

Enrolment Form

This form has been developed to collect the required information for reporting to Government on education activity and to process and issue a qualification or statement of attainment.

Personal Details

**** 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 IM Training Pty Ltd 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.**

Title	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Other:
First Name **			Last Name **		
Date of Birth			Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	

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. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Address Line 1					
Suburb / Town					
State / Territory		Post Code			
Mobile / Home No.			Email		
Postal Address	<input type="checkbox"/> Same as above <input type="checkbox"/> Different please provide your postal address below				

Unique Student Identifier

From 1 January 2015, IM Training Pty Ltd 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). 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.

Enter your USI no.									
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About You

In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other:				
Do you speak a language other than English at home?	<input type="checkbox"/> No English only	<input type="checkbox"/> Yes, please specify				
How well do you speak English?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at All		
Are you of Aboriginal or Torres Strait Islander decent?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander			
<small>Please indicate both if you identify from both Aboriginal and Torres Strait Islander decent.</small>						
Do you consider yourself to have a disability impairment of long-term condition?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Hearing / Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Learning	
<small>If yes, please indicate the area of disability, impairment of long term condition (all that apply) →</small>		<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Vision	<input type="checkbox"/> Intellectual		
		<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Acquired Brain Impairment			
		<input type="checkbox"/> Other: please specify:				

Education

Are you still attending a secondary school?	<input type="checkbox"/> No	<input type="checkbox"/> Yes			
What is the highest Completed level of schooling	<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 which year did you complete school?					
Have you successfully completed other quals since leaving school?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Bachelor's Degree or Higher	<input type="checkbox"/> Certificate III (Trade)	
<small>If yes please indicate what you have achieved →</small>		<input type="checkbox"/> Adv. Diploma/Associate Degree	<input type="checkbox"/> Certificate II		
		<input type="checkbox"/> Diploma or Associate Degree	<input type="checkbox"/> Certificate I		
		<input type="checkbox"/> Certificate IV (Adv. Cert)	<input type="checkbox"/> Other Certificates		

Course Details	
Course	
Preferred Start Date	<input type="checkbox"/> As soon as possible <input type="checkbox"/> Date:
Do you wish to apply for credit?	<input type="checkbox"/> No <input type="checkbox"/> Yes [#] <input type="checkbox"/> Maybe, I'd like to know more <small>[#] If yes, please supply copies of transcripts and qualifications, with this form, along with a Credit Application Form</small>
Do you wish to apply for Recognition of Prior Learning?	<input type="checkbox"/> No <input type="checkbox"/> Yes [~] <input type="checkbox"/> Maybe, I'd like to know more <small>[~] If yes, you will be contacted to discuss</small>
What is the reason that you are undertaking this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop existing skills <input type="checkbox"/> To get a better job or position <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills <input type="checkbox"/> To get into another industry <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other:
Employment Details	
Which category best describes your currently employment status?	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Employer <input type="checkbox"/> Self Employed <input type="checkbox"/> Volunteer <input type="checkbox"/> Unemployed – seeking full time <input type="checkbox"/> Unemployed – seeking part time <input type="checkbox"/> Not employed and not seeking work
Name of Employer	
Address	
Contact No.	
Identification – please ensure that a copy or photograph is attached with this form.	
ID Type	<input type="checkbox"/> Drivers Licence – No: <input type="checkbox"/> Passport – No: <input type="checkbox"/> Other:
<p>IMT Training respects your rights to be treated fairly, and to learn in an environment free from discrimination and racial, sexual or other harassment.</p> <p>Student Rights: You have the right to:</p> <ul style="list-style-type: none"> • be treated with respect • learn in a supportive and safe environment, free of discrimination and harassment • have personal records kept private, subject to statutory requirements • have access to your personal records on request • be given information about assessment requirements at the beginning of study • have your existing skills and knowledge recognised • receive feedback on your academic progress • appeal academic or procedural matters • have complaints dealt with fairly, promptly, confidentially and with retribution • respectfully challenge directions or decisions if they appeal to be unlawful or endanger you or another person's health and safety • have access to support services. <p>Student responsibilities: When communicating with IMT staff, your employer or fellow students you must:</p> <ul style="list-style-type: none"> • make true statements in regard to your student's representation and entitlements • treat all people with respect and fairness • show respect to others by not using obscenities or making offensive gestures • not do anything that could offend, embarrass, threaten, bully, harass or disrupt other in the performance of their duties or studies • not possess drugs, alcohol weapons or be under the influence of drugs or alcohol at any time • respect and not damage or steal property of other persons • follow all safety practice required ant follow directions either written or spoken • report bullying, intimidation, discrimination, violence, abuse of power and harassment so that the appropriate action can be taken. <p>I understand that IM Training is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement. The information contained on my enrolment form may be used by IMT or the following third parties for administrative, regulatory and/or research purposes, Schools – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship; Employer – if I am enrolled in training paid by my employer; Government departments and authorised agencies; NCVER; Organisations conducting student surveys; and Researchers. You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. Please note you may opt out of the survey at the time of being contacted. <i>NCVER will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).</i></p> <p>I declare that the information I have provided to the best of my knowledge is true and correct. I agree to abide by all Government statutory and regulatory requirements and IM Training policies and procedures.</p>	
Student Signature	Date
Parent / Guardian	<i>*Parental/guardian consent is required for all students under the age of 18.</i>
Parent / Guardian Signature	Date