

# Enrolment Form

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](mailto:admin@cto.qld.edu.au)

<b>PERSONAL DETAILS</b> (please use block letters) – This name will appear on your certificate		
<b>Title:</b> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	<b>Gender:</b> Female <input type="checkbox"/> Male <input type="checkbox"/>	
<b>Given Name/s:</b>	<b>Surname:</b>	
<b>Date of Birth:</b>	<b>Unique StudentIdentifier No.:</b>	
<b>Residential Address:</b>	<b>Town/Suburb:</b>	<b>Postcode:</b>
<b>Postal Address:</b>	<b>Town/Suburb:</b>	<b>Postcode:</b>
<b>Mobile:</b>	<b>Telephone (Home):</b>	<b>Telephone (Work):</b>
<b>Email Address:</b>		
<b>Employer (if payment is being made by your employer):</b>		
<b>I hold a Current Copies of the following:</b>		
Blue Card: <input type="checkbox"/>	Yellow Card: <input type="checkbox"/>	NDIS Worker Screening: <input type="checkbox"/>
Drivers Licence: <input type="checkbox"/>	(please supply copies)	
<b>Emergency Contact: (Name/Relationship)</b>	<b>Contact Number:</b>	
<b>TRAINING COURSE</b>		
<b>Location:</b>	<b>Date:</b>	
HLTAID009 – Provide cardiopulmonary resuscitation.....	<input type="checkbox"/>	
HLTAID011 – Provide First Aid.....	<input type="checkbox"/>	
CHC33015 – Certificate III in Individual Support.....	<input type="checkbox"/>	
CHC52015 – Diploma of Community Services.....	<input type="checkbox"/>	
<b>HOW DID YOU HEAR ABOUT US?</b>		
<input type="checkbox"/> Web Page <input type="checkbox"/> Employer Decided <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Reputation <input type="checkbox"/> Telephone Book <input type="checkbox"/> Other Please specify:		
<b>WHY CRUCIAL TRAINING OPTIONS?</b>		
<input type="checkbox"/> Cost of Course	<input type="checkbox"/> Ease of Enrolment	<input type="checkbox"/> Experience & Qualifications of Trainers
<input type="checkbox"/> Telephone Book	<input type="checkbox"/> Quality of Training	<input type="checkbox"/> Locations of Training Facility suited me
<input type="checkbox"/> Do not like the other training companies	<input type="checkbox"/> Other Please specify:	
<b>AVETMISS INFORMATION</b>		
<b>1. WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS</b>		
<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 a 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 AND CULTURAL DIVERSITY

In which country were you born?  Australia  Other Please specify:

Town of Birth:

Nationality:

Are you still attending secondary school?  Yes  No

What was your highest COMPLETED school level? (or equivalent Tick ONE box only)

Year 12  Year 11  Year 10  Year 9  Year 8 (or below)  Never attended school

In what year did you complete that school level?

### 3. OTHER DETAILS

Are you of Aboriginal or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander

(For persons of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes)

Do you speak a language other than English at home?  No, English only (If you ticked 'English only' go to Q4)  
 Yes, Other Please specify:

How well do you speak English at home?  Very Well  Well  Not Well  Not at all

### 4. DISABILITY

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

No  Yes - If Yes, Please Specify:  Hearing/Deaf  Physical  Intellectual  Learning  Mental Illness  
 Acquired brain impairment  Vision  Medical condition  Other

### 5. PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications?

Bachelor Degree or Higher Degree  Advance Diploma or Associate Degree  Diploma (or Associate Diploma)  
 Certificate IV (or advanced certificate/technician)  Certificate III (or trade certificate)  Certificate II  
 Certificate I

### 6. STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

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

## Course Enrolment Form

### Privacy Statement & Student Declaration

#### Privacy Notice

Under the Data Provision Requirements 2020, Crucial Training Options 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 Crucial Training Options for statistical, administrative, regulatory and research purposes. Crucial Training Options 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](http://www.ncver.edu.au)).

#### 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

	Yes	No
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"/>	<input type="checkbox"/>
Do you agree to receive marketing material from Crucial Training Options promoting upcoming courses	<input type="checkbox"/>	<input type="checkbox"/>
Do you agree for us to supply a copy of your Certificate/Statement of Attainment to your current employer? (if requested)?	<input type="checkbox"/>	<input type="checkbox"/>

#### Student Declaration and Consent

I declare that I have been provided with and have read and fully understood the contents of the Student Handbook, which outlines the conditions of my rights and responsibilities as a participant of Crucial Training Options.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I declare that the information I have provided is true and correct. at the time of completing the documentation.

**Student Name:** \_\_\_\_\_ **Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### 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 0476 599 263 or email [admin@cto.qld.edu.au](mailto: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.