

The information contained in this form is used for enrolment purposes and to assist in the research and evaluation of activities undertaken by Crucial Training Options. This information may be made available to State and Government agencies and research organisations.

ALL SECTIONS OF THE FORM MUST BE COMPLETED TO PROCESS THE APPLICATION.

Please return your completed Enrolment Form to Admin@cto.qld.edu.au

PERSONAL DETAILS (PLEASE USE BLOCK LETTERS) – THIS NAME WILL APPEAR ON YOUR CERTIFICATE		
Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Gender Female <input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/>	
Give Name/S:	Surname	
Date of Birth:	Unique Student Identifier No:	
Residential Address	Town/ Suburb:	Postcode:
Postal Address:	Town/ Suburb:	Postcode:
Mobile:	Telephone (Home):	Telephone (Work):
Email Address:		
Employer (If payment is being made by your employer):		
I hold Current Copies of the following (please provide copies) :		
<input type="checkbox"/> Blue card	<input type="checkbox"/> Yellow Card/ NDIS Worker Screener	<input type="checkbox"/> Drivers Licence
Emergency Contact: (Name/ Relationship)		Contact Number:
TRAINING COURSE		
Location:	Date:	
Induction to Disability Support – Cluster One		
<ul style="list-style-type: none"> CHCCS038 Facilitate the Empowerment of People Receiving Support CHCCOM005 Communicate and work in health or community services <input type="checkbox"/> 		
Induction to Disability Support – Cluster Two		
<ul style="list-style-type: none"> CHCDIS020 Work Effectively in Disability Support HLTWH002 Follow safe work practices for direct client care <input type="checkbox"/> 		
HLTAID009 – Provide cardiopulmonary resuscitation <input type="checkbox"/>		
HLTAID011 – Provide First Aid <input type="checkbox"/>		
CHC33021 – Certificate III in Individual Support..... <input type="checkbox"/>		
HLTHPS006- Assist Clients with Medication <input type="checkbox"/>		
HOW DID YOU HEAR ABOUT US?		
<input type="checkbox"/> Web Page	<input type="checkbox"/> Employer Decided	<input type="checkbox"/> Advertisement
<input type="checkbox"/> Reputation	<input type="checkbox"/> Back to Work	<input type="checkbox"/> Friend
<input type="checkbox"/> Other, please specify:		
WHY CRUCIAL TRAINING OPTIONS?		
<input type="checkbox"/> Cost of Course	<input type="checkbox"/> Ease of Enrolment	<input type="checkbox"/> Experience of Trainers
<input type="checkbox"/> Telephone Book	<input type="checkbox"/> Quality of Training	<input type="checkbox"/> Locations of Training
<input type="checkbox"/> Do not like the other training companies	<input type="checkbox"/> First Company I found	
<input type="checkbox"/> Other, please specify:		<input type="checkbox"/> The date of the course
AVETMISS INFORMATION		
1. WHAT BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS		
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	
<input type="checkbox"/> Employer	<input type="checkbox"/> Self- employed – not employing others	
<input type="checkbox"/> Employed – unpaid worker in family business	<input type="checkbox"/> Unemployed – seeking part time employment	
<input type="checkbox"/> Unemployed – seeking full time employment	<input type="checkbox"/> Not employed -not seeking employment	

Course Enrolment Form

2. LANGUAGE & CULTURAL DIVERSITY	
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify
Town of Birth:	Nationality:
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What was your highest COMPLETED school level? (or equivalent tick ONE box only)	
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 (or below) <input type="checkbox"/> Never attended school	
In what year did you complete that school level?	
3. OTHER DETAILS	
Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal & Torres Strait Islander origin mark both 'Yes' boxes	
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander	
Do you speak a language other than English at home?	
No, English only (if you ticked 'English only' go to Q4) <input type="checkbox"/> Yes, other – please specify:	
How well do you speak English at home?	
<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all	
4. DISABILITY	
Do you consider yourself to have a disability, impairment or long term condition?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, if yes please specify <input type="checkbox"/> Hearing/ Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning	
<input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Injury <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other	
5. PREVIOUS QUALIFICATIONS	
Have you SUCCESSFULLY completed any of the following qualifications?	
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advance Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma)	
<input type="checkbox"/> Certificate IV (or advanced certificate/ technician) <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I	
6. STUDY REASON	
Of the following categories, which BEST describes your main reason for undertaking this course/ traineeship/ apprenticeship?	
<input type="checkbox"/> 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 or self development	
<input type="checkbox"/> Other, please specify:	

For students who feel they already have completed relevant competencies RPL is available.

Please contact the office on 0476 599 263 or email admin@cto.qld.edu.au to discuss your individual needs, each case will be assessed separately.

Students will be interviewed and must be able to show evidence of continual work history in related industry.

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Privacy Statement & Student Declaration

Privacy Notice

Why we collect your personal information

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 the personal information is not collected in accordance with Crucial Training Option's policy, you may not be eligible to enrol as a student in a course.

How we use your personal information

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.

How we disclose your personal information

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.

How NCVER and other bodies handle your personal information

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 Crucial Training Options using the contact details listed below.

- Email: admin@cto.qld.edu.au
- Phone: 0476 599 263

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 DESE will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>. If the Department's website is not available or you are unable to access the privacy notice electronically, Crucial Training Options can provide you with a hard copy or download the relevant privacy notice from our website.

Course Physical Requirements

I acknowledge that the Crucial Training Options course may involve practical work and work placements including, but not limited to physical exertions in conditions that can be mentally and physically stressful. I do not suffer from any disorders or any condition that could inhibit my participation during the conduct of this course. I further acknowledge that in admitting me to the course that Crucial Training Options does not assess my physical or mental condition or preparedness for the course but relies on my statement above.

Permissions

Do you agree for your photograph to be taken/ used for advertising and/or on social media websites to promote the Company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you agree to receive marketing material from Crucial Training Options promoting upcoming courses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you agree for us to supply a copy of your Certificate/ Statement of Attainment to your current employer? (if requested)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Student Name: _____ Student Signature: _____ Date: _____

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

Name: _____ Signature: _____ Date: _____

Unique Student Identifier (USI)

From 1 January 2015, we [insert RTO name] 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

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

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Unique Student Identifier (USI)

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Course Enrolment Form

Glossary of Terms

Accredited - means a course accredited by the VET Regulator in accordance with the Standards for VET Accredited Courses that leads to an AQF Qualification or Statement of Attainment.

Course/Unit Code - means the unique identifier for units of competency, skill sets, VET accredited courses, modules, AQF qualifications or training packages as required by the Standards for Training Packages and Standards for VET Accredited Courses.

Unit of Competency - means the specification of the standards of performance required in the workplace as defined in a training package.

Non-Accredited training - is designed to meet the specific needs of a business and refers to structured, taught learning, but differs from formal learning in that it does not lead to a qualification within the AQF. Non-Accredited training can be required for specific licensing or skills updates and is supported by a Statement of Participation.

Credit Transfer (CT) - It provides a means for students to gain credit in an AQF qualification on the basis of completed components of another AQF qualification or other formal learning.

Recognition of Prior Learning (RPL) - means an assessment process that assesses the competency/s of an individual that may have been acquired through formal, non-formal and informal learning to determine the extent to which that individual meets the requirements specified in the training package or VET accredited courses.

Student - means a person being trained and/or assessed by the RTO for the purpose of issuing AQF certification documentation

Unique Student Identifier (USI) - From 1 January 2015, Crucial Training Options 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 <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

If you would like Crucial Training Options to apply for a USI on your behalf you must authorise us to do so. Please contact our office on 0492 005 978 or email admin@cto.qld.edu.au and request an USI Application Form to be emailed to yourself to complete declaring authorisation.

Data Provision Requirements - are the requirements for data provision as agreed by the Industry and Skills Council and implemented by the VET Regulator as required by its governing legislation.

Educational and support services may include, but are not limited to:

- a. Pre-enrolment materials;
- b. Study support and study skills programs;
- c. Language, literacy and numeracy (LLN) programs or referrals to these programs;
- d. Equipment, resources and/or programs to increase access for learners with disabilities and other learners in accordance with access and equity;
- e. Learning resource centres;
- f. Mediation services or referrals to these services;
- g. Flexible scheduling and delivery of training and assessment;
- h. Counselling services or referrals to these services;
- i. Information and communications technology (ICT) support;
- j. Learning materials in alternative formats, for example, in large print;
- k. Learning and assessment programs contextualised to the workplace; and
- l. Any other services that the RTO considers necessary to support learners to achieve competency.

NCVER The National Centre for Vocational Education Research (NCVER) is the national professional body responsible for collecting, managing, analysing and communicating research and statistics on the Australian vocational education and training (VET) sector.