

Student - Personal Details

PLEASE PROVIDE AN ANSWER TO ALL QUESTIONS ON THIS FORM PLEASE USE BLOCK LETTERS

1. Student Details

TAFE Student Number *(if known)*

Unique Student Identifier *(if known)*

Visit www.usi.gov.au to apply for your USI

Learner Unique Identifier *(if known)*

For more information visit www.qcaa.qld.edu.au

First Name

Middle Name/s

Last Name

The name recorded above should be as shown on the following documents - Australian Passport, Australian Driver Licence, Australian Birth Certificate, Medicare Card, Visa (with Non- Australian Passport); for international students (Certificate of Registration by Descent, Citizenship Certificate, ImmiCard).

Preferred Name *(if different from above)*

Previous Last Name *(if any – e.g. maiden name)*

Date of Birth

Gender

Male Female

Town/City of Birth

Country of Birth

2. Contact Details

Home Phone

Mobile

Work Phone

Home

Work

Home Address *(if you are an overseas student you need to supply your overseas address in this section)*

City / Suburb	State	Country	Post Code

Mail Address *(Please state 'as above' if same)*

City / Suburb	State	Country	Post Code

Temporary Study Address *(If you are an overseas student you must provide your Australian address in this section)*

		Effective from	/	/	to	/	/
City / Suburb	State	Country	Post Code				

Emergency Contact *(person you want us to contact in an emergency)*

First Name

Last Name

Relationship to Student *(e.g. Parent, Friend)*

Home Phone

Mobile

Work Phone

3. Cultural Diversity and Citizenship

Do you identify yourself with any of the following ethnic groups?

Aboriginal Torre Strait Islander Both Aboriginal / Torres Strait Islander None of These

Select one of the following to identify your citizenship status

Australian Citizen	<input type="checkbox"/>	Temporary Resident Visa	<input type="checkbox"/>	Other Visa <i>(Visa Category)</i>	<input type="text"/>
New Zealand Citizen	<input type="checkbox"/>	Visitor Visa	<input type="checkbox"/>	What is your country of citizenship if entering Australia on visa?	
Australian Permanent Resident	<input type="checkbox"/>	Business Visa	<input type="checkbox"/>	<input type="text"/>	
Student Visa	<input type="checkbox"/>	Holiday Visa	<input type="checkbox"/>		

4. Employment

Employment Status – Of the following categories, which best describes your current employment status? (Tick ONE box only)

Employed full time by someone else	<input type="checkbox"/>	1	Employed unpaid family worker	<input type="checkbox"/>	5
Employed part time or casual by someone else or school based	<input type="checkbox"/>	2	Unemployed - looking for full time work	<input type="checkbox"/>	6
Self-employed - not employing other people	<input type="checkbox"/>	3	Unemployed - looking for part time work	<input type="checkbox"/>	7
Employer – someone who employs other people	<input type="checkbox"/>	4	Not employed – not looking for employment	<input type="checkbox"/>	8

Employer Details (if applicable)

Company Name		Company Contact	
Company Email			
Address			
City / Suburb	State	Country	Post Code

5. Language

Do you speak other language/s at home apart from ENGLISH?

Yes No Please specify the main language spoken at home

6. Schooling

What is your highest completed school level?

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or lower Did not go to school

Did you complete year 12 in Queensland? (if applicable) Yes No

In which year did you complete that school level? Are you still attending secondary school? Yes No

If yes, provide grade and name of school – Grade Name of School

Qualifications Achieved at School

7. Previous Qualifications Achieved (please read carefully)

Have you successfully completed any of the following qualifications? No Yes (if yes, tick all that apply)

Bachelor Degree or Higher	<input type="checkbox"/>	Certificate IV or Advanced Certificate	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	Certificate III or Trade Certificate	<input type="checkbox"/>	Certificate other than the above	<input type="checkbox"/>
Diploma or Associate Diploma	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>		

8. Disabilities (Answering these questions will not affect your enrolment)

Do you consider yourself to have a disability, impairment or long-term condition? No Yes

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

Hearing / Deafness	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Mental illness	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>		

Others

Would you like to receive advice on support services, equipment and facilities which may assist (if applicable)?

No Yes (If you have indicated yes then evidence may be required)

9. Study Reason

What Program/Course are you enrolling into?

Of the following options listed below which BEST describes your main reason for undertaking this training, Tick ONE box only.

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

Queensland Government Certificate 3 Guarantee and Higher Level Skills Programs Eligibility (IMPORTANT Please read carefully)

Under the Certificate 3 Guarantee and Higher Level Skills Programs, the Queensland Government provides a subsidy for selected Certificate I, II, III, Certificate IV or higher level qualifications or priority Skills Sets aligned to critical occupations identified by government and industry.

To be eligible individuals must:

1. be aged 15 years or over, and no longer at school
2. permanently reside in Queensland
3. be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
4. when enrolling into a Certificate III or below you must not hold, and not be enrolled in, a Certificate III or higher-level qualification (including an Apprentice or Traineeship), not including qualifications completed at school and foundation skills training or:
5. when enrolling into a Higher Level Skills Programs you must not hold, and not be enrolled in, a Certificate IV or higher-level qualification
6. Specific restrictions may apply to participation in certain subsidised qualifications you will be advised of any restrictions prior to enrolments.

I confirm that I meet all above eligibility requirements

Yes No

If enrolling into a *Certificate III or below*, I confirm that **I do not already hold or am not currently enrolled** into a Certificate III or higher level qualification.

Yes No

If enrolling into a *Certificate IV or higher level qualification*, I confirm that **I do not already hold or am not currently enrolled** into a Certificate IV or higher level qualification.

Yes No

False or misleading information concerning your prior qualifications or not advising of any current enrolments may result in being withdrawn or being liable for further financial outlay for this enrolment.

Within three months of completing or discontinuing this qualification you will be required to complete a Student Employment Survey.

Queensland Year 12 graduates seeking to enrol under 'Fee Free Training' must provide their year 12 certificate a time of enrolment.

10. Disclosure

Educational authorities - such as TAFE Queensland, research organisations contracted by TAFE Queensland, and the National Centre for Vocational Education Research - conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes. If you have any objections to being contacted, please tick here.

Privacy Statement

TAFE Queensland is collecting your personal information in accordance with the TAFE Queensland Act 2013 to manage your enrolment, training progress, and administration. For specific cohorts of students and as a matter of routine, your personal information (including attendance details, progress, and results) will be disclosed to the following people and organisations:

- If you are a school-based apprentice or trainee or VET in schools student – your school, the Queensland Curriculum and Assessment Authority, and the Queensland Tertiary Admissions Centre (for your results only).
- If you are an apprentice or trainee or enrolled in training paid for by your employer, or in which you consent to release information to your employer – Your employer/host employer.
- If you are enrolled with TAFE Queensland and undertaking training with another organisation (including other training providers, community organisations, schools or universities) – the organisation with which you are undertaking training.
- If you are enrolled in a program eligible for university articulation through one of our higher education delivery partners, i.e. University of Canberra and/ or intend to continue study via a pre-arranged articulation pathway, for example, you are studying a dual qualification with TAFE Queensland and a University.
- If you are under the age of 18 – your parent/guardian (unless you have formally advised TAFE Queensland not to provide this information).
- If you are an international student – the parties outlined in the terms and conditions agreed upon accepting a place with TAFE Queensland.
- All students – The National Centre for Vocational Education Research and the Department of Industry in accordance with the National Vocational Educational and Training Regulator Act 2011 for the purposes of national statistical data collection, and to provide information for your Unique Student Identifier account; and the national VET and higher education regulators in accordance with the Standards for Registered Training Organisations 2015 and Higher Education Standards Framework (Threshold Standards) 2011 to assist with the monitoring and regulation of the vocational education and training and higher education sectors.

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law.

Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact TAFE Queensland customer services or your teacher.

For those students who require assistance in reading and understanding this Privacy Statement, please contact TAFE Queensland Customer Service Centres prior to enrolling.

Student Declaration *(Please read carefully)*

- I agree to abide by TAFE Queensland rules, regulations and policies and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules.
- I confirm the accuracy of the information contained within this form and where necessary identification documents provided.
- I have sought information and understand my eligibility for any fee subsidy (if applicable). I also understand that I must provide evidence and/or concession eligibility at the time of enrolment, and that subsequent evidence will not be accepted.
- I have supplied my USI Yes No

I understand that providing a valid USI is a condition of my enrolment, in the event that I do not supply a USI number, I provide TAFE Queensland permission to search for or create a USI on my behalf

- I hold eligibility for concession and grant TAFE Queensland permission to validate my concession card (only where a concession fee is being granted)
- I understand false or misleading information concerning my prior qualifications may result in me being withdrawn, or being liable for further financial outlay, or repayment of the fees for this program.
- I confirm that I have provided all the required evidence to meet the eligibility criteria.
- I understand I will no longer be eligible for a subsidised training place under the Certificate III Guarantee program / Higher Level skills program once I have completed the qualification.
- I understand I must complete a Training and Employment Survey within 3 months of completing/or discontinuing my training and I confirm I have taken the time to fully consider all of my training options and costs before enrolling today.

If you are under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through TAFE Queensland.

Student
Signature:

Date: / /

Parent/Guardian's
Signature:
(if student is under
18 years)

Date: / /

Issues may arise beyond TAFE Queensland's control which affects its ability to deliver programs. Whilst every effort will be made to conduct all programs as advertised, TAFE Queensland reserves the right to change or otherwise revise any program-related issues including programs offered, class timetables, class locations and teacher allocations. TAFE Queensland will make every reasonable attempt to advise students of any changes made to their selected program. The details in this document are correct at the time of printing.