



COURSE DETAILS				CSD / CSR / S&S / FFS					
Qualification/Course Name:						Course Date:			
National Code:						Price:			
STUDENT DETAILS									
Please note all fields are mandatory. Types of evidence: Driver's Licence, Identity Card, Passport (must be photo ID).									
Title:		Full Name (as on evidence):	First Name	Middle Name/s	Surname				
Gender:		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of Birth:					
Work Phone:			Home Phone:						
Mobile:									
Email Address:									
Residential Address:									
Suburb/City:			State:			Postcode:			
Postal Address: (if different from above)									
BACKGROUND									
Country of Birth:			City of Birth:						
Australian Citizenship Status: (Please tick one only)		<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> Temporary Resident Visa <input type="checkbox"/> Other _____			<input type="checkbox"/> New Zealand Resident <input type="checkbox"/> Holiday Visa <input type="checkbox"/> Permanent Humanitarian Visa				
Country of Citizenship: (If not Australia)									
Are you Aboriginal or Torres Strait Islander:		<input type="checkbox"/> No <input type="checkbox"/> Yes, Torres Strait Islander			<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Aboriginal & Torres Strait Islander				
Which best describes your employment status?		<input type="checkbox"/> Full-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employed – unpaid in family business <input type="checkbox"/> Unemployed – seeking part-time work			<input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – employing others <input type="checkbox"/> Unemployed – seeking full time work <input type="checkbox"/> Not employed – not seeking employment				
Are you from a Non-English speaking background (NESB):		<input type="checkbox"/> No			<input type="checkbox"/> Yes _____				
If from NESB, 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					
Highest school level completed:		<input type="checkbox"/> Still at school <input type="checkbox"/> Year 9		<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 8 or below		<input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <b>Year completed:</b>			
Please indicate the presence of a disability, impairment or long-term condition:		<input type="checkbox"/> Mental Illness <input type="checkbox"/> Hearing/ Deaf <input type="checkbox"/> Acquired Brain Impairment		<input type="checkbox"/> Physical <input type="checkbox"/> Vision		<input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Cond. <input type="checkbox"/> Learning <input type="checkbox"/> Other			
Level of education successfully completed, and; age at which the qualification was achieved:		<input type="checkbox"/> Bachelor Degree or higher			Age:				
		<input type="checkbox"/> Advanced Diploma or Associate Degree			Age:				
		<input type="checkbox"/> Diploma level		Age:		<input type="checkbox"/> Certificate IV		Age:	
		<input type="checkbox"/> Certificate III		Age:		<input type="checkbox"/> Certificate II		Age:	
		<input type="checkbox"/> Certificate I		Age:		<input type="checkbox"/> Miscellaneous			



<b>Identification Required:</b>  Evidence of Photo ID, Type and Number:  (Minimum one form of Photo Identification is compulsory along with one additional form of Identification from documents listed)	Drivers Licence	Expr Date	
	Medicare (Green)	Expr Date	Line
	Immigration Card	Expr Date	
	Aust. Passport	Expr Date	
	Non Aust. Passport	Expr Date	
	Birth Certificate		
	Citizenship Certificate		
	Certificate of Registration		
<b>Identification Sighted and Noted (Initial &amp; Date)</b>			
Unique Student Identifier (USI):	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
<b>EMERGENCY CONTACT DETAILS</b>			
Contact Name:			
Relationship:	Contact Number:		
<b>FURTHER COURSE DETAILS</b>			
Which best describes your reason for undertaking training: (Please tick one only)	<input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons	<input type="checkbox"/> To develop my existing business <input type="checkbox"/> To try for a different career <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To get skills for community/voluntary work	
Are you currently receiving; or are you a dependent child, spouse or partner of a recipient of a Commonwealth welfare benefit:  <b>Please note Centrelink card below in supporting documentation</b>	<input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment <input type="checkbox"/> Disability Support Pension (DSP2) <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> Family Tax Benefit Part A (max rate) <input type="checkbox"/> Jobseeker Payment <input type="checkbox"/> Low Income	<input type="checkbox"/> Parenting Payment (Single) <input type="checkbox"/> Parenting Payment (Partner) <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Veterans' Child. Edu. Scheme <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Youth Allowance	
<b>Supporting Documentation:</b>	Centrelink Card CRN:	Expr Date:	
How did you find out about this course:			
<b>ACCREDITED COURSES ONLY</b>			
Are you applying for Recognition of Prior Learning?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Do you require literacy, disability or special learning support? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>WHERE TO FIND INFORMATION</b>			
Student information is located on the Coffs Coast Community College web site <a href="http://coffscollege.nsw.edu.au">coffscollege.nsw.edu.au</a> and can be viewed and printed as required. <b>The Coffs Coast Community College Website contains:</b> <ul style="list-style-type: none"> <li>• Student Information Guide:             <ul style="list-style-type: none"> <li>○ Refund Policy, Grievance procedure, Assessment policy, Behaviour and dress code, Concessions</li> <li>○ Privacy for Student Policy</li> <li>○ Student rights and responsibilities</li> <li>○ Student support</li> <li>○ Complaints and grievances</li> </ul> </li> </ul> <b>Other documents, forms and directions from the College but not on the Web site:</b> <ul style="list-style-type: none"> <li>• WH&amp;S documents including: Evacuation plan and meeting point (visible on College Notice Boards), hazard reporting and accident reports.</li> <li>• Assessment process             <ul style="list-style-type: none"> <li>○ Units of competency, performance criteria, range statement and variables.</li> </ul> </li> </ul>			



**Unique Student Identifier (USI)**

From 1 January 2015, we Coffs Coast Community 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). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

**Enter your Unique Student Identifier (USI) (if you already have one)**

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

**USI application through your RTO (if you do not already have one)**

**Application for Unique Student Identifier (USI)**

If you would like us Coffs Coast Community College to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise Coffs Coast Community College to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Town/City of Birth \_\_\_\_\_  
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

In accordance with section 11 of the *Student Identifiers Act 2014*, Coffs Coast Community College will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.



**CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION IS ONLY RELEASED TO THE DEPARTMENT OF EDUCATION AND OTHER GOVERNMENT AGENCIES**

**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 the required personal information we will not be able to enrol you as a student.

**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.

And other government bodies such as Office of Liquor and Gaming or the Food 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>. If you can't access the privacy notice, please ask Coffs Coast Community College for a print out.

**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.

At any time, you may contact Coffs Coast Community 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.

**I declare:**

- That the information I have supplied on this form is true, correct and complete.
- I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.
- The Policies, Procedures and Consumer Rights Information have been made available to me online and I have read, understood and accepted these as conditions of my enrolment.
- I have been informed of fees and charges associated with this course, including the requirements and timelines to withdraw without incurring fees.
- I give consent to Coffs Coast Community College to create a Unique Student Identifier (USI) on my behalf and use my USI to check my eligibility and to calculate fees.
- I acknowledge that while I am enrolled I will comply with the rules, policies, procedures and by-laws of Coffs Coast Community College.

PRINT FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**Note:** If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: \_\_\_\_\_

SIGNATURE OF GUARDIAN: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Date Rec'd: \_\_\_\_\_ PO Provider: \_\_\_\_\_ PO#: \_\_\_\_\_ Amount Provider will Pay: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount: \_\_\_\_\_ Method \_\_\_\_\_ Entered: \_\_\_\_\_

Is ACE Paperwork Required : Y  / N

ACE Paperwork Filed (Initial & Date)

Version	Approved By	Approval Date	Date of Effect	Sections Modified
Original				
v.8	S Crossley	Feb 2019	14/2/19	Gender / additional benefits
v.9	S Crossley	Jul 2019	26/7/19	Removed CSO Wording
V10	S Crossley	Sep 2019	04/09/2019	Disclosure Statement
V11	S Crossley	Apr 2020	16/04/2020	Applicable Benefits as per amendments to ACE Contract Variations
V12	S Crossley	Mar 2021		Updated to training.gov.au standards