

ATEC APPLICATION/ENROLMENT FORM

Adelaide Training and Employment Centre Incorporated
Ottoway / Lonsdale Tel: 1300 112 832
RTO ID 0022/ ABN 58 209 574 933



Course details

Course name

Start date

Personal details

1. Enter your full name *

Family name (surname)

Given names

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want ATEC to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter details of your emergency contact

Name Contact number

3. Enter your date of birth Day/month/year/...../.....

4. Gender (Tick ONE box only) ☐ Male ☐ Female ☐ Other

5. Enter your contact details

Home phone Work phone

Mobile Email address

Alternative email address (optional)

6. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

Building/property name

Flat/unit number Street number

Street name Suburb

State/territory Postcode

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

Building/property name

PO box number Suburb

State/territory Postcode

Language and cultural diversity

8. In which country were you born?

☐ Australia ☐ Other, please specify

9. 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

10. 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

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

☐ Yes, Specify below

☐ No, go to question 12

(You may tick more than one area. Refer to the Disability supplement on page 6.)

☐ Hearing/deaf

☐ Mental illness

☐ Physical

☐ Acquired brain impairment

☐ Intellectual

☐ Vision

☐ Learning

☐ Medical condition

☐ Other, please specify _____

Schooling

12. 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)

☐ Year 12 or equivalent

☐ Year 9

☐ Year 11

☐ Year 8 or below

☐ Year 10

☐ Never attended school Never completed any primary or secondary level education

13. Are you still enrolled in secondary or senior secondary education?

☐ Yes, enter your SACE ID _____

Enter name of school _____

☐ No, go to question 14

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the qualifications listed below? If YES, tick ANY that apply.

☐ Yes, Specify below

☐ No, go to question 15

(Tick ANY that apply)

☐ Bachelor degree or higher degree

☐ Certificate III (or trade certificate)

☐ Advanced diploma or associate degree

☐ Certificate II

☐ Diploma (or associate diploma)

☐ Certificate I

☐ Certificate IV (or advanced certificate/technician)

☐ Other education (including certificates or overseas qualifications not listed above)

Study reason

15. 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

☐ It was a requirement of my job

☐ To develop my existing business

☐ I wanted extra skills for my job

☐ To start my own business

☐ To get into another course of study

☐ To try for a different career

☐ For personal interest or self-development

☐ To get a better job or promotion

☐ Other reasons

Employment

16. Of the following categories, 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)

- | | |
|--|--|
| ☐ Full-time employee
(Employer suburb) | ☐ Employed – unpaid worker in a family business |
| ☐ Part-time employee
(Employer suburb) | ☐ Unemployed – seeking full-time work |
| ☐ Self employed – not employing others | ☐ Unemployed – seeking part-time work |
| ☐ Self employed – employing others | ☐ Not employed – not seeking employment |

Eligibility for funded training place (including concessions where applicable)

17. Are you an Australian or New Zealand Citizen?

- ☐ Yes, go to question 20 ☐ No, go to question 18

18. Are you a permanent Australian resident?

- ☐ Yes, go to question 20 ☐ No, go to question 19
(Please note: If you answered no to Q17 and Q18 you may not be eligible for a funded training place)

19. Are you an International Student on a Student VISA?

- ☐ Yes (Please Note: You can not enrol in accredited training with ATEC as we are not CRICOS Registered) ☐ No, go to question 20

20. If you are unemployed, are you currently registered with an Employment Services Provider?

- ☐ Yes, (complete information below) ☐ No, go to question 21

Name of Employment Services Provider

Contact person

Contact phone/email

Job Seeker ID number

21. Are you registered with Centrelink?

- ☐ Yes, (complete information below) ☐ No, go to question 22

Enter the CRN (Customer Reference Number)

22. Do you receive any of the allowances listed below?

- | | |
|---|---|
| ☐ Yes, specify below | ☐ No, go to question 23 |
| ☐ Newstart allowance | ☐ Disability support pension |
| ☐ Youth allowance | ☐ Parenting payment (single / partnered) |
| ☐ Age pension | ☐ None |

23. Do you hold any Concession Cards?

Concessions are available for government subsidised training only. Concessions cannot be provided without an expiry date.

- ☐ Yes, Specify below ☐ No, go to question 24

- | | |
|--|-----------------|
| ☐ Health care card | Exp. date |
| ☐ Pensioner concession card | Exp. date |
| ☐ Pensioner concession card issued by the Department of Veteran Affairs | Exp. date |

Unique Student Identifier (USI)

From 1 January 2015, Adelaide Training and Employment Centre Incorporated (ATEC) 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 specify your gender as 'other' you will need to contact the USI Office for assistance.

If you would like ATEC to apply for a USI on your behalf, please complete the form on the following page.

24. Enter your Unique Student Identifier (USI) (if you already have one)

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Application for Unique Student Identifier (USI) through ATEC

If you would like ATEC 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 (enter your full name) authorise Adelaide Training and Employment Centre Incorporated (ATEC) 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>>

We will also need to verify your identity to create your USI to do this we will require:

- a. The name of the Australian or overseas town or city in which you were born:

Town/City of Birth

- b. Details for **two** of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as that written in the document you provide below.

1. Australian Driver's Licence

State Licence No. Card Number

2. Medicare Card

Medicare Card Number

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

Card colour (select which applies) ☐ Green ☐ Yellow ☐ Blue

Name (as it appears on your card)

Expiry date (as it appears on your card)

3. Australian Birth Certificate

☐ SA ☐ VIC ☐ NSW ☐ QLD ☐ TAS ☐ NT ☐ ACT

Details vary according to State/Territory (ensure correct state/territory is selected)

Reg. No. (Required)	Reg. Date (QLD / TAS)	Reg. Year (NSW/TAS/VIC/WA)	Date Printed (ACT / NT / SA)	Certificate No. (ACT / NT / SA)
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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

8. Certificate of Registration by Descent

Acquisition date

In accordance with section 11 of the *Student Identifiers Act 2014*, Adelaide Training and Employment Centre Incorporated (ATEC) 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.

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 select the area(s) in the following list:

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.

Privacy Notice

Under the *Data Provision Requirements 2012*, Adelaide Training and Employment Centre Inc (ATEC) 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), may be used or disclosed by ATEC for statistical, administrative, regulatory and research purposes. ATEC may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies;
- 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 an NCVER 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 <https://www.ncver.edu.au>)

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

I declare that:

- The information I have provided to the best of my knowledge is true and correct.
- I am not an International Student on a Student VISA
- I understand that any offer or subsequent enrolment in a training place, made on the basis of false or misleading information may be withdrawn by ATEC. Where the training place is subsidised by Commonwealth, State or Territory government departments and authorised agencies the training place may be withdrawn by the relevant Minister for funded courses.
- I understand that completion of the course I am applying to enrol in may impact on my eligibility for subsidised training in the future.
- I consent to the collection of video/audio recordings and photographic images only for the purposes of providing assessment evidence for the course in which I am enrolling.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have been provided with access to ATEC's Pre-enrolment Information at www.atec.asn.au/pre-enrolment-information.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE*

DATE

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

OFFICE USE ONLY

Copy of ID document attached: ☐ Yes (A copy of the student's ID **MUST** be attached)
USI verified (Date): VETtrak Client ID:
Signed: Date Form Processed: