

**Type of Enrolment** complete the sections relevant to your course.  
NOTE: **Smart and Skilled** is NSW Government subsidised training where all or part of your course fees may be funded by the government and is subject to eligibility criteria.

- Smart and Skilled (Entitlement) – Complete sections 1-16
- Smart and Skilled (Apprentice / Trainee) – Complete all sections
- Smart and Skilled (Prevocational or Part Qualification) – Complete sections 1-16
- Fee for Service (Full Qualification) – Complete sections 1 – 16
- Fee for Service (UOC / Short Course) – Complete sections 1-16

### Filling in this form

- Please use BLUE or BLACK pen
- Print in BLOCK LETTERS
- Mark boxes like this  with a ✓ or ✗

### Identification

Your personal details must be recorded EXACTLY as they appear on your identification in section 14.

#### 1. Personal Details

Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

Family name

First given name

Middle name(s)

Preferred name

Gender Male  Female  Other \_\_\_\_\_

Your date of birth

 /  / 

Your permanent address

  
  
 Postcode

Your postal address (if different to above)

  
  
 Postcode

Home phone number

Mobile phone number

Daytime phone number

Email

Emergency Contact - Full Name & Contact Number

Relationship to student eg. parent, sister, friend etc

#### 2. Course Details

Course / Qualification Name

Course / Qualification Code (if known)

#### How did you hear about this course?

JSA  Returning Student  Friend  Work  Internet

#### Delivery Mode:

- Correspondence  Mixed
- Work-Based  Classroom

#### 3. Employment Status

Which of the following best describes your current employment status?

- Full-Time Employee
- Part-Time Employee
- Employer
- Self-Employed (Not Employing Others)
- Employed (Unpaid Worked in a Family Business)
- Not Employed (Not Seeking Employment)
- Unemployed –
  - Longer than 52 Consecutive Weeks (confirmation from ESP required)
  - Seeking Full-Time Work
  - Seeking Part-Time Work

#### 4. Residency and Cultural

In Which Country were you born?

- Australia
- Other (Please Specify Below)

How long have you resided in Australia?

Years  Months

What is your Residency Status?

- Australian Citizen
- Temporary Resident
- Australian Permanent Resident
- New Zealand Citizen
- Humanitarian Visa Holder
- Other (please specify) \_\_\_\_\_

Are you of aboriginal or Torres Strait Islander origin?

- No
- Yes, Torres Strait Islander
- Yes, Aboriginal

Do you speak a language other than English at home?

- No, English only
- Yes, other (please specify) \_\_\_\_\_

If other, how well do you speak English?

- Very Well  Not well
- Well  Not at all

## 5. Course Details

Do you need any language, literacy or numeracy assistance?

Yes  No

If yes, what core skills do you require assistance with?

Learning  Reading  Writing  Numeracy  
 Oral Communication

If yes, what type of assistance do you need? (Detail below)


## 6. Disability

Do you consider yourself to have a disability, impairment or long-term condition? Additional information and definitions available <https://www.austrainacademy.com.au/content/media/disability%20supplement.pdf>

(Smart & Skilled Students also complete – Section 12)

No  
 Yes (please specify) – you may indicate more than one.  
 Hearing/Deaf  Physical  
 Intellectual  Learning  
 Vision  Mental Illness  
 Medical Condition  Acquired Brain Impairment  
 Other (please specify) \_\_\_\_\_

If yes, do you require support? (Detail below)

Examples of support / adjustments available may be found at <https://www.austrainacademy.com.au/info/student-support>


## 7. Education

What is your highest completed school level (or equivalent)?

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

In which year did you complete that school level?

\_\_\_\_\_

Are you still attending secondary school?  Yes  No

Are you currently being home schooled? Yes  No

(Current certificate of home schooling registration required if yes to above)

Have you successfully completed any qualifications since turning 17 that were NOT a part of your secondary education?

Yes  No If YES, please tick any applicable qualifications  
Bachelor Degree or Higher Degree  
Advanced Diploma or Associate Degree  
Diploma or Associate Diploma  
Certificate IV or Advanced Certificate  
Certificate III or Trade Certificate  
Certificate II  
Certificate I  
Other (please specify) \_\_\_\_\_

What are the Name/s of completed Qualification/s?

1.	
Year Completed: _____	Australian Qualification: <input type="checkbox"/> Australian Equivalent: <input type="checkbox"/> International: <input type="checkbox"/>
2.	
Year Completed: _____	Australian Qualification: <input type="checkbox"/> Australian Equivalent: <input type="checkbox"/> International: <input type="checkbox"/>
3.	
Year Completed: _____	Australian Qualification: <input type="checkbox"/> Australian Equivalent: <input type="checkbox"/> International: <input type="checkbox"/>

Are you currently studying?

Yes  No

If yes, what is the name of the qualification/s?

1. _____
2. _____

Have you undertaken/still studying any Smart and Skilled (government subsidised) qualifications this calendar year?

No  Yes (please specify) \_\_\_\_\_

## 8. Study Reason

What best describes your main reason for completing this course?

Gain skills for community/voluntary work  
 To get a job  
 Requirement of my job  
 To get a better job or promotion  
 Extra job skills  
 Personal Interest / Self development  
 To try for a different career  
 Path to another course  
 To develop existing business  
 To start my own business  
 Other reasons

## 9. Referral Pathway

Which of the following organisations/persons referred you to Austrain Academy?

Apprenticeship Network Provider (ANP)  
 Skills Service Organisation (SSO)  
 Jobactive Provider (JP) - **complete below**  
 Training Services NSW (TSNSW)  
 Disability Employment Services (DES) - **complete below**  
 Industry Training Advisory Body (ITAB)  
 Registered Training Organisation (RTO)  
 Employer  
 It was my Own Decision

Are you a client of a Jobactive or Disability Employment Services Provider?

Yes  No

If yes, name of JP or DES

JSID

## 10. Recognition of Prior Learning (RPL)

Recognition of Prior Learning or RPL is an assessment process that assesses the participant's skills, knowledge and experience gained through work, formal learning and informal learning to determine the extent to which that participant has achieved the required learning outcomes or competency outcomes.

Credit transfer is a process that provides participants with agreed and consistent credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes between matched qualifications. Credit transfer is applicable for the equivalent Training Package Units only.

I hereby apply under the provisions of the VET Quality Framework for the knowledge and skills I have previously acquired to be assessed and the appropriate recognition to be granted to me. I agree that I have been supplied with the Austrain Academy [RPL Information Kit](#) and will provide applicable evidence required for this assessment process including, but not limited to curriculum vitae, references, USI Transcript, Statements of Attainment and/or Testamurs.

Yes  No

## 11. Fee Information

All fees must be paid prior to the issuance of any certificates. Throughout the duration of the training additional fees may be payable for such things as (but limited to) reissuance of course materials, course extension, reissuance of qualifications / statements of attainment, statutory government fees for certificates / ID cards, tools, equipment and clothing required for training / assessment.

Full details of Austrain Academy [payment, concession / exemption and refund policies](#) are available on the Austrain Academy website ([www.austrainacademy.com.au](http://www.austrainacademy.com.au)), in your handbook or by contacting Austrain Academy office on 1300 20 40 20.

Austrain Academy offers programs / services on a government subsidised or commercial basis.

The policy applies to:

- AQF Qualifications and Statements of Attainment
- Recognition of Prior Learning (RPL)
- Customised training developed for individuals, enterprises and client groups
- Commercial non-accredited courses
- Consultation Services
- Compliance Systems

There are two fee structures:

### 1. Government funded/subsidised training under Smart & Skilled - see also [https://www.training.nsw.gov.au/forms\\_documents/smartandskilled/contract/2020\\_21/fee\\_administration\\_policy\\_20\\_21.pdf](https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/2020_21/fee_administration_policy_20_21.pdf)

Austrain Academy conducts government subsidised training & assessment for the following types of Qualifications or Part Qualifications: Entitlement Full Qualifications; Entitlement Apprenticeships and Traineeships Qualifications; Targeted Priorities Full Qualifications and Targeted Priorities Prevocational and Part Qualifications. Eligibility criteria apply to these programs and these may be found at [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

Austrain Academy must charge the relevant fee set by the NSW government. These fees are based on the qualification and the characteristics of the student. The fee is set for the whole course and is not an annual fee. The fee should be determined at enrolment. The student will pay the fee for the qualification that applies in the year when they commence training and will not be affected by any subsequent changes to Smart and Skilled fees. These fees can be accessed at the above website and will be confirmed in writing to the prospective student prior to the completion of the enrolment process. We will provide you an Eligibility Enquiry Report detailing the student fees payable. If you wish to proceed with your enrolment, Austrain Academy will provide a Notification of Enrolment. These fees may be adjusted by any Recognition of Prior Learning (RPL) or Credit Transfer (CT) granted and will reduce the total Student Fee. This is determined by using the Smart and Skilled Provider Calculator. You MUST provide any copies of Transcripts for UOC's you have previously attained - any delay may result in incorrect fees charged. You will be informed and your fees adjusted if any RPL or CT is reported after the Notification of Enrolment process.

Fees will be invoiced to either the Student or Employer (some Modern Awards include provision for Employer payment of fees on behalf of their apprentice or trainee and where this is the case the employer will pay the Student Fee - see [www.fairwork.gov.au](http://www.fairwork.gov.au)) as indicated on Austrain Academy's enrolment form. If not indicated, fees will be invoiced to the student. Employers will be invoiced on the same basis as students, with provision for payment by instalments if required by the employer.

All references in this policy to charging a Student Fee encompasses charging anyone else who may pay the fee on behalf of the student. This includes, but is not limited to: the student; the student's employer; parent / guardian. Fees will be invoiced at 50% of the total qualification student fee upon completion of the enrolment process. (These fees will not exceed \$1,000.00 prior to qualification / course commencement).

The balance of the student fee will be triggered by commencement of 50% of the units of competence for the qualification / course. (These fees will not exceed \$1,500.00 in advance).

(Commencement of the course / qualification is defined by Austrain Academy as the student receiving or being given access to learning / training materials for at least one Unit of Competence (UOC). The student must sign to acknowledge receipt of these materials.)

You may make an arrangement with Austrain Academy to pay off these fees.

The minimum arrangement is \$25.00/week. You MUST contact Austrain Academy office to make this arrangement, prior to your invoice due date. (14 days from invoice issued date). You will be contacted by Austrain Academy Administration within 7 days of failure to meet the payment terms. Failure to meet the terms of the payment arrangement will result in the full invoice amount falling due. This may also result in training not commencing or suspension of training.

All outstanding fees MUST be paid by completion of your course/qualification. Failure to complete payment will result in non-issuance of your statement of attainment / record of results/testamur and your debt may be referred to an independent Debt Recovery Agency.

### Withdrawal without Penalty

Austrain Academy will refund/credit any fees paid, without incurring an administration fee, if you wish to withdraw from the course/qualification within 10 working days from the date of your signing the Austrain Academy enrolment form.

You must provide your withdrawal notice including your reasons for withdrawal in writing to Austrain Academy, utilising the [Withdrawal / Refund Application Form](#) if you wish to withdraw at any time during the course.

### Discontinuing / Transferring Out

Withdrawal after 10 working days will incur the following fees, based upon commencement of UOC's in your qualification/course.

Total student fee divided by number of UOC's in the qualification times by the number of UOC's commenced.

Example:

Certificate III in Hospitality – SIT30616

Total Student Fee First Qualification: \$1450.00

Total UOC in Qualification/course: 15

Commenced UOC's: 1

$1440 \div 15 \times 1 = \$97.00$  fee (rounded up to nearest \$1.00)/unit commenced.

In this example if you had commenced 4 UOC's the fee would be \$388.00.

If you have paid more than this amount a refund will be issued via your original payment method, and an invoice detailing all fees applied and any refunds due will be provided.

All discontinuing / transferring students will be provided –

- A statement of attainment within 30 days of the notice of discontinuance
- An up-to-date Training Plan
- A statement of fees issued by Austrain Academy including any refunds for fees paid for UOC's not completed.
- For apprentices or trainees – notification / cancellation form to the local Training Services NSW office within 14 days of the discontinuation of the training

Note - The above process is also applicable if a student withdraws from training not of their own accord eg. Austrain Academy ceases to operate as a training provider, is no longer approved to deliver Smart and Skilled training or changes to delivery mode post enrolment. Students in these situations will be supported to complete their training in a replacement course with a subsequent provider. If the student in this situation elects to transfer to another provider, the student fee charged in total by the two Smart and Skilled providers cannot exceed the Student Fee quoted by the initial provider. Students transferring to Austrain Academy in this situation must supply the documentation listed above from their former training provider to Austrain Academy. If this documentation cannot be sourced (due to eg. Provider closure); Austrain Academy will contact the Department to determine the fee to be charged to the student.

### Deferring Students

Enrolled students may defer their training for a maximum period of 12 months. Students must notify Austrain Academy in writing of their request to defer.

There will be no requirement to pay student fees during the deferral period. A new invoice will be issued with the balance of student fees owing once the deferral period is completed.

Enrolled students who do not recommence within a 12 month period will be subject to the withdrawal process outlined above.

### Training Package Transition

Where a student is enrolled in a qualification that is superseded and is required to / chooses to transition to the new qualification, the student fee will remain the same.

## Fee Categories:

### Standard Student - First Qualification

This fee applies to students who do not hold a post school qualification from any tertiary sector in Australia or overseas. Qualifications not deemed to be post-school qualifications are qualifications achieved:

- while at school as part of secondary education, or
- prior to turning 17 or aged 15 - 17 at commencement of training

The following qualifications have been determined not to be post-school qualifications:

- Certificate I Qualifications
- Smart and Skilled Entitlement Foundation Skills Qualifications
- Any other foundation skills qualification (up to and including Certificate III) eg. LLN & Employability Skills qualifications
- Certificate IV NSW Tertiary Preparation Certificate

### Standard Student - Subsequent Qualification

This fee applies to students who already hold a post-school qualification from any tertiary sector in Australia or overseas. This fee is the higher of the two Standard Student Fees. Where a student completes a Smart and Skilled Qualification and enrolls in another (except an apprenticeship or traineeship), the student will be charged this fee for the subsequent qualification.

### Apprenticeship and Traineeship Fees

Apprenticeship qualification fees are capped at \$2,000 and Traineeship qualification fees are capped at \$1,000.

### Fee Free Apprenticeships & Traineeships

NSW apprentices & trainees who are funded under Smart & Skilled and who commence training for the first time on or after 1 July 2018 (for apprentices) and 1 January 2020 (for trainees) are eligible for a Fee Free Apprenticeship or Traineeship. This includes:

1. Apprentices who commence subsidised training for the first time on or after 1 July 2018 and Trainees who commence subsidised training for the first time on or after 1 January 2020
2. Apprentices & Trainees whose apprenticeship/traineeship is cancelled and subsequently recommence an apprenticeship in the same vocation with a different employer, and recommence subsidised training on or after the above dates
3. Apprentices & Trainees whose apprenticeship/traineeship is cancelled, and subsequently commence a new apprenticeship in a new vocation with a same/different employer, and commence in subsidised training on or after the above dates
4. An Apprentice or Trainee who has completed an apprenticeship/traineeship and is undertaking a subsequent apprenticeship/traineeship and is commencing the subsidised training on or after the above dates.

For 2 and 3 above, and in some scenarios 4; must be awarded Credit Transfer (CT) and / or Recognition of Prior Learning (RPL) (where relevant), and this is reflected in the Notification of Enrolment through the Provider Calculator. Where this occurs, only the proportion of training that is undertaken after 1 July 2018 for the new apprenticeship qualification and 1 January 2020 for the new traineeship qualification is fee free.

Specific apprentice exclusions from eligibility for fee free training, are where a NSW apprentice or trainees who commenced training prior to 1 July 2018 (apprenticeship) and 1 January 2020 (traineeship) recommences their subsidised training:

- a) with the same provider, and is employed by the same employer in the same vocation, or
- b) changes provider and remains party to a training contract with the same employer and in the same vocation
- c) commenced training under a school based apprenticeship / traineeship prior to the above dates and then transitions to a full apprenticeship on or after those dates.

The apprentice / trainees must be granted CT / RPL and be subject to reduced fees due to CT / RPL.

### Concession Fees

Concession Fees are discounted fees and are a flat fee of up to \$240.00 (depending on the qualification chosen) for all Certificate levels up to and including Certificate IV. A Fee Concession is available and may be applied for using the appropriate [form](#) if the student is a recipient of eligible Commonwealth benefits or allowances, or a dependent child, spouse or partner of a person receiving the eligible benefit. (See the Concession Form for the list of eligible benefits and required documentary proof, or contact Austrain Academy.)

Note - there are no concessions for students enrolling in Diploma and Advanced Diploma level qualifications.

## Fee Free Training & Fee Exemptions / Waivers

Student who qualify for fee free training are:

- Australian Aboriginal and Torres Strait Islander people
- Persons with a disability (that is people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension).
- School Based Apprentices and Trainees are exempt from fees.
- Recipients of Fee-Free Scholarships
- Refugees and Asylum seekers (and eligible partners)
- Most students studying apprenticeship qualifications under the EAT Program
- Students studying a qualification under the Entitlement Foundation Skills Program
- Students eligible for the Skilling for Recovery Initiative

A Fee Exemption may be applied for using the appropriate [form](#). (See the form for the list of eligible benefits and required documentary proof, or contact Austrain Academy.)

Note - Australian Aboriginal and Torres Strait Islander students; students who meet the disability fee eligibility requirements and students who meet the refugee or asylum seeker eligibility and exemption criteria, will be exempt from fees for any Smart and Skilled enrolments for which they are eligible.

### Part Qualification Fees

Students undertaking a part qualification will not be charged a fee as these programs are fully subsidised by the NSW Government. Completing a part qualification under the Targeted Priorities Prevocational and Part Qualifications Program does not affect the fee eligibility of a student subsequently undertaking a full qualification under Smart and Skilled EFQ or TPFQ Programs. If they are required to pay a student fee, then the student must pay either the Standard Student – First Qualification Fee or the Concession Fee.

Where a student, as a result of undertaking two or more part qualifications under the Targeted Priorities Prevocational and Part Qualifications Program is awarded a full qualification, and subsequently undertakes a full qualification under the Entitlement or Targeted Priorities Full Qualifications program, and they are required to pay a student fee, the student must pay either the Standard Student – Subsequent Qualification Fee or the concession fee if a fee exemption is not applicable. The student must indicate at enrolment that they have previously achieved a full qualification.

### 2. Commercial or fee-for-service training/assessment, consultation and Compliance systems

There are no fee exemptions or concessions for these programs or courses.

#### A. Short Course (RSA, RCG etc.)

These programs may include training and assessment of single units of competence to fulfil an industry need or licensing outcome.

- Commercial fees will be advised and collected prior to enrolment.
  - All short course (RSA, RCG etc.), consultation and or system fees to be paid in advance.
  - Booking/s will be confirmed (by email/SMS) once payment received.
  - Austrain Academy reserves the right to cancel a course if there are insufficient participants enrolled.
  - Non-attendance without notice will result in the full course fee being charged.
  - A substitute may be nominated to attend the course/program without penalty prior to the commencement of the course/program
  - No refund/s will be given after the training has commenced
- #### Transfers
- 7 days' notice must be given for any transfers without penalty.
  - For transfers less than 7 days a re-booking fee of 25% of the set fee applies per person.
  - Transfers made within 48 hours are subject to a re-booking fee of 50% of the set fee per person.
- #### Cancellations
- Cancellations made seven days or more prior to a course will be given a full refund.
  - Cancellations made within 7 days of a course shall incur an administration fee of 25% of the course fee.
  - Cancellations made within 48 hours of a course shall incur an administration fee of 50% of the course fee

## B. Full Qualification Fees – existing worker, trainee, Fee for Service, Trade Recognition etc.

Fees for full qualification will be advised prior to enrolment, and initial invoicing will not exceed \$1,000.00 prior to commencement of training/assessment. Balance for full qualification fees will be invoiced as you progress through UOC's. A schedule of fees will be provided prior to your enrolment and included with your training plan.

Austrain Academy reserves the right to cancel a course if there are insufficient participants enrolled.

You may transfer courses, but will be subject to the difference between the course fees (if any)

Full qualifications will be refunded on the following basis -

You must provide your withdrawal notice including your reasons for withdrawal in writing to Austrain Academy, utilising the [Withdrawal / Refund Application Form](#) if you wish to withdraw at any time during the course. You will incur the following fees, based upon commencement of UOC's in your qualification/course:

- Total fee divided by number of UOC's in the qualification times by the number of UOC's commenced.

For Example:

Certificate IV Work Health and Safety – BSB41415

Total Qualification Fee: \$1700.00

Total UOC in Qualification/course: 10

Commenced UOC's: 1

$1700 \div 10 \times 1 = \$170.00$  fee (rounded up to nearest \$1.00)/unit commenced.

**\*\*NOTE:** if no UOC's have been commenced you will be charged an administration fee of \$50.00

In this example if you had commenced 4 UOC's the fee would be \$680.00.

## C. Consultation/Compliance Systems

All compliance consultation and system fees will be detailed in the training proposal provided. Invoicing will occur upon receipt of your "Proposal Acceptance".

No refund/s will be given for consultation/compliance systems, after the consultation has commenced, or the system has commenced development.

Austrain Academy accepts only the following forms of payment:

- Credit Card American Express, Mastercard & Visa Card
- Paypal – payment proof if requested
- Internet Banking and Direct Deposits must be received 3 working days prior to a course
- Cheques – Only to approved clients
- Money Orders - Only to approved clients
- Cash (Austrain Academy office)
- 14 day Accounts and Purchase Orders are only available on request to approved clients

## Refund Policy

Austrain Academy has in place a fair and equitable refund policy

Austrain Academy will refund on the following basis:

- Any overpaid monies
- Has cancelled the booking or course

All requests for refunds must be submitted using the Austrain Academy

[Withdrawal / Refund Application Form](#)

Participants in exceptional circumstances can make application for special consideration to Austrain Academy's Chief Executive Officer and or Compliance Administrator.

## For all programs

- Before enrolling, please contact Austrain Academy on 1300 20 40 20 or [info@austrainacademy.com.au](mailto:info@austrainacademy.com.au) to find out your eligibility for the different types of programs and to confirm the documentation required to support your application.
- All payments will be recorded in the MYOB accounting system and receipts issued.
- Only when your enrolment is complete and the applicable fees have been paid (or payment plan agreed), will you be entitled to attend classes/engage in training, participate in assessments and receive statements of attainment, testamurs and academic transcripts.
- Where fees are paid in advance, these payment records will ensure that the participant's payments are recorded separately within our MYOB accounting system in sufficient detail so that training progress can be monitored against fees paid.
- Requests for Refunds, withdrawals, concessions & exemptions must be submitted to Austrain Academy using the applicable form and accompanied by required evidence.

- Requests will be responded to in writing by Austrain Academy CEO within 7 days of receiving the request with the reason for granting or denying the request. All requests and their outcomes will be recorded in Austrain Academy's Student Management System.

## Other Fees & Incidental Expenses - for all programs

See <https://www.austrainacademy.com.au/info/pricing>

Additional fees may be payable for:

- Reissuance of course materials
- Course extensions
- Reissuance of qualifications/statements of attainment
- Statutory government charges for certificates / competency cards
- Tools, equipment and clothing required for training/assessment
- Licence Fees
- UOC's repeat attempts for completion – more than 3 attempts will incur a UOC fee calculated by: Total fee divided by number of UOC's in the qualification = UOC reattempt fee
- Express Post
- Other – will be disclosed prior to enrolment

Incidental expenses may include:

- Field trips and food, transport and accommodation costs associated with field trips that form part of the training

For Commercial Cookery Students only:

- Chefs tool kit & uniform (including an Austrain Academy Apron \$25) must be supplied / purchased by the apprentice/student

## I am paying the student fees

**I have been advised by Austrain Academy that there are no fees applicable to this course / program**

**My employer will be paying the fees on my behalf – complete section 16**

## 12. Exemptions / Concessions (Smart & Skilled Only)

If one or more of the following circumstances are applicable, you MAY be eligible for a [Fee Exemption / Concession](#) or [Fee Free Scholarship](#). Please indicate if any of the following are applicable and submit the appropriate [Form](#) and evidence with your enrolment:

Disability

Receiving a Disability Support Pension or a Dependent child or spouse of a person in receipt of a Disability Support Pension

Government Benefit Recipient – List \_\_\_\_\_

Dependent child or spouse of a Welfare recipient – List \_\_\_\_\_

Aboriginal &/or Torres Strait Islander Origin

Refugees and Asylum Seekers (and eligible partners)

Living in or on the wait list for NSW Social Housing

Living in Out-of-Home Care currently or previously

Other Circumstances – contact Austrain Academy for more information

NSW Apprentices funded under Smart and Skilled - complete Apprentice and Employer Agreement

Eligible for Skilling for Recovery Program

### 13. Unique Student Identifier (USI) Information

From 1 January 2015, Austrain Academy 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). This applies whether you are doing a full Qualification or a single Unit of Competence. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

If you have a USI, you must provide it to Austrain Academy for verification with the Student Identifiers Registrar. If you have lost your USI, you may authorise Austrain Academy to locate it.

We will use the number you provide as well as the name and date of birth and number from one of the forms of identification in Section 14. This identification information must be the same as when the USI was created. You may access your USI account and provide permission for Austrain Academy to view your training records/transcript to assist with an application for Recognition of Prior learning (RPL). You may also give Austrain Academy permission to view and update your account details. See [www.usi.gov.au/students](http://www.usi.gov.au/students) for more information.

The following is provided to you on behalf of the Student Identifiers Registrar: Consent for collection, use or disclosure of personal information  
You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the Student Identifiers Act 2014.
- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI; resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing VET, VET providers and VET programs; education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;
  - any other person or agency that may be authorised or required by law to access the information;
  - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

#### Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Student Identifiers Registrar's Privacy Policy or by contacting the Registrar on [BusinessStrategy@usi.gov.au](mailto:BusinessStrategy@usi.gov.au) or telephone 1300 857 536, international enquiries +61 2 6240 8740. 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 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.

### Do you have a USI?

Yes My USI:

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- I will enable access for Austrain Academy to view my transcript for the purposes of RPL.
- I will authorise Austrain Academy to view/update my account
- I give permission for Austrain Academy to locate my USI and understand I will receive a notification regarding this usage

No - complete details and sign below:

- I will apply for a USI myself at <http://www.usi.gov.au/> and provide it to Austrain Academy for verification.
- I have lost my USI and authorise Austrain Academy to search for it on my behalf.
- I authorise Austrain Academy to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. (If you would like Austrain Academy to apply for a USI on your behalf you must authorise us to do so by ticking this box and signing below and declare that you have read the privacy information on this page and at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>)

Name of Student

Student Signature of Acceptance

Date

City / Town of Birth (Australia or overseas)

For information about how Austrain Academy collects, uses, discloses and stores your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Austrain Academy's Privacy Policy and Student Record Policy which can be found in our Handbook and at [www.austrainacademy.com.au](http://www.austrainacademy.com.au)

## 14. Identification – must match student details

### You will need to provide photo ID and proof of residency status

Please tick the documents provided (copies must be certified) and one document provided for each category:

#### Photo Identification

Driver or Rider Licence or permit issued by an Australian State or Territory or any foreign country  
 Australian or other passport  
 NSW photo card  
 Proof of age card issued by a public authority of the Commonwealth or of another State or Territory for the purpose of attesting to a person's identity and age  
 Keypass (over-18) identity card issued by Australia Post.

#### Residency Status

Australian Citizen:

- Green Medicare Card  
 Australian Birth Certificate  
 Australian Passport  
 Certificate of Australian Citizenship (Naturalisation Certificate)

New Zealand Citizen:

New Zealand Birth Certificate  
 New Zealand Passport  
 Green Medicare Card

Permanent Australian Resident:

Green Medicare Card  
 Certificate of Evidence of Resident Status  
 Visa Entitlement Verification Online

Humanitarian Visa Holder:

Relevant Visa Documentation  
 Immicard

- Other:

Document Provided \_\_\_\_\_

#### RTO USE ONLY – (Administration/Trainer Signature Required)

- Original Documents Sighted  
 Certified Copy Attached or uploaded to SMS

Signature \_\_\_\_\_

Full Name & Date \_\_\_\_\_

## 15. Declaration

- I declare that all information provided in this enrolment form is true and correct to the best of my knowledge.
- I understand that the provision of incorrect information and/or withholding relevant information relating to my academic records, employment records or citizenship status may result in the cancelling of training at any stage of the course.
- I understand that some programs have eligibility criteria and I have been informed of these.
- I understand if I complete a [Smart & Skilled](#) full qualification and enrol in another Smart and Skilled qualification (except an apprenticeship or traineeship), I will be charged the Standard Student-Subsequent Qualification fee for the subsequent qualification.
- I understand that that information supplied in this enrolment form will be used to determine eligibility for enrolment and any additional assistance required, for internal management processes and program evaluation; and for statistical, regulatory and research purposes. I declare the information I have provided is true, accurate, complete and not misleading.
- I authorise Austrain Academy to disclose information supplied in this document and information regarding my progress throughout the training to relevant State and Federal Government agencies and bodies or their successors (including but not limited to the Department of Education, Department of Industry, Training Services NSW, Australian Skills Quality Authority, NCVET, Apprenticeship Network Provider, Jobactive providers, Liquor and Gaming NSW, SafeWork NSW and NSW Food Authority) as required for reporting enrolment details and training milestones and outcomes.
- I authorise Austrain Academy to provide assessment results and information regarding my progress to my employer (if trainee or apprentice).
- I have been provided the [student handbook](#) including the Student Information, and understand the terms and conditions of my enrolment (including program specific requirements) and have been provided access to Austrain Academy [fee payment policies](#) including concession/exemption and refund policies and the privacy policy.
- I understand that if I have enrolled in a full qualification and do not have access to a workplace for training purposes, I will be required to attend additional training sessions and a minimum of two (2) shifts (on average) per month work placement.
- I have been provided with the details of the fee chargeable for my training/assessment, the Student Information and any extra costs for the program.
- I am aware of the requirements for RSA enrolment (where applicable) in regards to previous RSA training, online refresher and bridging course training through LGNSW.
- I declare a Notification of Enrolment process has not concurrently been completed for the same qualification and/or the same units of competency for the same or other qualification(s).

Additionally, I consent to any photographs, videos, testimonials and/or feedback provided by me or taken in association with my training and assessment to be used on Austrain Academy's website, marketing and advertising material and training materials whilst I am a current or former student.

I consent to Austrain Academy sending me marketing materials regarding further opportunities for training and assessment.

Name of Student \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**If under 18 years of age at the time of giving consent, then the consent of your guardian is required.**

Name of Guardian \_\_\_\_\_

Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

## 16. 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.

Personal information is required for enrolment into our programs to carry out the functions and services of our organisation, and to satisfy eligibility and reporting requirements. If you do not wish to complete some forms or sections of required documentation, please advise an Austrain Academy representative and they will inform you if that information is required for enrolment into a specific program.

### 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 the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact Austrain Academy using the contact details listed below. DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

### Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### For students enrolling in subsidised training under Smart and Skilled: Consent to use and disclosure of personal information

I understand and agree that, under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, Austrain Academy is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together Personal Information) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER).

CONTINUED

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by Austrain Academy for statistical, regulatory and research purposes. Austrain Academy may disclose my personal information for these purposes to third parties, including:

- School - 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;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (Department);
- NCVER;
- Organisations (including the Department) conducting student surveys; and
- Researchers

Personal Information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my Personal Information in accordance with the Privacy Act 1988(Cth), the 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)).

The department may disclose my Personal Information to other Australian Government agencies, including those located in States and Territories outside NSW.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone, email or post, during or after I have ceased subsidised training with Austrain Academy for the purposes of evaluating and assessing my subsidised training,

### Declaration and Consent for Section 16 - All students:

At any time, you may contact Austrain Academy to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

A copy of Austrain Academy's Privacy Policy policy is available free of charge from the Austrain Academy website, in our Student Handbook and through the student and employer portals in our Student Management System. You may also contact the Austrain Academy CEO:

P: 1300 20 40 20 E: [info@austrainacademy.com.au](mailto:info@austrainacademy.com.au)

A: PO Box 5177 Wollongong NSW 2520

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my Personal Information in accordance with Section 16 of this form.

Student Signature

Date

**If under 18 years of age at the time of giving consent, then the consent of your guardian is required.**

Name of Guardian (first, middle and last name)

Guardian Signature

Date



## 17. Employment Details (if applicable)

Employer Legal Name:

ABN:

Employee Job Title / Role:

Start date with Employer:

Time in current Industry: Years  Months

Legal Name / Third Party Name:

ABN:

Trading Name:

Type of Industry:

Number of Employees:

Business address

Postcode

Workplace Location (if different to business address)

Postcode

Main Employer / Third Party Contact

Business number

Mobile number

Email

## 18. Employer Declaration (for trainees and apprentices only)

- I have been provided with Austrain Academy's fee information and payment policies including concession/exemption/waiver and refund policies and will pay the Student Fee where required under the applicable Award.
- I understand and agree to the requirements of release from work for training and access to the participant for trainers/assessors.
- I have been made aware of the eligibility criteria for this program and agree to the employer responsibilities as outlined in the Trainee / Apprentice Agreement.

Name of Employer Representative

Employer Representative Signature

Date

## AUSTRAIN ADMINISTRATION USE ONLY

Type:

- Cash       Cheque  
 Account     Credit Card

Amount to Pay: \*\*

- Full Payment  
 UOC Progression  
 Payment Arrangement

Concession / Exemption Application Completed?

- Yes     No     N/A

Payers Details:

Name (Student, Employer or Other Third Party)

Signature

(Student, Employer Representative or Other Third Party Representative)

Credit Card Details:

- American Express  
 Mastercard  
 VISA

Cardholder Name:

Card Number:

Exp Date:

CCV:

Cardholder Signature:

Eligibility:

Smart and Skilled

- Eligible     Not Eligible

Reason:

- S & S Entitlement       S & S Trainee/Apprentice  
 S & S Part Qualification     FFS UOC/Short Course  
 FFS Full Qualification     FOC  
 Other

Quote (Valid for 7 days ONLY):

\$ \_\_\_\_\_ Date  /  /

Student Proceeding?

- Yes     No    If yes,

Notification Process Commenced?

- Yes     No

Commitment ID:

Expiry Date:

- Student provided copy of Notification of Enrolment

Planned Start Date

(For S&S- must be within 4 months of Enrolment)

Planned End Date

Unit commenced