

# Enrolment Form and Agreement

## Early Childhood Education and Care

### Participant Details

Full Name: \_\_\_\_\_ ☐ Male ☐ Female ☐ Other  
(Family or Surname) (Given Names)

Unique Student Identifier (USI) (if known): \_\_\_\_\_  
(If USI is not known, follow instructions located at the rear of this form)

Usual Address: \_\_\_\_\_  
\_\_\_\_\_  
(Suburb) State P/Code

Your Postal Address if different from above:

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
(Suburb) State P/Code

Phone: (Home) \_\_\_\_\_ (Mob) \_\_\_\_\_ Date of Birth: \_\_/\_\_/\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Tel No. \_\_\_\_\_ Relationship: \_\_\_\_\_

ID Verified by: (Record D/L or Passport # etc.): \_\_\_\_\_

Tick the qualification in which you are seeking to enrol:

- ☐ CHC30113 Certificate III in Early Childhood Education and Care  
☐ CHC50113 Diploma of Early Childhood Education and Care

### Employment Status

Of the following categories, which BEST describes your current employment status?

- |   |  |
|---|--|
| <input type="checkbox"/> Full time Employee                   | <input type="checkbox"/> Employed - unpaid worker in a family business |
| <input type="checkbox"/> Part time Employee                   | <input type="checkbox"/> Employer                                      |
| <input type="checkbox"/> Self Employed – not employing others | <input type="checkbox"/> Unemployed – seeking full time work           |
| <input type="checkbox"/> Unemployed – seeking part-time work  | <input type="checkbox"/> Not employed – not seeking employment         |

### Employer Details (If applicable)

Business Name: \_\_\_\_\_

ABN: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_



### Cultural Background

Are you of Aboriginal or Torres Strait Islander Origin? ☐ Yes ☐ No

Were you born in Australia? ☐ Yes ☐ No

If no, what is your Country of Birth: \_\_\_\_\_

Do you speak a language OTHER THAN English at home? ☐ Yes ☐ No

If YES, which language do you usually speak? \_\_\_\_\_

How well do you speak English? ☐ Very Well ☐ Well ☐ Not Well ☐ Not at All

Do you require any language, literacy or numeracy assistance? ☐ Yes ☐ No

### Education

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

☐ Never attended school ☐ Year 8 or below ☐ Year 9 or equivalent ☐ Year 10 or equivalent

☐ Year 11 or equivalent ☐ Year 12 or equivalent

In which YEAR did you complete that school level? \_\_\_\_\_

Are you still attending secondary school: Yes ☐ or No ☐

Since leaving school, have you COMPLETED any of the following qualifications?

☐ Trade Certificate ☐ Advanced/Technician Certificate  
☐ Other Certificate ☐ Associate Diploma  
☐ Undergraduate Diploma ☐ Degree or Postgraduate Diploma

If YES, what was the name of the qualification(s)? \_\_\_\_\_  
\_\_\_\_\_

### 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)

Hearing/Deaf ☐ Physical ☐ Intellectual ☐  
Learning ☐ Mental illness ☐ Acquired Brain Impairment ☐  
Vision ☐ Medical Condition ☐ Other ☐

If you require assistance for a disability, please advise how we may assist you: \_\_\_\_\_  
\_\_\_\_\_



### Study Reason

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of the job           |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job          |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                             |

### Privacy Notice

Integrity College collects and stores personal information on its students and industry clients. Integrity College complies with the Privacy Act 1988 (Commonwealth). This policy describes how Integrity College collects, manages, uses, discloses, protects, and disposes of personal information in accordance with the thirteen Australian Privacy Principles (APPs) outlined in Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012. A copy of Integrity College's Privacy Policy is available on our website.

Under the Data Provision Requirements 2012, Integrity College is required to collect personal information about you and to disclose that personal information to National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Integrity College for statistical, administrative, regulatory and research purposes. Integrity College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

### Declaration

I have read and accept the terms and conditions of the fees and refund policy as described in the Participant Handbook.

I give permission for Integrity College to discuss my training progress and results with my employer (if applicable), ASQA, and Department of Education



I give permission for Integrity College to record evidence of my participation and assessment, in written, verbal, photographic (including video) formats. I also give permission for Integrity College to use any recorded evidence for future promotional, commercial and educational purposes.

I acknowledge that I have read the above and understand the information provided. I confirm that this information is true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Training Agreement

(to be completed by the participant at enrolment)

I \_\_\_\_\_ (insert full legal name) agree to undertake training with Integrity College, in the following course: (tick selected qualification)

- ☐ CHC30113 Certificate III in Early Childhood Education  
☐ CHC50113 Diploma of Early Childhood Education

During the course of this program, I understand and acknowledge that:

**My obligations, as defined in the Participant Handbook include:**

1. at all times to conduct myself safely and in adherence to all relevant legislation.
2. to actively attempt all training and assessment tasks with serious effort.
3. to comply with all safe and lawful requests
4. to arrive on time and return on time from all breaks.
5. not to bully, abuse, vilify or fail to treat all people participating, associated with, or in the vicinity of Integrity College training venues with the utmost respect and courtesy.

**Integrity College's rights and obligations include:**

6. Providing quality training and assessment services, compliant with the Standards for Registered Training Organisations, in a competent manner through the provision of quality resources and training staff resulting in the appropriate issuance of AQF certificate or statement of attainment.
7. Delivering training and assessment only with qualified trainers/assessors with the required knowledge and industry expertise.
8. Protecting learner fees in line with Integrity College's Fee Protection Policy by not collecting more than \$1500 prior to course commencement
9. Guaranteeing that in the event that Integrity College cannot deliver a course, a full refund of all monies paid to Integrity College will be refunded .
10. Keeping participants informed of any changes in the agreed services that will affect them including change of ownership or the engagement of third parties or changes to third party arrangements

Agreed to and accepted by Participant:

Signed ..... Date .....

Agreed to and accepted by Integrity College Representative:

Signed ..... Date .....

Print Name: .....



## **Instructions for obtaining your own Unique Student Identifier**

As from 1<sup>st</sup> January, 2015, students, wishing to graduate from a Vocational Education and Training course (a VET Course) are required to obtain a Unique Student Identifier (USI).

A RTO cannot issue a qualification to a student unless that student provides the RTO with their USI. The USI will allow the Government to permanently record the awarding of a qualification to the individual.

To obtain your USI, you will need to:

1. Obtain it yourself from [www.usi.gov.au](http://www.usi.gov.au) by providing information about yourself similar in content to that on your driver's licence, or

2. Authorise a third party such as Integrity College to obtain it on your behalf. To enable us to generate your USI, you will need to:

1. Accurately complete this enrolment form, ensuring that the details you provide match your ID.
2. Provide us with one of the following forms of unique identification:
  - Driver's Licence
  - Medicare Card
  - Australian Passport
  - Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
  - Certificate of Registration By Descent
  - Citizenship Certificate
3. Nominate the preferred method of contact so that your USI activation notice can be sent to you, options include, email, phone or mailing address.
4. Complete the form over page.

Once your USI has been generated, you should:

- write down your USI somewhere safe or enter it into your phone for safe keeping.
- activate your USI account at some stage in the near future.
- if you do not activate your account, your USI still works.
- when you do activate your account, you will be required to add some security questions and choose a password.

PLEASE NOTE: The USI System checks for duplicate entries and will report any suspected duplicates



## Unique Student Identifier Generation Authority

I, \_\_\_\_\_, authorise Integrity College to generate my Unique Student Identifier (USI) on my behalf.

I willing provide the following Identification: (tick form of ID provided)

- ☐ Driver's Licence
- ☐ Medicare Card
- ☐ Australian Passport
- ☐ Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient
- ☐ Certificate of Registration By Descent
- ☐ Citizenship Certificate

My preferred form of contact for the USI activation notice is: (tick preferred method)

- ☐ Email
- ☐ Phone
- ☐ My mailing address.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign your name here)

### Office Use Only:

I, \_\_\_\_\_ acknowledge receipt of the above form of ID.  
(Insert full name)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign your name here)

I, \_\_\_\_\_ acknowledge that I have had the above form of identification  
(Insert full name)  
returned to me

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Sign your name here)

☐ .....

Your USI Number is:

\_\_\_\_\_

Please

- write down your USI somewhere safe or enter it into your phone for safe keeping.
- activate your USI account at some stage in the near future.
- if you do not activate your account, your USI still works.
- when you do activate your account, you will be required to add some security questions and choose a password.