENGLISH?**

No  (Go to Question 6)    Yes  Please specify the main language spoken at home

**Where English is NOT the main language spoken at home, please clarify how well you speak English?** (Tick the relevant box below)

Very well     Well     Not well     Not at all

**Is English language assistance required?** No     Yes  (If assistance is required contact TAFE Queensland to discuss your needs)

## 6. Schooling

**What is your highest completed school level?**

Year 12     Year 11     Year 10     Year 9 or equivalent     Year 8 or lower     Did not go to school

In which year did you complete that school level?     Are you still attending secondary school? No  Yes

**If yes, provide grade and name of school –** Grade     Name of school

## 7. Previous Qualifications Achieved (Please read carefully)

**Have you successfully completed any of the following qualifications?** No     Yes  (If yes, tick all that apply)

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

## Queensland Government Certificate 3 Guarantee and Higher Level Skills Programs Eligibility (IMPORTANT - Please read carefully)

Under the Certificate 3 Guarantee and Higher Level Skills Programs, the Queensland Government provides a subsidy for selected Certificate I, II, III, Certificate IV or higher level qualifications or priority Skills Sets aligned to critical occupations identified by government and industry.

To be eligible individuals must:

- be aged 15 years or over, and no longer at school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- when enrolling into a Certificate III or below you must not hold, and not be enrolled in, a Certificate III or higher-level qualification (including an Apprentice or Traineeship), not including qualifications completed at school and foundation skills training or:
- when enrolling into a Higher Level Skills Programs you must not hold, and not be enrolled in, a Certificate IV or higher-level qualification
- specific restrictions may apply to participation in certain subsidised qualifications you will be advised of any restrictions prior to enrolments.

I confirm that I am **not currently enrolled** in any other qualifications which would result in me not being eligible for this enrolment to proceed.

(refer to points 4 and 5 above) Yes  No

If enrolling into a Certificate III or below, I confirm that I do not already hold a Certificate III or higher level qualification.

(refer to point 4 above) Yes  No

If enrolling into a Certificate IV or higher level qualification, I confirm that I do not already hold a Certificate IV or higher level qualification.

(refer to point 5 above) Yes  No

False or misleading information concerning your prior qualifications or not advising of any current enrolments may result in being withdrawn or being liable for further financial outlay for this enrolment.

**Within three months of completing or discontinuing this qualification you will be required to complete a Student Employment Survey.**

## 8. Study Reason

What Program/Course are you enrolling into?

Of the following options listed below which BEST describes your main reason for undertaking this training? 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 existing 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                             |

## 9. Disclosure

Educational authorities - such as TAFE Queensland, research organisations contracted by TAFE Queensland, and the National Centre for Vocational Education Research - conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes. If you have any objections to being contacted, please tick here.

## 10. Disabilities *(Answering these questions will not affect your enrolment)*

Do you consider yourself to have a disability, impairment or long-term condition? Yes  No  *(Go to Question 11)*

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

- |   |  |
|---|--|
| 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 <input type="checkbox"/>     | <input type="text"/>                               |

Would you like to receive advice on support services, equipment and facilities which may assist (if applicable)? Yes  No

If you have indicated Yes then evidence may be required.

## 11. Emergency Contact *(Person you want us to contact in an emergency)*

<b>First Name</b>	<b>Last Name</b>	<b>Relationship to student (e.g. Parent, Friend)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Home Phone</b>	<input type="text"/>	<input type="text"/>	<b>Mobile</b>	<input type="text"/>	<input type="text"/>	<b>Work Phone</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
-------------------	----------------------	----------------------	---------------	----------------------	----------------------	-------------------	----------------------	----------------------	----------------------

<b>Email</b>	<input type="text"/>
--------------	----------------------

## Privacy Statement

Under the TAFE Queensland Act 2013 TAFE Queensland is collecting your personal information to manage your enrolment, training progress, and administration. For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress and results) will be disclosed to the following people and organisations:

- If you are a school-based apprentice or trainee or VET in schools student – your school, the Queensland Curriculum and Assessment Authority, and the Queensland Tertiary Admissions Centre (for your results only).
- If you are enrolled in training paid for by your employer – your employer.
- If you are enrolled with TAFE Queensland and undertaking training delivery or assessment with a partner or affiliate organisation (including other training providers, community organisations, schools or universities) – the partner or affiliate organisation.
- If you are enrolled in a program eligible for university articulation through one of our higher education delivery partners (e.g. the University of Canberra) and/or intend to continue study via a pre-arranged articulation pathway – the higher education provider.
- If you are under the age of 18 – your parent/guardian (unless you are formally classified as Independent).
- If you are an international student – the parties outlined in the terms and conditions agreed upon accepting a place with TAFE Queensland.

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Once you are enrolled in a class your name will be visible to other students enrolled in the class.

Under the Data Provision Requirements 2012, TAFE Queensland is required to collect personal information about you and to disclose that information to the National Centre for Vocational Education Research (NCVER). 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. Personal information disclosed to NCVER may be used and disclosed to the parties listed above, Commonwealth and State or Territory government departments and authorised agencies, organisations conducting student surveys, and researchers or 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.

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 ncver.edu.au.

Privacy is a Priority in TAFE Queensland

Your information will be managed in accordance with the Information Privacy Principles set out in the Information Privacy Act 2009. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact a TAFE Queensland Customer Service Centre.

For those students who require assistance in reading and understanding this Privacy Notice, please contact a TAFE Queensland Customer Service Centre prior to enrolling.

## Student Declaration (Please read carefully)

- I agree to abide by the TAFE Queensland Rules and Policies and acknowledge that facilities made available for my use will be used only in accordance with the relevant rules for acceptable use.
- I confirm the accuracy of the information contained within this form and where necessary identification documents provided.
- I understand that TAFE Queensland reserves the right to withdraw or cancel enrolment for the purposes of managing the health and safety of TAFE Queensland campuses and sites.
- I have sought information and understand my eligibility for any fee subsidy (if applicable). I also understand that I must provide evidence of subsidy and/or concession eligibility at the time of enrolment, and that subsequent evidence will not be accepted.
- I have supplied my USI Yes  No   
If NO then I give permission to TAFE Queensland to apply for a USI on my behalf (if applicable). I have provided the relevant documents to support this requirement.

If you are under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through TAFE Queensland.

Student's  
Signature:

Date:  /  /

Parent/Guardian's Signature  
(if student is under 18 years)

Date:  /  /

Issues may arise beyond TAFE Queensland's control which affect its ability to deliver programs. Whilst every effort will be made to conduct all programs as advertised, TAFE Queensland reserves the right to change or otherwise revise any program-related issues including programs offered, class timetables, class locations and teacher allocations. TAFE Queensland will make every reasonable attempt to advise students of any changes made to their selected program. The details in this document are correct at the time of printing.

## Office Use Only – Identification Check

NEW students enrolling with TAFE Queensland may be requested to complete an identification check. If requested, please provide the documents listed below to a total of 100 points.

### Primary Identification Documents

Please provide one of the following:

- |  |            |                          |
|--|------------|--------------------------|
| • Passport (current or expired within the last two years, but not cancelled)                           | 100 Points | <input type="checkbox"/> |
| • Birth Certificate/Extract  | 100 Points | <input type="checkbox"/> |
| • Citizenship Certificate  | 100 Points | <input type="checkbox"/> |
| • Current Licence issued under Australian Law (e.g. Driver Licence or other government-issued licence) | 100 Points | <input type="checkbox"/> |

### Secondary Identification Documents

You may use several of the following documents which may verify your identity by photograph and full name:

- |   |           |                          |
|---|-----------|--------------------------|
| • Government-issued Proof of Age or Photo Card              | 60 Points | <input type="checkbox"/> |
| • Government authority or public service employee's ID Card | 60 Points | <input type="checkbox"/> |
| • Secondary or Tertiary Education Institution ID Card       | 60 Points | <input type="checkbox"/> |

Documents which may verify your full name and/or address:

- |   |           |                          |
|---|-----------|--------------------------|
| • Current Social Security, Health Care or Pension Card                          | 40 Points | <input type="checkbox"/> |
| • Council rates (issued within the preceding 12 months)                         | 40 Points | <input type="checkbox"/> |
| • Australian Driver Licence issued on paper                                     | 40 Points | <input type="checkbox"/> |
| • Medicare Card   | 40 Points | <input type="checkbox"/> |
| • A bank/credit union/building society passport, statement or debit/credit card | 40 Points | <input type="checkbox"/> |

The documents below must have been issued within the preceding 3 months:

- |   |           |                          |
|---|-----------|--------------------------|
| • An account (e.g. Mobile Telephone or Pay TV)                      | 40 Points | <input type="checkbox"/> |
| • Utility bill (e.g. Water, Electricity, Gas or Landline Telephone) | 40 Points | <input type="checkbox"/> |
| • Pay Slip  | 40 Points | <input type="checkbox"/> |

## For internal use only

100 Point Identification Check completed and the identification documents have been sighted and ticked off above.

Operator Name

Operator Initials