



Enrolment Kit-

AQF 1-3



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Training that Creates Change

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Privacy Notice –

Please have this read and explained to you

Under the *Data Provision Requirements 2012*, **MW Training Consultants** 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 **MW Training Consultants** for statistical, regulatory and research purposes. **MW Training Consultants** 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 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.

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).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement]

DATE

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]*

DATE

You can ask for help to complete this form

Please Note: It is important that this enrolment form is completed in full. Incomplete enrolment forms will not be accepted and will be returned.

ENROLMENT FORM			
STUDENT INFORMATION			
Title:	First Name:	Last Name:	
Date of birth:	Gender:	Contact Phone Number:	
Unique Student Identifier (USI) Number:			
Please note that enrolments will not be accepted unless you have provided your USI Number above. If you have not yet obtained one you can apply for it directly at www.usi.gov.au			
Address			
Street Number:	Street Name:		
Suburb:	State:	Post Code:	
Email Address:			
Country of Birth:	Language spoken at home:		
Proficiency in English: <input type="radio"/> Very Well <input type="radio"/> Well <input type="radio"/> Not Well <input type="radio"/> Not at all			
Indigenous Status: <input type="radio"/> Aboriginal <input type="radio"/> Torres Strait Islander <input type="radio"/> Both <input type="radio"/> Neither			
Do you have a disability that could affect your learning? <input type="radio"/> Yes <input type="radio"/> No			
If yes, please explain:			
PREVIOUS EDUCATION			
Highest School Level Completed: <input type="radio"/> Year 8 or below <input type="radio"/> Year 9 <input type="radio"/> Year 10 <input type="radio"/> Year 11 <input type="radio"/> Year 12			
What year did you finish school?			
Please list below all current qualifications you have			
EMPLOYMENT STATUS			
Employment Status: <input type="radio"/> Full Time <input type="radio"/> Part Time <input type="radio"/> Self Employed <input type="radio"/> Unemployed			
What is your main study reason?			
COURSE			
The Course:			
Method of study: <input type="radio"/> Distance Self Paced <input type="radio"/> RPL		Course Cost: \$: \$500 or less upon enrolment; installment payments for remainder of course	
PAYMENT METHOD			
Direct Deposit		Credit Card <input type="radio"/> Mastercard <input type="radio"/> Visa	
Account Name: MW Training Consultants		Card Number:	

Bank: National Australia Bank		Expiry Date:	CW:
BSB: 084-209	Account Number: 54-567-1373		Cardholders Name:
Reference: Please put your full name as the reference (this is a MUST so we can identify your particular payment)		Cardholders Signature:	
I authorize MW Training Consultants to debit the above credit card in the amount of \$ _____ for the purpose of enrolling into training Signature:.....			
Bank or Personal Cheque – please make payable to MW Training Consultants			
SIGNATURE			
<input type="radio"/> I would like to apply for enrolment with MW Training Consultants and agree that the policies in the Student Handbook and privacy statement have been read and understood by me.			
<input type="radio"/> I understand that payment must be received before commencement of this course.			
I choose this option for payment:			
a. Full payment with enrolment		<input type="checkbox"/>	
b. Payment Plan		<input type="checkbox"/>	
<input type="radio"/> I declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to MW Training to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.			
Signature of applicant:		Date:	
To lodge your completed enrolment form			
Post to: MW Training Consultants PO BOX 71 Scarborough QLD 4020		Email to: admin@mwtrain.com.au	

Unique Student Identifier – You may need help to gain this number

Below is information regarding the Unique Student Identifier (USI)

<http://www.usi.gov.au/help-centre/student-help/Pages/information-needed-to-apply-for-a-USI.aspx#>

What is the USI? The Unique Student Identifier

Enrolment Information

This section is to be handwritten not typed.

This information helps us to identify the learning course for each student

Employment What work do you want to do?	Future Employment:.....
Education What training do you think you need?	The future
Language Do you speak another language? What is it?
Cultural Identity What is your culture?

Core Skills for Work Self Assessment

All students will be required to complete this self-assessment **which can be with support**

Instructions

Respond to each statement by placing a score of 1 to 5 in each box to the following scale:

1. Not at all
2. A little
3. Somewhat
4. Mostly
5. Definitely

NAVIGATE THE WORLD OF WORK					
Manage career and work life	1	2	3	4	5
I know what I would like to do for my career and work life					
I can apply for jobs					
Work with roles, rights and responsibilities	1	2	3	4	5
I can work without assistance					
I know my legal rights and job in the workplace					
INTERACT WITH OTHERS					
Communicate for work	1	2	3	4	5
I know how to talk with my work mates					
I can read enough to be safe at work					
Connect with others	1	2	3	4	5
I know what I am good at					
I am calm in the workplace					
Recognise and utilise diverse perspectives	1	2	3	4	5
I respect other people may have different beliefs to me					
I am respectful to all people					
GET THE WORK DONE					
Plan and organise	1	2	3	4	5
I can plan my work day					
I work to my instructions					
Make decisions	1	2	3	4	5
I can make decisions with some help					
I check if the decision was right					
Identify and solve problems	1	2	3	4	5
I can work out work problems independently					
I know when and how to ask for help					
Create and innovate	1	2	3	4	5
I know we need to improve our work					
I help others to think of better ways to work					
Work in a digital world	1	2	3	4	5
I can use machines					
I can use a computer					

Client demonstrated a CSfW Stage:.....