



## Domestic Student Application Form

<b>Agent details</b>												
<b>Intake Date</b>								<b>Initial deposit</b>				
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.												
Select the course by ticking the appropriate boxes below												
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"/>	AUR40226	Certificate IV in Automotive Mechanical Diagnosis										
<input type="checkbox"/>	AUR50126	Diploma of Automotive Management										
<b>Personal Details</b>												
Title	USI											
<b>1. Enter full Name*</b>												
Family name (surname)						Given names						
<i>* 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.</i>												
2. Enter your birth date (DD/MM/YYYY)						3. Gender (Tick ONE box only)	<input type="checkbox"/> Male	<input type="checkbox"/> Female				
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	
<p>7. In which country were you born?</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other please specify:</p> <p>_____</p>	<p>8. Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i></p> <p><input type="checkbox"/> No, English only (English only - Go to Question 9)</p> <p><input type="checkbox"/> Yes, other. Please specify</p> <p>_____</p>
<p>8a. How well do you speak English?</p> <p><input type="checkbox"/> Very well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not well</p> <p><input type="checkbox"/> Not at all</p>	<p>9. Are you of Aboriginal or Torres Strait Islander origin?</p> <p><i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</i></p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>
Disability	
<p>10. Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 100px;">No - Go to Question 12</div>	<p>11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: <i>(You may indicate more than one area.)</i></p> <p><input type="checkbox"/> Hearing/Deaf</p> <p><input type="checkbox"/> Physical</p> <p><input type="checkbox"/> Intellectual</p> <p><input type="checkbox"/> Learning</p> <p><input type="checkbox"/> Mental Illness</p> <p><input type="checkbox"/> Acquired Brain Impairment</p> <p><input type="checkbox"/> Vision</p> <p><input type="checkbox"/> Medical Condition</p> <p><input type="checkbox"/> Other</p>
Schooling	
<p>12. What is your highest COMPLETED school level? <i>(Tick ONE box only.)</i></p> <p><input type="checkbox"/> Year 12 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent</p> <p><input type="checkbox"/> Year 10 or equivalent</p> <p><input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Never attended school</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-left: 100px;">Never completed any primary or secondary level education – go to question 14</div>	<p>In which year did you complete that school level</p> <p>_____</p>
<p>13. Are you still enrolled in secondary or senior secondary education?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <span style="margin-left: 200px;"><input type="checkbox"/> No</span></p>	

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Previous Qualifications Achieved	
<p>14. Have you SUCCESSFULLY completed any of the qualifications in question 15?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: 150px;">                     No - Go to Question 16                 </div>	<p>15. If YES, please place an A, E or I on the applicable row below (A= Australian Qualification, E= Australian Equivalent, I= International).</p> <p>____ 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)</p>
Employment	Study Reason
<p>16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><i>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).</i></p> <p><input type="checkbox"/> Full-time employee  <input type="checkbox"/> Part-time employee  <input type="checkbox"/> Self-employed - not employing others  <input type="checkbox"/> Self-employed – employing others  <input type="checkbox"/> Employed – unpaid worker in a family business  <input type="checkbox"/> Unemployed – seeking full-time work  <input type="checkbox"/> Unemployed – seeking part-time work  <input type="checkbox"/> Not employed – not seeking employment</p>	<p>17. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)</p> <p><input type="checkbox"/> To get a job  <input type="checkbox"/> To develop my existing business  <input type="checkbox"/> To start my own business  <input type="checkbox"/> To try for a different career  <input type="checkbox"/> To get a better job or promotion  <input type="checkbox"/> It was a requirement of my job  <input type="checkbox"/> I wanted extra skills for my job  <input type="checkbox"/> To get into another course of study  <input type="checkbox"/> For personal interest or self-development  <input type="checkbox"/> Other reasons</p>
Employment Industry	
<p>If you are currently employed, please select the Industry of Employment the most appropriate for you (Tick ONE box only). <i>Leave blank if not employed.</i></p> <p><input type="checkbox"/> Agriculture, Forestry and Fishing  <input type="checkbox"/> Mining  <input type="checkbox"/> Manufacturing  <input type="checkbox"/> Electricity, Gas, Water and Waste Services  <input type="checkbox"/> Construction  <input type="checkbox"/> Wholesale Trade  <input type="checkbox"/> Retail Trade  <input type="checkbox"/> Accommodation and Feed Services  <input type="checkbox"/> Transport, Postal and Warehousing  <input type="checkbox"/> Information Media and telecommunications  <input type="checkbox"/> Financial and Insurance Services  <input type="checkbox"/> Rental, Hiring and real Estate Services  <input type="checkbox"/> Professional, Scientific and Technical Services  <input type="checkbox"/> Administrative and Support Services  <input type="checkbox"/> Public Administration and Safety  <input type="checkbox"/> Education and Training  <input type="checkbox"/> Health Care and Social Assistance  <input type="checkbox"/> Arts and recreation</p>	<p>Please choose the occupation identifier that best describes your role (Tick ONE box only). <i>Leave blank if not employed.</i></p> <p><input type="checkbox"/> Manager  <input type="checkbox"/> Professionals  <input type="checkbox"/> Technicians and Trades Workers  <input type="checkbox"/> Community and personal Service Workers  <input type="checkbox"/> Clerical and Administrative Workers  <input type="checkbox"/> Sales Workers  <input type="checkbox"/> Machinery Operators and Drivers  <input type="checkbox"/> Labourers</p>

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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 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.

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)

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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 NCVET policies, procedures and protocols published on NCVET'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><b>1. Australian Driver's Licence</b></p> <p>State: _____</p> <p>Licence Number: _____</p>	<p><b>2. Medicare Card</b></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><b>3. Australian Birth Certificate</b></p> <p>State/Territory _____</p> <p>Details vary according to State/Territory (see note above)</p>	<p><b>4. Australian Passport</b></p> <p>Passport number _____</p>
<p><b>5. Non-Australian Passport (with Australian Visa)</b></p> <p>Passport number _____</p> <p>Country of issue _____</p>	<p><b>6. Immicard</b></p> <p>Immicard Number _____</p>
<p><b>7. Citizenship Certificate</b></p> <p>Stock number _____</p> <p>Acquisition date ____ / ____ / ____</p>	<p><b>8. Certificate of Registration by Descent</b></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.*

## 22. Enter your Victorian Student Number (VSN)

\_\_\_\_\_

If you have entered your VSN you do not need to answer the following questions.

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?

- No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
- Yes – I have attended a Victorian school since 2009.
- 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)

- 1.
- 2.
- 3.

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)

- Yes – Credit Transfer or National Recognition. Certified copies of transcripts from previous qualifications must be provided with this form.
- No

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)

- Yes – Recognition of Prior Learning. An RPL Application Form must also be submitted with this form.
- No

Where did you hear about us?

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Privacy Notice

Training Australia First collects, uses and discloses personal information in accordance with the **Privacy Act 1988 (Cth)** and the **Australian Privacy Principles (APPs)**.

As a registered training organisation (RTO), we collect your personal information for the purpose of processing and managing your application and enrolment in a vocational education and training (VET) course, delivering training and assessment services, and meeting our legal and regulatory obligations. The provision of personal information is voluntary; however, some information is required by law or for training administration purposes. If this information is not provided, Training Australia First may be unable to process your application or enrolment, deliver training services, or issue a qualification or statement of attainment.

**Use and disclosure of personal information**

We use your personal information to enable us to deliver VET courses to you and, where required, to comply with our obligations as an RTO.

The **Education and Training Reform Act 2006 (Vic)** requires Training Australia First to collect and disclose personal information for purposes including the allocation of a **Victorian Student Number (VSN)** and updating personal information on the Victorian Student Register.

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

Training Australia First takes reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure, including through secure storage arrangements and restricted access to authorised personnel.

**Disclosure to NCVER and government authorities**

Training Australia First is required by law under the **National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)** to disclose personal information to the **National VET Data Collection**, which is held by the **National Centre for Vocational Education Research Ltd (NCVER)**. NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised under the NVETR Act to disclose personal information to relevant state or territory training authorities.

**How NCVER and other bodies handle personal information**

NCVER collects, holds, uses and discloses personal information in accordance with the **Privacy Act 1988 (Cth)** and the **NVETR Act**. Personal information may be used and disclosed by NCVER for purposes including:

- populating authenticated VET transcripts
- administration of VET
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding the VET market for policy, workforce planning and consumer information

NCVER is authorised to disclose personal information to the **Australian Government Department of**

**Education**, Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulation, 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

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on its behalf.

NCVER does not intend to disclose personal information to overseas recipients.

For more information about how NCVER handles personal information, please refer to the NCVER Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

The **Australian Government Department of Education** is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose personal information to perform its functions and activities.

Further information is available in the Department's VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

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**Surveys**

You may be contacted to participate in a student survey conducted by a government department, NCVET, an NCVET employee, agent, third-party contractor or another authorised agency. Participation in surveys is voluntary, and you may opt out at the time you are contacted.

**Overseas disclosure**

Training Australia First does not disclose personal information to overseas recipients.

**Data breaches**

In the event of a data breach that is likely to result in serious harm, Training Australia First will comply with its obligations under the **Notifiable Data Breaches scheme**.

**Access, correction and complaints**

At any time, you may contact Training Australia First to:

- request access to your personal information
- request correction of your personal information
- make a complaint about how your personal information has been handled
- ask questions about this Privacy Notice

Contact details for Training Australia First are provided in the Student Handbook and on our website.

**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.
- **Pre-training review and LLN assessment**  
I understand that before enrolment is finalised, Training Australia First will conduct a pre-training review and may require me to complete an LLN (and digital literacy) check to confirm my suitability and support needs. I understand this may result in additional support being offered or advice about a more suitable course or pathway.
- 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;

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- 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.

### 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

This consent is optional and does not affect enrolment. Consent may be withdrawn at any time by notifying Training Australia First in writing.

Please indicate your preference:

- YES  NO – Use of photographs or video
- YES  NO – Use of written testimonials (first name only)
- YES  NO – Use of testamur images for marketing purposes

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  
Signature:

Date:

/ /

Printed Name:

**Nt: Training Australia First may accept electronic signatures where the identity of the student can be verified. Where required, a wet signature may be requested.**

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