

South Australia VFSS Enrolment Form

PRIVACY STATEMENT

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.

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 NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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

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

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

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at 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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 Queensford College 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

Phone: (08) 8410 4605 | **Email:** sa@queensfordcollege.edu.au

Queensford College Privacy Policy: <https://queensford.edu.au/privacy-policy/>

COURSE DETAILS

1. What qualification are you enrolling into?

Course Code:

Course Title:

2. When is the intake date:

3. When is the training day:

4. Where will it be delivered:

Adelaide Campus

External, please specify:

5. Select type of enrolment:

Fee For Service

VFSS

FLO Student

Traineeship/Apprenticeship

6. SACE number:

7. What year level are you currently in?

8. Name of school you are currently attending:

9. Select who to send the Queensford College Invoice to:

School

Student / Parent

Invoicing e-mail address:

STUDENT DETAILS

10. Enter your Unique Student Identifier (USI)

From 1 January 2015, we (Queensford College) 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 <http://www.usi.gov.au> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

11. What is your title?

Mr.

Mrs.

Ms.

Miss

12. Enter your full name *

*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Family name (surname):

Middle name:

Given name:

13. Enter your birth date

Day/month/year: ____ / ____ / ____

14. Gender (Tick ONE box only)

Male

Female

Other

15. Residency status (Tick ONE box only)

Australian Citizen

Australian Permanent Resident

New Zealand Citizen

Permanent Visa – please specify

Other

16. Enter Student contact details

Home phone:

Student Mobile:

Student Email address:

17. What is the address of your usual residence?

Building property name:

Flat/unit number:

Street number:

Street name:

Suburb:

State/territory:

Postcode:

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

PO box number:

Flat/unit number:

Street number:

Street name:

Suburb:

State/territory:

Postcode:

19. In case of emergency, please contact:

Name:

Relationship:

Email:

Mobile:

Building property name:

Flat/unit number:

Street number:

Street name:

Suburb:

State/territory:

Postcode:

LANGUAGE AND CULTURAL DIVERSITY**20. In which country were you born?**

Australia

Other – please specify country:

City/Suburb:

21. 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:

22. How well do you speak English?

Excellent

Well

Not well

Poorly

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

Yes

No (No - go to question 26)

25. 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 on page 8 for an explanation of the following disabilities. If applicable please provide a copy of any learning recommendation provided by a specialist.)*

Hearing/deaf

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other

*(If you ticked yes to any of areas, Please provide details)***SCHOOLING****26. 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

27. In which year did you complete above school level?

PREVIOUS QUALIFICATIONS ACHIEVED

28. Have you accessed any funded courses previously?

Yes *(If yes, please provide the Course code and Course Name)* No

29. Have you SUCCESSFULLY completed any of the qualifications listed in question 30 within Australia?

Yes No *(No - Go to question 31)*

30. Please tick the highest level of education you've SUCCESSFULLY completed.

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

31. 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:	

32. 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	

33. Employer contact details

Company Name:

Contact Name:

Work phone:

Mobile:

Email address:

Building property name:

Flat/unit number:

Street number:

Street name:

Suburb:

State/territory:

Postcode:

34. Employer details for Apprenticeship/Traineeship

Company Name:

Contact Name:

Work phone:

Mobile:

Email address:

Building property name:

Flat/unit number:

Street number:

Street name:

Suburb:

State/territory:

Postcode:

STUDENT CONDITIONS OF ENROLMENT, DECLARATION AND CONSENT

Before signing the agreement below, please read the following points, tick where applicable, and clarify anything that you are unsure of with a Queensford College Team Member.

I understand that qualifications such as Childcare, Individual Support, Hospitality requires work placement as a part of study. Yes No n/a

*Please check the course flyer for detail information.

I am an Australian citizen or permanent resident who permanently resides in South Australia. Yes No

I confirm that I am a registered year 10 – 12 South Australia secondary school student. Yes No

I confirm that I will provide a copy of my Photo ID to Queensford College Yes No

- I understand that I am required to complete Language, literacy and numeracy (LLN) assessment.
- I certify that the information set out in this form to the best of my knowledge, is true and accurate.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice on page 1.
- I understand that giving false or incomplete information may lead to the refusal of my application or cancellation of enrolment.
- I give Queensford College permission to obtain official records from an educational institution that I have attended.
- I understand that Queensford College collects, stores and uses personal information only for the purposes of administering prospective, current and graduate student admissions, enrolment and education and that the information collected is confidential and will not be disclosed to third parties without my consent, except to meet government, legal or other regulatory authority requirements.
- I understand that if I have applied through an approved Queensford College agent, correspondence relating to my application may be forwarded to that agent.
- I agree for my academic progress and results to be shared with Government Departments, School or Employer (whichever applies) if required.
- By signing this agreement, I acknowledge and understand my obligations and responsibilities to myself, the school, Queensford College and my vocational placement provider.
- I agree to abide by Queensford College's code of conduct and student handbook, as introduced at my student induction. I understand that non-compliance of my obligations or responsibilities may result in my suspension or termination from the program.
- Queensford College will assist me by securing one (1) vocational placement provider. If I do not attend, do not participate or am terminated by my designated vocational placement provider Queensford College has fulfilled its obligation and I will be required to source an additional vocational placement provider to complete my qualification.
- I authorise Queensford College to collect, use, disclose and manage my personal information in a manner which is consistent with its obligations under Australian privacy law.
- I understand that Queensford College may record public training sessions for quality and training purposes.
- I understand that I am not entitled to remuneration or royalties in respect of our involvement of any project that was produced in whole or in part by this.
- I understand that I have no claims to copyright in any aspect or portion of the project.
- I agree that the material may be used in all formats and media, as representations, reproductions or adaptations either complete or in part, alone or in conjunction with any wording or drawing.
- I authorise Queensford College to contact me by SMS and Email.

Photography / Media Consent and Release

- I hereby grant permission to Queensford College, its employees, and representatives to use my image in media productions such as photographs/digital images, video tapes, and audio tapes. I agree to be identified by my name, hometown, and course and year of studies.
- I authorise Queensford College to use, reuse, copy, publish, display, exhibit, reproduce, and distribute the materials for educational or promotional purposes in press releases, publications, website articles, and other media outlets without notifying me.
- I agree that I am participating on a voluntary basis and I will not receive any payment from Queensford College for signing this release or as a result of any publication of the materials.

Declaration and Consent

I have declared and consented to the above mentioned.

Student Name:

Date: ____ / ____ / ____

Student Signature:

If the person is under 18, the form must be signed by a parent or guardian.

Parent/ Guardian Name:

Date: ____ / ____ / ____

Signature:

BRISBANE

ADELAIDE

PARRAMATTA

PAYMENT TERMS AND CONDITIONS

Semester and Full Year Courses

All course fees must be paid by due date indicated in invoice. Payment plans can be arranged, however full payment plans can be arranged on a case-by-case basis with our accounts Department.

Schools can be invoiced direct if they are paying for the students to complete the course. This will need to be indicated to Queensford College when enrolling the student.

Requests for cancellation/withdrawal must be received in writing.

Short Courses (including First Aid, Manual Handling, Hospitality, RAN, Business & others)

All course fees must be paid by due date indicated on invoice.

Requests for cancellation/withdrawal must be received in writing.

Failure to complete the course by the due date will result in re-enrolment. Full fee may apply.

In the event of course cancellation, all fees paid will be refunded within thirty (30) days.

Please note:

- You will not be issued with your Academic Transcript(s) until full payment for the course has been received

WITHDRAWAL / ENROLMENT VARIATION TERMS AND CONDITIONS

1. Certificate II and above courses,

- \$250 non-refundable fee applies after application has been submitted (Included in course fees).
- Once the application has been submitted, any variation to your application may attract additional \$250 fee.
- No refund is applicable if a student withdraws within two (2) weeks of course commencement date or after the course has commenced.
- If a student enrolls within two (2) weeks of course commencing and withdraws during this period or after the course has commenced, full course fee is still payable.
- If a student is enrolled in a course, has outstanding fee and withdraws within two (2) weeks of course commencement date or after the course has commenced, full course fee is still payable. This includes students under payment plans.

2. Short courses,

- 50% non-refundable fee applies after application has been submitted (Included in course fees).
- Once the application has been submitted, any variation to your application may attract additional 25% of course fee.
- No refund is applicable if a student withdraws within two (2) weeks of course commencement date or after the course has commenced.
- If a student enrolls within two (2) weeks of course commencing and withdraws during this period or after the course has commenced, full course fee is still payable.

PARENTAL / GUARDIAN CONSENT

Before signing the agreement below, please read the following information and clarify anything that you are unsure of with a Queensford College Team Member.

- I the parent/guardian of the student allow to undergo studies under the VFSS program provided by Queensford College.
- I understand that my child may have to complete vocational placement with an industry employer if it is a course requirement to complete the qualification.
- I have been well informed about Queensford College and the VFSS program.
- I give permission for Queensford College to contact my child directly for any course or vocational placement requirements.
- I understand by signing this form that I agree to all of the above statements.
- I agree to the payment terms and conditions.
- I give permission for my child to leave campus during designated break times.
- I give permission for my child to attend any off site excursion.

PARENTAL / GUARDIAN CONSENT

Parent / Guardian Contact Number:

Parent / Guardian Email:

Parent Name:

Parent Signature:

Date: ____ / ____ / ____

VET COORDINATOR DECLARATION & DETAILS

The above mentioned student, to the best of my knowledge, has a full and clear understanding of the specified requirements for successful completion of the course. All information provided to support this application has been reviewed and verified to be true and correct.

I hereby recommend Queensford College to proceed with the above mentioned student's enrolment application.

School Name:

VET Coordinator Name:

VET Coordinator Email:

VET Coordinator Signature:

Date: ____ / ____ / ____

Disability Supplement Information

DISABILITY SUPPLEMENT

INTRODUCTION

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please see a explanation in the following list below:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across

the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

Application for Unique Student Identifier (USI) (Student information)

If you would like us, Queensford College, 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 [First Name] _____ [Middle Name] _____

[Last Name] _____ authorise Queensford College 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>

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). A copy of this identity document along with this application must be emailed to the respective Campus you are applying to. Please also ensure that your name written above is exactly the same as it is written in the document you selected to provide below.**

I have selected to provide one of the following form of identification:

Australian Driver's Licence

Medicare Card

Australian Birth Certificate

Australian Passport

Non-Australian Passport (with Australian Visa)

Immicard

Citizenship Certificate

Certificate of Registration by
Descent

1. Australian Driver's Licence

State:

Licence Number:

2. Medicare Card

Medicare card number:

Individual reference number (next to your name on Medicare card):

Card colour: (select which applies below)

Green

Expiry date (MM/YYYY): ____/____/____

Yellow

Blue

Expiry date (DD/MM/YYYY): ____/____/____

3. Australian Birth Certificate

Please select the relevant State/Territory below.

South Australia

Registration Number:

Date Printed (DD/MM/YYYY): ____/____/____

Certificate Number:

New South Wales

Registration Number:

Year of Registration:

Queensland

Date of Registration (DD/MM/YYYY): ____/____/____

Registration Number:

Year of Registration:

4. Australian Passport

Passport number: _____

5. Non-Australian Passport (with Australian Visa)

Passport number: _____

Country of issue: _____

6. Immicard

Immicard Number: _____

7. Citizenship Certificate

Stock number: _____

Acquisition date (DD/MM/YYYY): ____/____/____

8. Certificate of Registration by Descent

Acquisition date (DD/MM/YYYY): ____/____/____

In accordance with section 11 of the *Student Identifiers Act 2014*, Queensford College 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.

Student Declaration and Consent

Student Name

Signature of Student

____/____/____
Date (DD/MM/YYYY)

Parent/Guardian Name*

Signature of Parent/Guardian

____/____/____
Date (DD/MM/YYYY)

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