



# Enrolment Form

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COURSE DETAILS			
Course Name and Code			
Course Start Date		Course End Date	
Course Delivery	Wollongong <input type="checkbox"/>	Milton <input type="checkbox"/>	ACT <input type="checkbox"/> Online <input type="checkbox"/> Other <input type="checkbox"/> _____

STUDENT DETAILS			
Title (Please tick)	Miss <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/> Mr <input type="checkbox"/> Other:
Given Name(s)			
Surname			
Date of Birth		Gender	M <input type="checkbox"/> F <input type="checkbox"/>
Phone		Email	
Address			
Suburb		State	Postcode
Workplace Name (if applicable)			
Emergency Contact	Name	Phone	Relationship

IRT EMPLOYEES ONLY – Manager to complete	
Employment Site	
Manager Name	
I give permission for the above employee to complete the specified course with IRT Academy Yes <input type="checkbox"/> No <input type="checkbox"/>	
Manager Signature	Date

LANGUAGE AND CULTURAL DIVERSITY	
Are you an Australian Permanent Resident?	<input type="checkbox"/> Yes <input type="checkbox"/> No
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify:
In which town were you born?	
Country of Citizenship:	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify:
Citizenship status:	
Native Language:	<input type="checkbox"/> English <input type="checkbox"/> Other – please specify:
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
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

DISABILITY	
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:	<input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Other: _____

**CONSESSION INFORMATION (required for funded training)**

Do you live in NSW social housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you on the NSW housing register?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Concession	Are you currently a welfare recipient? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please indicate form of welfare received:  <i>NOTE: you will be required to provide IRT Academy with evidence of your concession to receive the concession rate</i>

**EDUCATION**

Schooling	Do you still attend school? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Have you completed any qualifications since turning 17? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, was this <input type="checkbox"/> while attending school   or <input type="checkbox"/> post-schooling?
	If yes, then tick ANY applicable boxes: <input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Diploma (or associate diploma) <input type="checkbox"/> Certificate IV (or advanced certificate/technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above
Funding	Have you undertaken any other Smart and Skilled Funded Qualification this calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No

**RECOGNITION OF PRIOR LEARNING AND CREDIT TRANSFER**

Do you wish to seek Recognition of Prior Learning?	<input type="checkbox"/> No <input type="checkbox"/> Yes – your facilitator will issue you with a RPL Guide
Do you wish to apply for Credit Transfer?	<input type="checkbox"/> No <input type="checkbox"/> Yes – your facilitator will issue you with a Credit Transfer Application

**EMPLOYMENT & STUDY REASON**

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)	<input type="checkbox"/> Full-time Employee <input type="checkbox"/> Part-time Employee <input type="checkbox"/> Employer <input type="checkbox"/> Self Employed <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
Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)	<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

<b>DECLARATION</b>	
<b>Statistical Information Statement</b>	
We are committed to maintaining your privacy and confidentiality at all times and complying with the NSW Privacy and Personal Information Protection Act 1998 and the Federal Privacy Act 1988. Student information will not be provided to anyone unless you have provided written consent for us to do so or the information is allowed or required by law to be provided. This may occur when training attracts Government Incentives and may include; Federal and State Education Departments (including; State Training Services), Trainee employers and Australia Skills Quality Authority.	
I declare that all information provided in this enrolment form is true and accurate and that I have read and understood the Terms and Conditions of enrolment contained in this Enrolment Form, the Student Handbook and Fees & Charges Schedule.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission to share my information as per the Statistical Information Statement above	<input type="checkbox"/> Yes <input type="checkbox"/> No
I agree to submit all assessments to IRT Academy within 6 weeks from the course end date. NOTE: a fee may be charged for any work submitted beyond this date	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any photograph or video taken of me during my time with IRT may be used at any time, both now and at any future date, for promotional purposes. I understand that photographs or video previously used by IRT to this point may not be retractable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
I give permission for IRT Academy to verify Certificates or Statement of Attainments that have been issued by an RTO other than IRT Academy	<input type="checkbox"/> Yes <input type="checkbox"/> No
IRT Employees Only: should I be required to access the IRT Academy Learning Community (ALC), I accept that IRT Academy will be accessing my current work contact information, including my name, position and place of work, to create my student record within the IRT Student Management System (aXcelerate).	<input type="checkbox"/> Yes <input type="checkbox"/> No
IRT Employees Only: I give permission for IRT Academy to share my course progress with my employer and other relevant IRT Group managers /. Team Leader	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have read and understood IRT Academy's consumer protection policy <a href="https://www.irt.org.au/careers-study/irt-academy/resources/">https://www.irt.org.au/careers-study/irt-academy/resources/</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>SUBSIDISED TRAINING</b>	
By agreeing to receiving Smart and Skilled funding the student must be aware of, and agree to the following: <ul style="list-style-type: none"> <li>• Acceptance of Smart &amp; Skilled funding may impact upon future government provided funding</li> <li>• Deferral of studies only allowed for a maximum period of 12 months</li> <li>• Enrolled students who do not recommence within 12 months will be reported as discontinued and may have future government funding impacted upon</li> <li>• The cut-off date for withdrawing from a course and receiving your student fee back is two (2) weeks from the commencement of the course (administration fees will apply)</li> <li>• To provide evidence required for student eligibility for Smart &amp; Skilled programs, fee exemptions and concessions where relevant.</li> </ul> <p>The preliminary advice of eligibility to access state government incentives provided herein is subject to Apprenticeship Support Australia undertaking a full assessment of eligibility criteria. A full assessment can only be made upon receipt by Apprenticeship Support Australia of fully completed and correct assessment documentation, and when requested by Apprenticeship Support Australia, additional information may be required. Apprenticeship Support Australia makes no representation about the accuracy or suitability of the information provided. All information is provided 'as is' without express or implied warranty.</p> <p>For students in receipt of subsidised training (ie. funded by a State/Federal Government body) please note the following contact details for more information;</p> <p>NSW Smart and Skilled – W: <a href="https://smartandskilled.nsw.gov.au/">https://smartandskilled.nsw.gov.au/</a> Ph: 1300 772 104 ACT Skilled Capital- W: <a href="http://www.skills.act.gov.au">www.skills.act.gov.au</a> Ph: 132 281</p>	
I declare that all information provided on this Eligibility Assessment Form is true and accurate and the signature below is that of the student applying for Smart & Skilled funding	<input type="checkbox"/> Yes <input type="checkbox"/> No
I understand that the information provided may be disclosed to and used by the Australian Government, including the Department of Education, Employment and Workplace Relations, and Centrelink, State/Territory government departments and agencies, employers, Apprenticeship Support Australia, Registered Training Organisations, non-government education authorities and the contractors or agents of any of these organisations, departments and agencies. The contact details for Smart and Skilled are <a href="https://smartandskilled.nsw.gov.au/">https://smartandskilled.nsw.gov.au/</a> or 1300 772 104.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Signature	Date
Parent/Guardian Signature For Students under the age of 18 (SBAT & TVET students only)	Date
Witness Signature	Date
Witness Name	

**UNIQUE STUDENT IDENTIFIER (USI) – FOR ACCREDITED TRAINING ONLY**

Have you been issued with a USI previously?

No, please read and sign the Privacy notice below

Yes, please provide USI: \_\_\_\_\_

**Privacy Notice**

If you do not already have a Unique Student Identifier (USI) and you want IRT Academy to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, IRT Academy will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask IRT Academy to make an application for a student identifier on your behalf, IRT Academy will have to declare that IRT Academy has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that IRT Academy has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;

- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

**Privacy policies and complaints**

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (link to USI privacy policy) or by contacting the Registrar on (email/telephone). The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how IRT Academy collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to IRT Academy's privacy policy which can be found in the Student Handbook at <http://www.irt.org.au/irt-Academy/experience-irt-Academy>.

I declare that I have read and acknowledge the above information in relation to my Unique Student Identifier, and give IRT Academy permission to create, search and validate by USI as required		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student Name			
Student Signature		Date	

**Please forward to IRT Academy  
Email: [enrolments@irt.org.au](mailto:enrolments@irt.org.au)**