

Enrolment Form VET in Schools Program

Please complete all sections of this form. If you have any questions, please contact our friendly staff using the contact details on the last page.

1. Payment Method

I am applying for 'Fee for Service'.

Course Details

Course name: Diploma of Sport (SIS50321)

Location: Perth

Date: _____

Delivery mode: Face to Face

Course Advisor/Consultant Name: _____

2. Unique Student Identifier

Do you have a Unique Student Identifier (USI)? Yes No

If yes, please provide your USI: _____

If no, please visit www.usi.gov.au to create your own USI

Do you agree to give permission to SERO Institute to search for or obtain a USI on your behalf?

Yes If yes, please provide your USI: _____

Information: In accordance with section 53 of Student Identifiers Act 2014, any training organisation must not issue a VET qualification and statement of attainment unless the individual has been assigned a student identifier. From 1 January 2015, all students undertaking nationally recognised training delivered by a registered training organisation will need to have a Unique Student Identifier (USI).

3. Personal and contact details

Your preferred title: Mr Mrs Miss Ms Dr

First name: _____

Middle name: _____

Last name: _____

Previous surname: _____

Date of Birth: _____

Gender: Male Female Other

Country of Birth: _____

City of birth: _____

Are you of Aboriginal or Torres Strait Islander Origin?

No, Neither Aboriginal nor Torres Strait Islander Yes, Aboriginal

Yes, Torres Strait Islander Yes, Aboriginal AND Torres Strait Islander

3. Personal and contact details

Are you an Australian Citizen? Yes No, please specify country of birth

Are you a New Zealand Citizen? Yes No

Are you a Permanent Resident? Yes No

Are you a Temporary resident on the pathway to Permanent residency, with relevant visa approval?

Yes No, Visa approval number: _____

Do you have a concession card? Yes No

If you answer yes, a copy of your concession card will be required by SERO Institute.

If yes,

Concession Card Name: _____ Expiry date: _____

Do you speak English? Yes No

Do you speak any language other than English?

No, English only Yes, please specify _____

How well do you speak English?

Very well Well Not well Not at all

Do you consider yourself to have a disability, impairment or long-term condition that may affect your studies? Yes No

If yes, please indicate the area of disability, impairment or long-term condition:

- Hearing/deaf Acquired brain injury Physical Vision
 Intellectual Medical condition Learning Mental illness
 Other: _____

Residential Address

Street Address: _____

City: _____ State: _____ Postcode: _____ Country: _____

Primary contact number: _____ Mobile Home Work

Other contact number: _____ Mobile Home Work

Email address: _____

Postal Address Same as residential

Street Address: _____

City: _____ State: _____ Postcode: _____ Country: _____

4. Emergency Contact

Name of contact: _____ Relationship to student: _____

Primary contact number: _____

5. Education

How would you rate your computer skills?

Beginner Average Good Advanced

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

Year 12 or equivalent Year 11 or equivalent

Year 10 or equivalent

What school do you attend? _____

VET Coordinator/Careers Officer _____

Name: _____ Signature: _____

Contact email: _____ Contact phone: _____

6. Qualifications

Are you currently enrolled in any other vocational courses? No Yes

If yes, please provide qualification title: _____

Have you SUCCESSFULLY completed or participated in any of the following qualifications?

No

Yes

If yes, you may be required to provide copy of your qualification or statement of attainment).

Certificate III or Trade Certificate Certificate IV

Certificate I Certificate II

Name of qualification: _____

Year achieved: _____ Name of provider: _____

7. Work/industry experience

Please list any previous work experience or skills from the last 2 years relevant to the course you are undertaking (up to 5 examples). This can include volunteer work or representative sports.

1. _____

2. _____

3. _____

4. _____

5. _____

8. Reason for study

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"/> To start my business |
| <input type="checkbox"/> To get into another course of study | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get skills for community/ voluntary work | <input type="checkbox"/> Other: _____ |

9. How did you hear about us?

- | | | | |
|--|--|------------------------------------|--------------------------------|
| <input type="checkbox"/> Our website | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Agent |
| <input type="checkbox"/> Other (please specify): _____ | | | |

10. Privacy notice and student declaration

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

Personal information disclosed to NCVER may be used or disclosed for the following purposes: Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts

- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- *administering VET, including program administration, regulation, monitoring and evaluation.*

Personal information disclosed to NCVER may be used or disclosed for the following purposes: Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts.

11. Refund policy

Students must advise in writing of their intention to withdraw from the course prior to commencement to receive a full refund. If a student is studying the course and decides they are no longer wanting this course, no refund will be provided. However, if the student is to withdraw due to personal circumstances beyond their control, we may offer a refund for services not used. In all cases, relevant documentary evidence (for example, a medical certificate) is required. Examples are:

- Serious illness resulting in extended absence from classes; or
- Injury or disability that prevents the student from completing their program of study; or
- Other exceptional reasons at the discretion of SERO INSTITUTE

Requests for refunds must be lodged within two weeks of the official withdrawal date. Advice will be accepted in the form of the below:

- Withdrawal form (traineeship only)
- Letter from the Employer (traineeship only)

- Back on Track Letter
- Email

Learners who withdraw are entitled to a full refund, part refund or Pro Rata Refund depending on these circumstances.

12. Terms and conditions/student declaration

- I have read and agree to the terms and conditions set out by SERO Institute
- I have received and read the SERO Institute Student Handbook
- I have completed and submitted my LLN Exercise
- I agree to pay all fees on invoice as and when they fall due
- I understand I may be contacted to undertake surveys from time to time
- I am aware that if I do not provide a USI at enrolment, I may not receive my qualification
- I hereby agree to the conditions set out in the above Refund Policy
- I acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules (for face-to-face training)
- I confirm that I have access to internet and computer (for online learning)
- I confirm the accuracy of the information I have provided

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 above.

Student name: _____

Student signature: _____ Date: _____

Parent name: _____

Parent signature (Required if applicant is under 18 years of age): _____

Phone number: _____ Email: _____

13. Submitting the enrolment form

You can submit this form by saving it on your computer, filling it out, and emailing it to your learning consultant - lgodfrey@diamondfitness.com.au.

14. Next steps

You will receive a confirmation email once your application has been received and if enrolment documentation is correct, a letter of offer and confirmation.

Administration use only

Staff member name: _____

Date enrolled: _____