



## Domestic Student Application Form

Agent details															
Intake Date						Initial deposit									
<p>Course Fees include Tuition fees. Course fees include learning materials.            Health cover is not included in the course fees. Automotive students will need to buy their own Personal Protective Equipment. This is not included in the course fees.</p> <p>Select the course by ticking the appropriate boxes below</p>															
Selected Course	Course Code	Course Name													
<input type="checkbox"/>	AUR30620	Certificate III in Light Vehicle Mechanical Technology													
<input type="checkbox"/>	AUR31120	Certificate III in Heavy Commercial Vehicle Mechanical Technology													
<input type="checkbox"/>	AUR40216	Certificate IV in Automotive Mechanical Diagnosis													
<input type="checkbox"/>	AUR50116	Diploma of Automotive Management													
<b>Personal Details</b>															
Title		USI													
<b>1. Enter full Name*</b>															
Family name (surname)					Given names										
<small>* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want TAF to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.</small>															
2. Enter your birth date (DD/MM/YYYY)					3. Gender (Tick ONE box only)		<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Other				
City of Birth															
Country of Birth						Citizenship									

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<b>4. Enter your contact details</b>			
Home Phone		Work Phone	
Mobile Number			
Email Address			
Alternative email address (optional)			
<b>5. What is the address of your usual residence?</b>			
<p><i>Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your .</i></p> <p><i>If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.</i></p> <p><i>Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community; homestead, building complex, agricultural property, park or unbounded address site.</i></p>			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality or town	
State/territory		Postcode	
<b>6. What is your postal address (if different from above)?</b>			
Building/property name			
Flat/unit details		Street or lot number (e.g. 205 or Lot 118)	
Street name		Suburb, locality or town	
State/territory		Postcode	
<b>Emergency Contact details</b>			
Name		Relationship	
Address			
Suburb/Town		Country	
Post code		Telephone	
Mobile			

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## Language and Cultural Diversity

7. In which country were you born?

Australia

Other please specify:

\_\_\_\_\_

8. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

No, English only (English only - Go to Question 9)

Yes, other. Please specify

\_\_\_\_\_

8a. How well do you speak English?

Very well

Well

Not well

Not at all

9. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No

Yes, Aboriginal

Yes, Torres Strait Islander

## Disability

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

Yes

No

No - Go to Question 12

11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area.)

Hearing/Deaf

Physical

Intellectual

Learning

Mental Illness

Acquired Brain Impairment

Vision

Medical Condition

Other

## Schooling

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

Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent  
 Year 8 or below  
 Never attended school

Never completed any primary or secondary level education – go to question 14

In which year did you complete that school level

\_\_\_\_\_

13. Are you still enrolled in secondary or senior secondary education?

Yes

No

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## Previous Qualifications Achieved

14. Have you SUCCESSFULLY completed any of the qualifications in question 15?

Yes  
 No

No - Go to Question 16

15. If YES, please place an A, E or I on the applicable row below (A= Australian Qualification, E= Australian Equivalent, I= International).

\_\_\_\_ Bachelor Degree or Higher Degree  
 \_\_\_\_ Advanced Diploma or Associate Degree  
 \_\_\_\_ Diploma (or Associate Diploma)  
 \_\_\_\_ Certificate IV (or Advanced Certificate/Technician)  
 \_\_\_\_ Certificate III (or Trade Certificate)  
 \_\_\_\_ Certificate II  
 \_\_\_\_ Certificate I  
 \_\_\_\_ Other education (including certificates or overseas qualifications not listed above)

## Employment

16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

*For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).*

Full-time employee  
 Part-time employee  
 Self-employed - not employing others  
 Self-employed – employing others  
 Employed – unpaid worker in a family business  
 Unemployed – seeking full-time work  
 Unemployed – seeking part-time work  
 Not employed – not seeking employment

## Study Reason

17. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)

To get a job  
 To develop my existing business  
 To start my own business  
 To try for a different career  
 To get a better job or promotion  
 It was a requirement of my job  
 I wanted extra skills for my job  
 To get into another course of study  
 For personal interest or self-development  
 Other reasons

## Employment Industry

If you are currently employed, please select the Industry of Employment the most appropriate for you (Tick ONE box only). *Leave blank if not employed.*

Agriculture, Forestry and Fishing  
 Mining  
 Manufacturing  
 Electricity, Gas, Water and Waste Services  
 Construction  
 Wholesale Trade  
 Retail Trade  
 Accommodation and Feed Services  
 Transport, Postal and Warehousing  
 Information Media and telecommunications  
 Financial and Insurance Services  
 Rental, Hiring and real Estate Services  
 Professional, Scientific and Technical Services  
 Administrative and Support Services  
 Public Administration and Safety  
 Education and Training  
 Health Care and Social Assistance  
 Arts and recreation

Please choose the occupation identifier that best describes your role (Tick ONE box only). *Leave blank if not employed.*

Manager  
 Professionals  
 Technicians and Trades Workers  
 Community and personal Service Workers  
 Clerical and Administrative Workers  
 Sales Workers  
 Machinery Operators and Drivers  
 Labourers

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## Unique Student Identifier (USI)

From 1 January 2015, we Training Australia First 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 NCVER. 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.

### 18. 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/faws/i-have-forgotten-my-usi/>.

## Unique Student Identifier (USI)

<input type="text"/>									
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*Unique student identifier*

### **Skip the section below and on page 6**

- if you do not want Training Australia to create an USI for you OR
- If you already have a USI

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

### Application for Unique Student Identifier (USI)

If you would like us Training Australia First 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

[Training Australia First]..... 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>, and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)

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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.

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

<p>1. Australian Driver's Licence</p> <p>State: _____</p> <p>Licence Number: _____</p>	<p>2. Medicare Card</p> <p>Medicare card number _____</p> <p>Individual reference number (next to your name on Medicare card): _____</p> <p>Card colour: (select which applies)</p> <p><input type="checkbox"/> Green Expiry date ____/____ (format MM/YYYY) (month/year)</p> <p><input type="checkbox"/> Yellow Expiry date ____/____ (format MM/YYYY) (day/month/year)</p> <p><input type="checkbox"/> Blue Expiry date ____/____/____ (format DD/MM/YYYY) (day/month/year)</p>
<p>3. Australian Birth Certificate</p> <p>State/Territory _____</p> <p>Details vary according to State/Territory (see note above)</p>	<p>4. Australian Passport</p> <p>Passport number _____</p>
<p>5. Non-Australian Passport (with Australian Visa)</p> <p>Passport number _____</p> <p>Country of issue _____</p>	<p>6. Immicard</p> <p>Immicard Number _____</p>
<p>7. Citizenship Certificate</p> <p>Stock number _____</p> <p>Acquisition date ____/____/____</p>	<p>8. Certificate of Registration by Descent</p> <p>Acquisition date ____/____/____ (day/month/year)</p>

In accordance with section 11 of the Student Identifiers Act 2014, Training Australia First 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.

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## Victorian Student Number

This section only needs to be completed for students who are up to 24 years old.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools' program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

*Students who are enrolling for the first time since the VSN was introduced will get a new VSN.*

<p>22. Enter your Victorian Student Number (VSN)</p>	<p>----- If you have entered your VSN you do not need to answer the following questions.</p>
<p>23. Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?</p>	<p><input type="checkbox"/> No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.  <input type="checkbox"/> Yes – I have attended a Victorian school since 2009.  <input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations)</p>
<p>1. 2. 3</p>	
<p>Have you enrolled in a similar course elsewhere? (please tick) (If yes, you may be eligible for a credit transfer or Recognition of Prior Learning – contact Training Australia First for further information)</p>	<p><input type="checkbox"/> Yes – Credit Transfer or National Recognition. Certified copies of transcripts from previous qualifications must be provided with this form.   <input type="checkbox"/> No</p>
<p>Have you been employed in the area covered by the course applied for? (If yes, you may be eligible for Recognition of Prior Learning – contact Training Australia First for further information)</p>	<p><input type="checkbox"/> Yes – Recognition of Prior Learning. An RPL Application Form must also be submitted with this form.   <input type="checkbox"/> No</p>
<p>Where did you hear about us?</p>	

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## Privacy Notice

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. The provisions of the information are voluntary, but if this information is not provided, TAF may be unable to process your enrolment.

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.

The Education and Training Reform Act 2006 requires Training Australia First to collect and disclose my personal information for a number of purposes including the allocation to me of a Victorian Student Number and updating your personal information on the Victorian Student Register.

Information collected on this form or during your enrolment can be disclosed without your consent where authorised or required by law.

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.

### **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>.

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## 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 *Training Australia First* 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

## Student Declaration and consent:

- I confirm that I have read and fully understand the information provided in this document.
- I understand and acknowledge that enrolment is accepted under the condition that my tuition and other fees are paid in full according to the letter of offer and written agreement, prior to the course commencement or unless otherwise agreed by Training Australia First.
- I understand and acknowledge that all information provided by me is correct and complete at the date of acceptance. The provision of incorrect information or withholding of relevant information relating to my application, including academic transcript/s, might invalidate my application and that Training Australia First may withdraw an offer of a place or cancel my enrolment in consequence.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I understand and acknowledge that I have received and/or read, understood the following information:
  - The minimum entrance requirements for the course;
  - The structure, course contents, duration, modes of study and assessment methods of the course;
  - The qualifications obtained at successful completion of course;
  - Training Australia First Domestic Student Handbook;
  - What course credits or RPL I am eligible for and how this will affect my course duration and fees;
  - Information on relevant legislations;
  - Course related fees and refund policy;
  - Fees and charges schedule;
  - Withdrawing from course and cancelling enrolment;
  - Training Australia First Complaints and appeals policy and procedure;
  - Training Australia First refunds policy and procedure;
  - Training Australia First's Behaviour Misconduct policy;
  - TAF Privacy Policy;
  - Requirements of USI and VSN.

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## Signatures

I acknowledge and agree to the terms described in the privacy statement above and confirm that the information provided on this form is true, correct and accurate.

Student Signature:

Date:

/ /

Printed Name:

## Marketing and Advertising Permission Signatures

I further acknowledge and provide unconditional consent to my testamur and/or photographs to be used in newspaper, poster, television, flyer and/or any other marketing whilst I am a current or former student. I understand that I have an option to opt out at any time.

Please tick:

YES

NO

Student Signature:

Date:

/ /

Printed Name:

## Parent/Guardian Signatures for under 18

If the student is under 18 years of age, please also have this section completed.

Parent/Guardian

Date:

/ /

Signature:

Printed Name:

Nt: Electronic signature will not be accepted.

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