STUDENT ENROLMENT APPLICATION FORM

Please complete all applicable sections.

Course/Qualification Name:					
FULL Legal Name (as on licence):					
Unique Student Identifier (USI):					See https://www.usi.gov.au/
Gender:	☐ Male	☐ Female	☐ Other		
Date of Birth:		Pronoun (optional): (He, She, They, Zie etc)			
Residential Address:					
City:		State:		Postcode:	
Postal Address (if different from above):					
Phone:		Mobile:			
Email Address:					
Jobactive Provider (if client):		JobSeeker ID:			

EVIDENCE OF IDENTITY
(Please note that all fields are mandatory for accredited courses only)

1st Identification – proof of identification and address (Driver's Licence, Identity Card)					
ID Type:		ID Number:		ID Expiry:	
2nd Identification – Proof of Citizenship (Australian or New Zealand Passport or Birth Certificate, Green Medicare Card)					
ID Type:		ID Number:		ID Expiry:	
ID Sighted (office use only):		Trainer Signature:			

BACKGROUND

Country of Birth:	☐ Australia	☐ Other (please specify):		
City of Birth:				
Residency Status:	☐ Australian Citizen ☐ Australian Permanent Resident ☐ None of the above	☐ New Zealand Citizen ☐ Humanitarian Visa		
Do you speak a language other than English at home (NESB)?	☐ No ☐ Yes	If yes, which language:		
If from NESB, how well do you speak English?	☐ Very well	☐ Well	☐ Not well	☐ Not at all
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Torres Strait Islander	☐ Yes, Aboriginal ☐ Yes, Aboriginal & Torres Strait Islander		

ABN 19 710 075 713

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SCHOOLING			
Highest completed school level:	☐ Year 12	☐ Year 11	☐ Year 10
	☐ Year 9	☐ Year 8 or below	☐ Never attended school
Year school completed:		Still at high school:	☐ No ☐ Yes

PREVIOUS QUALIFICATIONS ACHIEVED			
Successfully completed qualifications:	☐ Bachelor degree or Higher degree Level	☐ Adv. Diploma or Associate degree level	
	☐ Diploma Level	☐ Certificate IV	☐ Certificate III
	☐ Certificate II	☐ Certificate I	☐ Other education

DISABILITY			
Do you consider yourself to have a disability, impairment or long-term condition?			☐ No ☐ Yes
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s):	☐ Hearing/Deaf	☐ Physical	☐ Intellectual
	☐ Learning	☐ Mental illness	☐ Acquired brain Impairment
	☐ Vision	☐ Medical condition	☐ Other

EMPLOYMENT		
Which best describes your current employment status (for casual, seasonal and contract, use full-time for 35+ hours per week or part-time for less than 35 hours):	☐ Full-time employee	☐ Part-time employee
	☐ Self-employed – not employing others	☐ Self-employed –employing others
	☐ Employed – unpaid in family business	☐ Unemployed – seeking full-time work
	☐ Unemployed – seeking part-time work	☐ Not employed – not seeking employment

STUDY REASON		
Which best describes the main reason you are undertaking this training (Please tick ONE 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	

COMMONWEALTH WELFARE DETAILS			
Are you receiving, or are you a dependent of a recipient of Commonwealth welfare benefits?			☐ No ☐ Yes
If yes, what is your Card Reference Number (CRN):			
If yes, what benefit are you receiving:	☐ Age Pension	☐ Austudy	☐ Carer Payment
	☐ Disability Support Pension		☐ Farm Household Allowance
	☐ Family Tax Benefit Part A (max rate)		☐ JobSeeker Payment
	☐ Parenting Payment (Single)		☐ Special Benefit
	☐ Veterans' Child. Edu. Scheme		☐ Veterans' Affairs Pensions
	☐ Widow Allowance		☐ Youth Allowance
Are you living in NSW social housing, or are you on the NSW Housing Register?			☐ No ☐ Yes

MARKETING SOURCES

Where have you seen or heard of TCC recently:	☐ Careers Advisor	☐ Course Guide	☐ Employer
	☐ Event	☐ Referral from an agency	☐ Social media
	☐ TV ad	☐ Website	☐ Radio
	☐ Tech Savvy Seniors	☐ Flyer	☐ Word of mouth
	☐ Outreach Support Officer		

RECOGNITION OF PRIOR LEARNING (RPL)

Are you applying for Recognition of Prior Learning (RPL)?	☐ No	☐ Yes

FOUNDATION SKILLS (LANGUAGE, LITERACY, NUMERACY, DIGITAL (LLND)

To ensure you receive the proper support, Tamworth Community College (TCC) uses this Enrolment Application Form as one of the ways we review your current foundation skills (language, reading, writing, numeracy, and digital skills).

We look at information such as your educational background, any assistance you required to complete the application, and general written responses. This information helps us understand whether the course is suitable for you, whether support or reasonable adjustments may be needed, or whether you should complete a short LLND evaluation before enrolment is finalised. This review forms only part of our overall process for ensuring your readiness and success in training.

Do you currently require learning, literacy, numeracy, digital, disability, or other support to complete training successfully?	☐ No	☐ Yes

Digital Readiness (tick all that apply):	☐ I have regular access to a computer, tablet, or smartphone with internet access
	☐ I can use email, online forms, and basic digital tools (such as Teams or learning portals)
	☐ I may need support to use digital tools required for this course

WHERE TO FIND INFORMATION

The TCC website, www.tamworth.nsw.edu.au, contains our Consumer Protection Policy, Complaints Policy, Privacy Policy, and Student Handbook, which includes, but is not limited to, our Refund Policy, Grievance Policy, Assessment Policy, and behaviour and dress code. The TCC website also includes links to other important websites, including Smart & Skilled Vocational education and training (VET) | NSW Government (ph. 1300 772 104) and Training Services NSW.

Other documents, forms and directions from TCC not on the website include, but are not limited to, WH&S documents such as the evacuation plan (visible on College Notice Boards), hazard reporting and accident reports, and the assessment process: units of competency, performance criteria, range statements and variables.

PRIVACY NOTICE

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 your personal information requested on this enrolment form, we will not be able to enrol you as a student. 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.

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.

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 the DEWR will handle your personal information, please refer to the DWER VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

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.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by TCC for statistical, regulatory and research 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 (with your written consent);
- Commonwealth and State or Territory government departments and authorised agencies.

Personal information disclosed to the above agencies may be used or disclosed for the following purposes:

- Evaluation and assessment of your training;
- Determination of your eligibility to receive subsidised training or for any Fee Exemptions or Concessions;

At any time, you may contact Tamworth Community 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

For more information about how Tamworth Community College will handle your personal information, please refer to the Tamworth Community College Privacy Policy at https://www.tamworth.nsw.edu.au/Student-Handbook

IMPORTANT INFORMATION FOR PARENTS AND GUARDIANS OF YOUTH (STUDENTS 14 TO 18)

We are an adult learning environment and a community-based, not-for-profit RTO. While TCC takes all reasonable steps to provide a safe and supportive learning environment, we operate within an adult education framework.

Parents and caregivers of students aged 14 to 18 should understand that TCC is not a school setting, and students are responsible for their own conduct. Breaks during the day (including morning tea, lunch, and afternoon tea) are unsupervised; however, staff are always present in the building and available should students require assistance. Students may leave the campus grounds during these times if they choose.

TCC is committed to maintaining a safe and respectful environment for all. Our Child Safe Code of Conduct is available in the Student Handbook, and all staff hold a current Working with Children Check (WWCC).

By signing this enrolment form, parents/guardians acknowledge and accept these conditions.

STUDENT DECLARATION and CONSENT

- I declare that the information I have provided to the best of my knowledge is true, correct and complete.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I will provide evidence to support the information I have supplied, upon request.
- I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.
- The Policies, Procedures and Consumer Rights Information have been made available to me online, and I have read, understood and accepted these as conditions of my enrolment.
- I have been informed of fees associated with this course, including the requirements and timelines to withdraw without incurring fees.
- I give consent to TCC to create a Unique Student Identifier (USI) on my behalf and use my USI to check my eligibility and to calculate fees.
- I understand that my enrolment is subject to Tamworth Community College confirming that I have the foundation skills required to complete the course, or that I can be supported to do so through reasonable adjustments.
- I acknowledge that while I am enrolled, I will comply with the rules, policies, procedures and by-laws of Tamworth Community College.

STUDENT SIGNATURE: _____ DATE: _____

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required.

GUARDIAN NAME: _____ PHONE: _____

GUARDIAN SIGNATURE: _____ DATE: _____