# Australian Forensic Services (AFS) RTO 4282

# Student Enrolment Form

## Personal details

### Enter your full name \*

|  |  |
| --- | --- |
| Family name (surname) |  |
| Given names |  |

*\** 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 [name of RTO] 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.

### indicate the name you wish to appear on ANY CERTIFICATION

|  |  |
| --- | --- |
| Name to appear |  |

### Enter your birth date

|  |  |  |  |
| --- | --- | --- | --- |
| Day/month/year |  |  |  |

### Gender (Tick ONE box only)

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Other |  |

### Enter your contact details

|  |  |  |  |
| --- | --- | --- | --- |
| Home phone |  | Work phone |  |
| Mobile |  | Email address |  |
| Alternative email address (optional) | |  | |

### Invoice Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Address |  |
| Contact Number |  | Email address |  |

### Employer details

|  |  |  |  |
| --- | --- | --- | --- |
| Employer |  | Contact Name |  |
| Address |  | Telephone |  |

### indicate the address for certification to be sent to

|  |  |  |  |
| --- | --- | --- | --- |
| Addressee Name |  | Postal Address |  |

### What is the address of your usual residence?

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 home.

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.

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.

|  |  |
| --- | --- |
| 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 |  |

### What is your postal address (if different from above)?

|  |  |
| --- | --- |
| Building/property name |  |
| Flat/unit details |  |
| Street or lot number (e.g. 205 or Lot 118) |  |
| Street name |  |
| Postal delivery information (e.g. PO Box 254) |  |
| Suburb, locality or town |  |
| State/territory |  |
| Postcode |  |

## Language and cultural diversity

### In which country were you born?

|  |  |
| --- | --- |
| Australia |  |
| Other – please specify |  |

### 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 |  |
| Yes, other – please specify |  |

### 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

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

|  |  |  |
| --- | --- | --- |
| Yes |  |  |
| No |  |  |

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) Please refer to the Disability supplement for an explanation of the following disabilities.

|  |  |
| --- | --- |
| Hearing/deaf |  |
| Physical |  |
| Intellectual |  |
| Learning |  |
| Mental illness |  |
| Acquired brain impairment |  |
| Vision |  |
| Medical condition |  |
| Other |  |

## Schooling

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

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

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

### Are you still enrolled in secondary or senior secondary education?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

## Previous qualifications achieved

### Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

### If YES, tick ANY applicable boxes.

|  |  |
| --- | --- |
| 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

### 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

Of the following categories, select the one which BEST describes the main reason you are 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 |  |
| To get skills for community/voluntary work |  |
| Other reasons |  |

## Unique Student Identifier (USI)

From 1 January 2015, AFS 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.

### 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/>.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

## Course Enrolment

### Are you enrolling in a qualification, skillset or individual unit/s of competency?)

|  |  |
| --- | --- |
| Qualification |  |
| Skillset |  |
| Individual unit/s of competency |  |

### Specify the code and title of the qualification/skillset/unit/s in which you are enrolling

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title** | **Code** | **Enrolment Type (select most appropriate)** | | |
| **Qualification** | **Skillset** | **Unit of Competency** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## FIRST TIME?

### Is this your first time enrolling with AFS?

|  |  |
| --- | --- |
| Yes, first time |  |
| No, I’ve enrolled before |  |

## STUDENT DECLARATION

### PRIVACY NOTICE

Under the Data Provision Requirements 2012, AFS 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 AFS for statistical, regulatory and research purposes. AFS 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.

Why we collect your personal information

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.  
If you do not provide the information required we will not be able to enrol you into the course of your choice.

How we use your personal information

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.

How we disclose your personal information

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>.

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 Australian Forensic Services 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

AFS’s Privacy Policy is available on our Candidate Handbook (<http://afsi.com.au/images/candidate%20handbook.pdf>).

### B. FEE PAYMENT

On commencement onto the online Learning Management System, candidates will be invoiced for the full cost of the course. Full payment of the course is due within thirty days from receipt of the invoice or prior to the commencement of the face to face component, which ever occurs first, unless alternative arrangements have been made with AFS Management.

### C. AFS HANDBOOK DECLARATION

I acknowledge that I have been given access to and have read the contents of the AFS Candidate Handbook, which outlines the conditions my rights and responsibilities and as a candidate of Australian Forensic Services. An electronic copy of this form is available from <http://afsi.com.au/images/candidate%20handbook.pdf>

## 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 (A).

I also acknowledge my obligation to abide by the conditions specified in the Fee Payment section of this enrolment form (B).

I acknowledge that I have read the contents of the AFS Candidate Handbook (C).

STUDENT SIGNATURE ……………………………………………………….……………………………………… [DATE] …………………………………

*\*Parental/guardian consent is required for all students under the age of 18.*

PARENT / GUARDIAN SIGNATURE ……………………………………………………………………………… [DATE] …………………………………

***NOTE: Signature and date not required if this form is emailed to us.***