**ACT Emergency Services Agency**

**Initial RTO Enrolment Form**

A revised National VET Data Policy was endorsed by the COAG Industry and Skills Council on 24 November 2017 and comes into effect on 1 January 2018. This new national policy means that the ACT ESA RTO is now required to collect your USI and ask you to complete an Enrolment Form that collects information about you.

In order to minimise the amount of paperwork you need to fill out, ESA Training has developed a process so you only have to complete the full Enrolment Form when your details change rather than for every course you complete. Your details will be maintained in VETtrak and linked to any courses you do with ACT ESA. Whenever your personal details change, complete a new Enrolment Form so your VETtrak profile can be kept up to date.

Please complete this form and send to ESA\_Training@act.gov.au

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| Unique Student Identifier (USI)\* |  |
| Date of Birth |  |

\*Providing your USI is mandatory. All students enrolling in or graduating from accredited vocational training must have an Australian Government USI. If you haven’t got a USI, visit [www.usi.gov.au](http://www.usi.gov.au) to apply for one. It only takes 2-3 minutes. If you have any problems applying for your USI, please contact ESA Training on 02 6207 8721 for help.

***IMPORTANT NOTE***

ACT ESA is required under the *National VET Regulator Act 2011* to abide by the National VET Data Policy. The Policy requires the RTO to seek this data, however, the student **may choose not to disclose** this information.

All students must complete a *Privacy Notice and Student Declaration* as evidence that they are aware of how their personal information may be used or disclosed. ACT ESA must retain evidence that the student has signed or electronically acknowledged the mandatory information contained in the *Privacy Notice and Student Declaration*. This means that you must sign the back of this form even if you choose not to disclose your personal information.

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| 1. **PARTICIPANT DETAILS**
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| Surname: |  | Title: |  |
| Given Name (s): |  |
| Date of Birth: |  | Gender: | [ ]  Male [ ]  Female[ ]  Not Stated [ ]  Other |
| Home Phone: |  | Mobile: |  |
| Email Address: |  |
| Residential Address: |  |
| Postal Address: |  |

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| 1. **LANGUAGE & CULTURAL DIVERSITY**
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| Were you born in Australia? | [ ]  Yes[ ]  No | If no, please specify country of birth: |  |
| Do you speak a language other than English at home? | [ ]  No |  |
| [ ]  Yes | Please specify: |  |
| Are you of Aboriginal or Torres Strait Islander origin? | [ ]  No[ ]  Yes, Aboriginal[ ]  Yes, Torres Strait Islander[ ]  Yes, Aboriginal and Torres Strait Islander |

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| 1. **DISABILITY**
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| Do you consider yourself to have a disability, impairment or long term condition? | [ ]  Not stated |
| [ ]  No |
| [ ]  Yes | Please specify: | [ ]  Hearing/deaf[ ]  Physical[ ]  Intellectual[ ]  Learning[ ]  Mental illness[ ]  Acquired brain impairment[ ]  Vision[ ]  Medical condition[ ]  Other  |

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| 1. **SCHOOLING**
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| 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 (go to section 6) |
| Are you still attending secondary school? | [ ]  Yes[ ]  No |

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| 1. **PREVIOUS QUALIFICATIONS ACHIEVED**
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| Have you SUCCESSFULLY completed any of the listed qualifications? | [ ]  No |  |
| [ ]  Yes | Please specify: | [ ]  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[ ]  Certificates other than above |

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| 1. **EMPLOYMENT**
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| Of the following categories, which BEST describes your current employment status? (tick one box only) |
| [ ]  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[ ]  Not Stated |

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| 1. **STUDY REASON**
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| Of the following categories, select the one which BEST describes the main reason you are undertaking this course (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 is a requirement of my job[ ]  I want extra skills for my job [ ]  To get into another course of study[ ]  For personal interest or self development[ ]  Not Stated |

**Privacy Notice and Student Declaration**

Under the *Data Provision Requirements 2012*, the ACT ESA Registration Training Organisation **(88091 ACT Emergency Services Agency)** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

ACT ESA collects this information on the **Initial RTO Enrolment Form**. The information you provide on this form is kept up to date in your VETtrak profile. If your details change, you are required to complete a new Enrolment Form so that VETtrak can be updated.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **88091 ACT Emergency Services Agency** for statistical, regulatory and research purposes. **88091 ACT Emergency Services Agency** 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 for 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](http://www.ncver.edu.au/)).

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| **PARTICIPANT DECLARATION** |
| 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. |
| **Signature:**(or electronic acknowledgement) |  | **Date:** |  |
| **Parent/Carer Signature\***(or electronic acknowledgement) |  | **Date** |  |

\*Required if student is under 18 years of age