

Student Enrolment Form

Personal Details (please use block letters)

TITLE	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other- Please Specify:		
STUDENT NAME:	SURNAME:		
	FIRST NAME:	MIDDLE NAME:	
ADDRESS:	STREET ADDRESS:		
	TOWN/SUBURB:	STATE:	POSTCODE:
POSTAL ADDRESS:		STATE:	POSTCODE:
PHONE:		EMAIL:	
COMPANY NAME:		DATE OF BIRTH:	
GENDER	MALE ☐ FEMALE ☐ INDETERMINATE/INTERSEX/UNSPECIFIED ☐		
COUNTRY OF BIRTH:		CITY OF BIRTH:	
EMERGENCY CONTACT:	NAME:		RELATIONSHIP
	ADDRESS:		
	PHONE: (Home):		(Mobile):
PREFERRED CONTACT METHOD:	☐ Fax ☐ Phone ☐ Mobile ☐ Post ☐ Email ☐ In Person		

UNIQUE STUDENT IDENTIFIER (USI)

If you already have a USI provide the number	USI Number:
If you have forgotten your USI and would you like BTS to obtain it on your behalf, tick the box	

IDENTIFICATION *(Please select and complete (1) method of ID Below)*

1) <u>DRIVERS LICENCE</u> Name on Licence: _____ Number: _____ State Of Issue: _____ OR; 2) <u>MEDICARE CARD</u> 10 Digit Number: _____ Colour – Green Blue Yellow Name as it appears on card : _____ Does the name appear on one line Yes No Individual Reference No _____ Expiry Date(mm/yyyy)_____ OR; 3) <u>VISA (OVERSEAS STUDENT)</u> Passport number: _____ Country of issue: _____ Expiry Date: _____	4) <u>AUSTRALIAN PASSPORT</u> Name on Passport: _____ Number: _____ Date of Issue: _____ Expiry Date: _____ OR; 5) <u>BIRTH CERTIFICATE (AUSTRALIAN)</u> <i>(*Please note an extract is INSUFFICIENT)</i> Name on Certificate: _____ Registration State: _____ Registration Year: _____ Registration No: _____ Date Printed: _____ Registration Date: _____ Certificate No: _____
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Student Enrolment Form

Course Details

COURSE NAME & CODE:			
FUNDING SOURCE:	GOVERNMENT FUNDED:	☐ User Choice	☐ Certificate III Guarantee
	NOT GOVERNMENT FUNDED:	☐ Short Course	☐ Fee For Service
If Government Funded: How will you pay your co-contribution or student contribution fees? ☐ I will pay upfront (Co-contribution) ☐ I will pay in instalments (Student Contribution) ☐ My employer will pay the fees (letter / authority required) (Co-contribution & Student Contribution)			
STUDY MODE	☐ Full Time ☐ Part Time ☐ Apprenticeship/Traineeship		
APPLYING FOR	☐ Recognition of Prior Learning (RPL) (RPL fees apply – see RPL Application form for more details)		
Course Start Date			

Other Personal Details *(Required by Government Authority)*

Employment Status

- ☐ Full Time Employee ☐ Casual Employment ☐ Self employed
☐ Part Time Employee (includes School Based) ☐ Not employed ☐ Retrenched worker 25 years or over
☐ Registered job seeker – Name of Job Services Provider: _____ Job Seeker ID number: _____

Language and Diversity

Are you of Aboriginal or Torres Strait Islander Origin?

- ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both Aboriginal and Torres Strait Islander ☐ No

What language do you mainly speak at home?

- ☐ English only ☐ Other _____

How well do you speak English? ☐ Very well

- ☐ Well ☐ Not Well ☐ Not at all

Residency

Were you born in Australia ☐ Yes ☐ No – please specify country of birth _____

Residency status ☐ Australian Citizen ☐ Permanent Resident ☐ Permanent Humanitarian Visa

☐ Other Visa In which year did you arrive in Australia _____

If you are **NOT** an Australian Citizen or Permanent Resident, please provide details of your VISA approval:

Study Reasons

- ☐ To get a job ☐ To get a better job or promotion ☐ For self development
☐ To develop my existing business ☐ It was a requirement of my job ☐ Other reasons
☐ To start my own business ☐ I wanted extra skills for my job ☐ For personal interest
☐ To try for different career ☐ To get into another course of study

Special Needs

Do you consider yourself to have a disability, impairment or long term medical condition which may affect your studies?

- ☐ Yes ☐ No

If yes, please indicate the area/s of impairment:

- ☐ Hearing/Deaf ☐ Learning
☐ Intellectual ☐ Medical Condition
☐ Acquired Brain Impairment ☐ Mental Health Condition
☐ Vision ☐ Physical/Mobility
☐ Other (please specify): _____

If yes, would you like to receive advice on support services, equipment and facilities which may assist you? ☐ Yes ☐ No

Education Details

Secondary Education – What is your highest COMPLETED school level? (please tick ONE box only)

- ☐ I am still at School Name of School: _____ Year/Grade: _____
- ☐ Completed a Year 12 qualification or equivalent ☐ Completed a Year 11 qualification or equivalent
- ☐ Completed a Year 10 qualification or equivalent ☐ Completed a Year 9 qualification or equivalent
- ☐ Completed Year 8 or Lower ☐ Did not go to High School

In which **YEAR** did you complete that school level? _____

What was the suburb and post code where you were residing while attending Secondary School?

Suburb: _____ Post Code: _____

Post Secondary Education

What is your highest educational participation? (please tick one box only)

- ☐ A complete Higher Education Postgraduate course ☐ A complete Higher Education Bachelor course
- ☐ A complete Higher Education Sub-Degree course ☐ An incomplete Higher Education course
- ☐ A complete Final year of Secondary Education ☐ Other qualification, complete or incomplete
- ☐ No prior education attainment ☐ A complete VET award course (Certificate III)
- ☐ An incomplete VET award course

In which year did you complete that level? _____

How did you find out about this training program?

- ☐ Employer / Industry Referral ☐ Newspaper Advertisement ☐ Personal Recommendation
- ☐ Website or internet advertisement ☐ Employment Services / Job Network Provider
- ☐ Apprenticeship/Traineeship Support Service ☐ Other: _____

Student Declaration

I declare that,

- To the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.
- I have read and understood the Privacy Notice available on the BTS website www.ballistic.edu.au
- I am aware of the National VET Data Policy which is available on the BTS Website www.ballistic.edu.au or on the Australian Government Site <https://www.dese.gov.au/national-vet-data/resources/national-vet-data-policy>
- I have read and understand the enrolment terms and conditions I have read and understand the USI Registration requirements which is available on the BTS Website www.ballistic.edu.au or on the Australian Government Site <https://www.usi.gov.au/>
- I have read & understand the Course registration & payments covering cancellations & refunds & aware that:
 - Ballistic Training Solutions collects course fees, from individual students, prior to training being provided.
 - Registrations are date transferable up until 7 working days prior to course commencement.
 - Cancellations received less than 2 working days prior to course commencement of enrolled course are non-refundable.
 - Cancellations/transfers received between 2 and 7 working days prior to course commencement attract a 20% cancellation/transfer fee.
 - Course Module changes made within 2 day of course commencement date will attract a \$50 administration processing charge where applicable.
 - Traineeships attract student contribution fees and are payable upon completion of units. Exemptions and concessions may apply.
- I am aware of my responsibilities under COVI-19 and Related Hygiene requirements as applicable to my participation in training with ballistic Training Solutions and aware of the COVID19 and Hygiene Policy available on the BTS website www.ballistic.edu.au
- I consent to the Ballistic Training Solutions contacting me in relation to potential future training opportunities related to this course of study and ongoing currency.
- I understand that any Learner Resources that are issued to me by Ballistic Training Solutions be lost or damaged, the cost of replacement is my responsibility.
- I am fully aware of the qualification/unit of competency requirements that I have applied for.
- I am fully aware and agree to Ballistic Training Solutions Policies and Procedures and am aware of the information regarding Complaints, Rights and Responsibilities available on www.ballistic.edu.au website.

Student 's Signature: _____

Date: _____

Parent / Guardian Signature (if under 18): _____

Date: _____

Relationship to Participant _____

STUDENT ENROLMENT & UNIQUE STUDENT IDENTIFIER (USI) REGISTRATION FORM

What is a USI and why do you need one?

A USI is a reference number made up of numbers and letters that give you access to your USI account. A USI will allow your USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing you to see all of your training results (after 1 January 2015) from all providers including all completed training units and qualifications.

The USI will make it easier for you to find and collate your VET achievements into a single authenticated transcript. It will also ensure that your VET records are not lost.

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want BTS to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, BTS will provide to the Registrar the following items of personal information about you:

• your name, including first or given name(s), middle name(s) and surname name as they appear in an identification document;	• your date of birth, as it appears, if shown, in the chosen document of identity;
• your city or town of birth;	• your country of birth;
• your gender; and	• Your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver license, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask BTS to make an application for a student identifier on your behalf, BTS will have to declare that BTS has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that BTS has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

Under the Data Provision Requirements 2012, Ballistic Training Solutions Pty Ltd 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 Ballistic Training Solutions Pty Ltd for statistical, administrative, regulatory and research purposes. Ballistic Training Solutions 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).

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy at www.usi.gov.au/Pages/privacy-policy.aspx or by contacting the Registrar at usi@industry.gov.au or telephone 13 38 73. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how BTS collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to BTS privacy policy.

I request that BTS apply for a USI on my behalf and confirm that I understand the information regarding the sharing of my personal details above.

I am aware that further information is available at www.usi.gov.au including details on exemptions, requirements and USI information collection requirements.

Name of student

(Signature of acceptance by student)

Do you already have a USI? If you do, what is your USI: _____