

| Course Code | Course Name |
|-------------|-------------|
|             |             |

- Submitting an application to enrol in a course with ITeC does not guarantee you a place in the course. ITeC staff will advise you of the result of your application, of any fees due to be paid prior to course commencing or if there are any entry requirements for a particular course.
- You will be required to provide photo evidence of identity, age and evidence of current residential address. **All details must be completed on this form for your enrolment to be processed/accepted.** *If you are requesting ITeC to obtain your Unique Student ID (USI) you **MUST** also complete page 6 of this form.*
- To be accepted into an accredited course with ITeC you must complete our online Language, Literacy & Numeracy (LLN) assessment. Once ITeC receives your correctly completed application form we will organise for you to complete your LLN assessment.

### Personal Details

**You must write the exact name that is on your identity document/s that you used when you applied for your Unique Student Identifier (USI), including any middle names.**

| Title  | First Name | Middle Name (if applicable)            | Family Name (Surname) |
|--|------------|--|-----------------------|
|  |            |  |                       |
| Gender (Tick ONE box only)   |            | Enter your birth date (day/month/year) |                       |
| <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |            | /   /                                  |                       |
| Mobile   |            | Home Phone                             | Work Phone            |
| Email  |            |  |                       |

### Residential Address

|                      |  |       |  |          |
|----------------------|--|-------|--|----------|
| Number & Street Name |  |       |  |          |
| Town or Suburb       |  | State |  | Postcode |

### Postal Address Tick here if same as above

|                                      |  |       |  |          |
|--------------------------------------|--|-------|--|----------|
| Number & Street Name<br>OR<br>PO Box |  |       |  |          |
| Town or Suburb                       |  | State |  | Postcode |

### Enter contact information in case of emergency (or as alternate contact person)

| Emergency contact name | Relationship to you | Emergency contact number |
|------------------------|---------------------|--------------------------|
|                        |                     |                          |

**Citizenship**

You **must** be:  
An Australian Citizen or Permanent Resident or Humanitarian Visa Holder

Original documents or certified copies of any of the following:  
(e.g., Australian Birth Certificate, Australian Passport, Certificate of Evidence of Residence Status which confirms status as an Australian permanent resident, or Humanitarian Visa holder).

**Note: if you do not meet this eligibility criteria, please speak to one of Illawarra ITeC’s staff about other options to complete this training.**

**Tick appropriate document provided:**

- Australian Birth Certificate     
  Australian Passport     
  Evidence of Permanent Residency  
 Humanitarian Visa     
  Medicare Card (Green)

**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, indicate the main spoken language)

- No – English only     
  Yes – please specify: \_\_\_\_\_

**Are you of Aboriginal or Torres Strait Islander origin?** (If both, mark Aboriginal & Torres Strait Islander origin)

- No     
  Yes, Aboriginal     
  Yes, Torres Strait Islander

**Payment Details (if applicable)**

A quote for the course will be provided at enrolment. Any course fees must be paid once you have been accepted into the course and prior to commencement. The Illawarra ITeC does not accept, at any one time, amounts that exceed \$1,500.

If parents, caregivers, employers or Job Active Providers are paying on your behalf, please write their details below:

| Payee Name | Payee Contact Number | Payee Email Address |
|------------|----------------------|---------------------|
|            |                      |                     |

Payment Method:  Cash  EFTPOS  Credit Card  Purchase Order/Invoice  Instalments (*Payment Plan*)

**Unique Student Identifier (USI)**

From 1 January 2015, we The Illawarra ITeC Ltd (Illawarra ITeC) 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/create-your-USI/> 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.

**Enter your USI (Unique Student Identifier)**

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

In providing my USI,

I confirm The Illawarra ITeC Ltd (Illawarra ITeC) is authorised to collect, use and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014 (Compilation 7, 2021)*.

I understand that I will receive a notice regarding Illawarra ITeC's use of this information to confirm my USI.

**Unique Student Identifier (USI) application through your Registered Training Organisation (RTO)**

If you would like Illawarra ITeC 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 <http://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Please refer to page 7

**Disability**

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

Yes  No (Go to the next section)

If Yes, please select the area(s). (You may indicate more than one area) Refer to the Disability supplement (Located in Student Pre-enrolment information booklet) for an explanation of the following disabilities.

Hearing/deaf   
  Physical   
  Intellectual   
  Learning   
  Vision  
 Medical conditions   
  Acquired brain impairments   
  Other: \_\_\_\_\_

If you answered YES to the above question, do you require any assistance to participate in this course?

No  Yes (We'll arrange a meeting to discuss this with you)

**Employment**

**Which BEST describes your current employment status?**

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). (Tick ✓ ONE box only)

- |   |  |
|---|--|
| <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"/> Unemployed – seeking full-time work           |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work           |
| <input type="checkbox"/> Self-employed – employing others     | <input type="checkbox"/> Not employed – not seeking employment         |

**Employment Details (if applicable)**

|                   |  |               |  |
|-------------------|--|---------------|--|
| Organisation Name |  | Your Position |  |
|-------------------|--|---------------|--|

**Centrelink Status (if applicable)**

- If unemployed, are you on Centrelink Benefit?  Yes  No
- Are you linked to a Job Active Provider or Disability Service Provider?  Yes  No

*If yes, Provide your Job Seeker ID details below*

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

|   |  |                      |  |
|---|--|----------------------|--|
| Type of Centrelink Benefit<br><i>(e.g.: Youth, Newstart, Disability, Parenting)</i> |  |                      |  |
| Jobactive Provider OR Disability Provider Name<br>and Office Location               |  |                      |  |
| Contact Person Name   |  | Contact Phone Number |  |
| Contact Email Address   |  |                      |  |

- Are you classified as being long term unemployed (continuously for more than 52 weeks)?  Yes  No

**Evidence to support this requirement is required.**  
Required: Letter from Centrelink or Job Active Provider

- Do you live in NSW Social Housing or are listed on the NSW Social Housing Register?  Yes  No

**Evidence to support this requirement is required.**

**Occupation (if applicable)**

**Which of the following classifications BEST describes your current or recent occupation?**

(Tick ✓ ONE box only) If unemployed, go to the question on Study Reason.

- |   |  |
|---|--|
| <input type="checkbox"/> Managers                               | <input type="checkbox"/> Sales Workers                   |
| <input type="checkbox"/> Professionals                          | <input type="checkbox"/> Machinery Operators and Drivers |
| <input type="checkbox"/> Technicians and Trade Workers          | <input type="checkbox"/> Labourers                       |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Other: _____                    |
| <input type="checkbox"/> Clerical and Administrative Workers    |  |

**Study Reason**

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 my 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"/> To get skills for community work          |
| <input type="checkbox"/> To get skills for voluntary work | <input type="checkbox"/> Other reasons                             |

**Schooling**

What is your highest **COMPLETED** school level?

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. (Tick ✓ ONE box only)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Completed Year 12 | <input type="checkbox"/> Completed Year 10              | <input type="checkbox"/> Completed Year 8 or lower |
| <input type="checkbox"/> Completed Year 11 | <input type="checkbox"/> Completed Year 9 or equivalent | <input type="checkbox"/> 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 following qualifications listed below?  Yes  No

- |  |  |
|--|--|
| <input type="checkbox"/> Bachelor’s degree or Higher Degree                  | <input type="checkbox"/> Certificate III (or Trade Certificate)                  |
| <input type="checkbox"/> Advanced Diploma or Associate Degree                | <input type="checkbox"/> Certificate II  |
| <input type="checkbox"/> Diploma (or Associate Diploma)                      | <input type="checkbox"/> Certificate I   |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Other education (not listed above & including overseas) |

## Privacy Notice & Applicant Declaration

### 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) and *Data Provision Requirements 2012*, 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.

Under the Data Provision Requirements 2012, your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Illawarra ITeC for statistical, regulatory, administrative and research purposes. Illawarra ITeC 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:
- and Organisations conducting student surveys; and Researchers.

### 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; understanding the VET market, and pre-populating RTO student enrolment forms.

The NCVER is authorised to disclose my personal 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 above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal information may also be disclosed to other third parties if required by law.

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).

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>.

Illawarra ITeC retains a record of personal information about all individuals with whom we undertake any form of business activity. Illawarra ITeC must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, Illawarra ITeC is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

Illawarra ITeC must require and confirm identification however in services delivery to individuals for nationally recognised course programs we are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs.

For information about how Illawarra ITeC collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Illawarra ITeC's privacy policy which can be found on our website and within the Student Pre-Enrolment Handbook at [www.illawarraitec.edu.au](http://www.illawarraitec.edu.au).

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

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In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with Illawarra ITeC for the purposes of evaluating and assessing my subsidised training.

### Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 Illawarra ITeC to:

- request access to your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

**Note:** Correct your personal information - It is a requirement for all students to ensure that your contact information is always up to date. Please contact Illawarra ITeC when any of your personal information changes e.g., telephone numbers, email addresses, residential and postal addresses etc.

Contact: [itec@illawarraitec.edu.au](mailto:itec@illawarraitec.edu.au) or telephone: 02 4223 3100

Smart and Skilled contact details: <https://smartandskilled.nsw.gov.au/> | Telephone: 1300 77 2104

**Survey Question**

**How did you hear about ITeC and the course you are enrolling in?**

- ITeC's Newsletter
- Facebook
- School Careers Advisor
- Word-of-Mouth
- Website/Web Search
- Returning Student
- Job Active/Disability Provider
- Centrelink
- TV Channel/Show: \_\_\_\_\_
- Radio Station: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

**Applicant Declaration and Consent**

I understand that I must complete a Language, Literacy & Numeracy Assessment (LLN) at the time of course enrolment.  
 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 which may include providing feedback to Third Parties such as Employment Service Providers and Government Departments.  
 I understand that in line with Illawarra ITeC's Tuition Assurance Policy (course fees), ITeC does not accept, at any one time, amounts that exceed \$1,500. If total fees are in excess of \$1,500 a two-payment plan will be required.  
 In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Illawarra ITeC.  
 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, and NCVET policies, procedures and protocols published on NCVET's website at [www.ncver.edu.au](http://www.ncver.edu.au)

**Marketing Use Consent**

I give Illawarra ITeC permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.  
 I authorise images of my participation in training to be used by Illawarra ITeC for future marketing and business purposes.  
 I understand that I retain the right to withdraw my consent at any time.  
 I choose to opt-out of this marketing and usage consent.  I agree to this marketing and usage consent.

|   |  |       |  |
|---|--|-------|--|
| Applicant Name:   |  |       |  |
| Applicant Signature:<br><i>(or electronic acknowledgement)</i>                      |  | Date: |  |
| <b>*Parental/guardian consent is required for all students under the age of 18.</b> |  |       |  |
| Parent / Guardian Name:   |  |       |  |
| Parent / Guardian Signature:<br><i>(or electronic acknowledgement)</i>              |  | Date: |  |
| Parent / Guardian Email:<br><i>(for any notifications or documents)</i>             |  |       |  |



**ONLY COMPLETE THIS SECTION if you require ITeC to obtain a Unique Student Identifier (USI) on your behalf**

**Request for Registered Training Organisation (RTO) to apply for Unique Student Identifier (USI)**

I, (insert your **NAME**) \_\_\_\_\_ authorise **The Illawarra ITeC Ltd (Illawarra ITeC)** 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 <http://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

You must provide **ONE** of the following forms of identity noted below in order for us to verify your identity, along with your town/city and country of birth. Make sure your name written on this application is exactly the same as written in the identity evidence document you provide.

|  |  |
|--|--|
| <b>Town / City &amp; Country of Birth</b><br>e.g., Coniston, Australia |  |
|--|--|

**1. Australian Driver's Licence**

|        |  |                |  |
|--------|--|----------------|--|
| State: |  | Licence Number |  |
|--------|--|----------------|--|

**2. Medicare Card**

|                                       |   |         |  |
|---------------------------------------|---|---------|--|
| Medicare Number:                      |   | Ref no. |  |
| Card Colour, Expiry:                  | <input type="checkbox"/> GREEN <input type="checkbox"/> YELLOW <input type="checkbox"/> BLUE      Expiry date:      /      (format MM/YYYY) |         |  |
| Name as shown on Medicare Card: _____ |   |         |  |

**3. Australian Birth Certificate**

|                      |  |                  |  |
|----------------------|--|------------------|--|
| Registration Number: |  | State/Territory: |  |
|----------------------|--|------------------|--|

**4. Australian Passport**

|                  |  |
|------------------|--|
| Passport number: |  |
|------------------|--|

**5. Non-Australian Passport (with Australian Visa)**

|                  |  |                   |  |
|------------------|--|-------------------|--|
| Passport number: |  | Country of issue: |  |
|------------------|--|-------------------|--|

|                        |  |  |  |
|------------------------|--|--|--|
| <b>Applicant Name:</b> |  |  |  |
|------------------------|--|--|--|

|  |  |              |  |
|--|--|--------------|--|
| <b>Applicant Signature:</b><br>(Or electronic acknowledgement) |  | <b>Date:</b> |  |
|--|--|--------------|--|

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

|                                |  |  |  |
|--------------------------------|--|--|--|
| <b>Parent / Guardian Name:</b> |  |  |  |
|--------------------------------|--|--|--|

|  |  |              |  |
|--|--|--------------|--|
| <b>Parent Guardian Signature:</b><br>(Or electronic acknowledgement) |  | <b>Date:</b> |  |
|--|--|--------------|--|

In accordance with section 11 of the Student Identifiers Act 2014 (Compilation 7, 2021), Illawarra ITeC 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.