

<b>PERSONAL DETAILS</b>	Surname _____	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms
	Given Name(s) _____	<input type="checkbox"/> Other: _____
	Date of Birth (DD/MM/YYYY) _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	If you would like to specify your gender as other you will need to contact the USI office for assistance.	
<b>PREVIOUS NAMES DETAILS</b> (if applicable)	<ul style="list-style-type: none"> <li>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 Contour College to apply for a USI on your behalf, <b>you must write your name, including any middle names, exactly as written in the identity document</b> you choose to use for this purpose.</li> </ul>	
<b>HOME ADDRESS</b>	Building/Property Name: _____	
	Flat/Unit Number: _____	Number & street name: _____
	Suburb, locality or town: _____	State/Territory: _____ Postcode: _____
<b>CONTACT DETAILS</b>	Home phone: _____ Mobile: _____ Work: _____	
	Email address: _____	
<b>POSTAL ADDRESS</b> Mark "as above" if same as home address	Post Office Box # _____	
	Suburb, locality or town: _____	State/Territory: _____ Postcode _____
<b>Employment Details</b> (if applicable)	Company Name: _____	Trading Name: _____
	Company address _____	
	Suburb, locality or town: _____	State/Territory: _____ Postcode: _____
<b>Employment Contact</b>	Contact Name: _____ Relationship: _____ Phone: _____	
	Email address: _____	
<b>Emergency Contact</b>	Name: _____ Contact Number: _____ Relationship: _____	
<b>Emergency Contact</b>	Name: _____ Contact Number: _____ Relationship: _____	
<b>Tax File Number (TFN)</b>	_____	
<b>MEDICAL CONDITIONS</b> or <b>DISABILITY</b>	Do you have a disability, impairment or long term medical condition which may affect your study? <input type="checkbox"/> Yes (Please indicate below) <input type="checkbox"/> No <input type="checkbox"/> Hearing <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other _____ <input type="checkbox"/> Evidence must be provided _____	
<b>LANGUAGE, CITIZENSHIP AND CULTURAL DIVERSITY INFORMATION</b> (tick appropriate box)		
<b>Are you Aboriginal or Torres Strait Island origin?</b> If your course is Indigenous-specific or is subsidised a Registered 'Letter of Confirmation' from your Indigenous Community is to be provided <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Torres Strait Islander and Aboriginal <input type="checkbox"/> Australian citizen <input type="checkbox"/> New Zealand Special Category Visa (copy to be provided and eligibility requirements will be investigated) <input type="checkbox"/> Holder of Permanent Humanitarian Visa (copy to be provided)		
<b>City of Birth</b> (e.g. Sydney, Newcastle, Melbourne etc) _____ <b>In which Country were you born (if other than Australia)?</b> _____ <b>Year of arrival in Australia</b> _____		

LEARNER SIGNATURE

PARENT/GUARDIAN

SIGNATURE (if applicable)

CONTOUR COLLEGE

AUTHORISED SIGNATURE

Nationality: \_\_\_\_\_

Do you speak a language other than English at home?  No  Yes (please specify) \_\_\_\_\_

Is English your first language?  Yes  No (please specify) \_\_\_\_\_

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

**COURSE DETAILS**

Qualification Code \_\_\_\_\_ Qualification Title \_\_\_\_\_

Proposed Commencing date: \_\_\_\_\_ Campus: \_\_\_\_\_

Propose Mode of Attendance  Classroom Based  Distance Education  Mixed Mode

Reason For Course:  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 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 reasons

**SCHOOLING, EDUCATION & EMPLOYMENT DETAILS**

Are you still enrolled in secondary or senior secondary education?  No  Yes

What is your highest COMPLETED school level? \_\_\_\_\_ Year completed \_\_\_\_\_

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent  12 Year 9 or equivalent  09

Year 11 or equivalent  11 Year 8 or below  08

Year 10 or equivalent  10

Have you SUCCESSFULLY completed any of the qualifications listed below?  No  Yes, while still at school  
 Yes, after leaving school (post school qualification)

If 'Yes' Please indicate the highest level obtained below:

- Traineeship  Cert I  Cert II  Cert III (or trade certificate)  Cert IV
- Diploma (or Associate Diploma)  Advanced Diploma  Higher Education Course
- Other: Please specify \_\_\_\_\_

What is your current employment status: Are you employed?  Yes If 'Yes' list occupation \_\_\_\_\_

- F/T employee  P/T employee  Self Employed- not employing others  Self-employed- Employing others
- Unemployed – Seeking full time work  Unemployed – Seeking part time work  Not Employed – Not seeking work

- No If 'No' tick one of the following -  Unemployed – Date \_\_\_\_/\_\_\_\_/\_\_\_\_ seeking F/T work
- Unemployed - Date \_\_\_\_/\_\_\_\_/\_\_\_\_ seeking P/T work
- Unemployed – Date \_\_\_\_/\_\_\_\_/\_\_\_\_ not seeking work

I understand I may need basic computer skills for this course: I have the following computer skills:-

- None  Basic  Intermediate  Advanced

**CREDIT TRANSFER or RECOGNITION OF PRIOR LEARNING**

Will you be requesting: Credit Transfer  Yes  No Recognition of Prior Learning  Yes  No  
I am able to provide copies of my certificates  Yes  No

If Yes: I \_\_\_\_\_ give consent for Contour College to contact the previous RTO to authenticate the provided past transcripts.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LEARNER SIGNATURE

PARENT/GUARDIAN SIGNATURE (if applicable)

CONTOUR COLLEGE AUTHORISED SIGNATURE

**POLICIES & PROCEDURES and CONSUMER PROTECTION INFORMATION**

Contour College's Policies and Procedures must be read, understood and accepted at time of enrolment. These may be found in the Learner Handbook and online at <http://www.contourcollege.com.au/info/our-policies/>. In particular, I accept that for safety reasons I am required to remove all jewellery prior to entering the College classes and that mobile phones are not permitted in the classroom at any time.

Contour College ensures learners and potential learners (consumers) are protected and well informed of their rights by providing a clear avenue for complaints through the Grievance and Appeals Policy and Procedures available online at [www.contourcollege.com.au](http://www.contourcollege.com.au) and in the Learner Handbook. In the event the complainant is not satisfied with the outcome of our procedures, they will be directed to the Department's Customer Support Centre on 1300 770 104 or with a State Training Regional Office representative. [sts.aac@det.nsw.edu.au](mailto:sts.aac@det.nsw.edu.au), Locked bag 5009 Strawberry Hills NSW 2012

I have access to Contour College Policies, Procedures and Learner Handbook available online at <http://www.contourcollege.com.au/info/our-policies/> understand that my acceptance of this enrolment is conditional to reading, acknowledging and accepting the terms and conditions therein.

**IDENTIFICATION CHECK (tick appropriate box)** Originals to be presented and at least **one** form of ID must have a photo

**Group A** (Please provide **two** of the following to be copied for learner file).

- Current Drivers license issued by an Australian State or Territory
- Medicare card
- Identification Card with photo

**Group B** (Please provide **one** of the following to be copied for learner file) Note:

- Birth Certificate
- Current Australian Passport
- Marriage or Change of Name Certificate (if different to name shown on other ID documents)
- Citizenship certificate
- Holders of a Permanent Humanitarian Visa MUST provide evidence
- Birth card issued by the New South Wales Registry of Births, Deaths and Marriages
- Australian electoral roll card

Copy of documents above are attached and signed by participant and witnessed by RTO representative:  Yes  No

**OFFICE USE ONLY**

Staff member has copied Photo Identification in **colour**, certificates in **black and white**, the copies taken are clear and has been sighted for the student file:

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**UNIQUE STUDENT IDENTIFIER (USI) Number**

From 1 January 2015, we Contour College 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 <http://www.usi.gov.au/create-your-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.

Do you have a current Unique Student Identifier (USI) Number  Yes (please provide this) \_\_\_\_\_  
 No

**IF YES and you are unable to provide your USI to Contour College do you give permission for Contour College to search for your USI on your behalf?**  Yes  No

**IF NO:** you can choose to go online to Register at [www.usi.gov.au](http://www.usi.gov.au); or

Alternatively please complete the attached Consent Form, giving permission to Contour College to obtain your Unique Student Identifier on your behalf

- I have completed the provided Consent Form and understand that this gives consent for Contour College to use and disclose personal information to the Department of Education and Communities and other government agencies.
- I have received and understand the Contour College USI privacy notice and consent form.

**LANGUAGE, LITERACY AND NUMERACY**

Contour College is committed to providing training and assessment services that are unbiased and supportive to all who participate. Contour College will not tolerate any racial vilification, disability and / or language, literacy and numeracy discrimination. All courses at Contour College are delivered in English. It is essential that the learner has language, literacy and numeracy skills sufficient to approach training and assessment at the level of competency reflected in the Australian Qualification Framework (AQF) and detailed in the Training Package from which their course of study is drawn. Language, literacy and numeracy skills cannot be taken as "demonstrated" just because the learner participates in work or completes an application form.

Language, literacy and numeracy skills may underpin many tasks but will not necessarily reflect a learner's ability. Therefore it is essential that where possible, a pre-course LL&N assessment task will be undertaken by the candidate to ensure they are able to undertake the necessary skills and knowledge required to complete their course of study successfully.

Difficulties with language, literacy and numeracy that prevent successful completion of the course may be identified at different stages:

1. At enrolment through checking of applicant language, literacy and numeracy skills
2. At enrolment through learner self-identification - learners enrolling in the course are requested to specify if they need assistance with language, literacy and numeracy.
3. During the course through identification of need by the learner, the trainer or the assessor.

In the event, a learner has been identified with some learning difficulty, the Training Coordinator should be alerted and a judgement made as to whether the College is capable of assisting the learner, or further external support is required.

In instances where the degree of language, literacy and numeracy difficulty is beyond the scope of the course, they will be referred to an outside organisation that is able to provide specific training in language, literacy and / or numeracy. In this instance, any fees for language, literacy and / or numeracy training will be required to be paid by the learner directly to the organisation providing the training.

LEARNER SIGNATURE

PARENT/GUARDIAN

SIGNATURE (if applicable)

CONTOUR COLLEGE

AUTHORISED SIGNATURE

## PRIVACY STATEMENT & STUDENT DECLARATION

**Privacy Notice:** Under the Data Provision Requirements 2012, Contour College 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 and your training activity data) may be used or disclosed by Contour College for statistical, regulatory and research purposes. Contour College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and state or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researches.

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

- Issuing statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 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)).

### Student Declaration and Consent

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 the Privacy Notice above.

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

Parent/Guardian Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Parent/guardian consent is required for all students under the age of 18.

## PRIVACY DECLARATION

Contour College and/or its authorised representative is collecting the information in this form for the purposes of assessing learner eligibility for the Higher Education Loan Program (HELP) under the Higher Education Support Act 2003 and for allocating a Commonwealth Higher Education Student Support Number (CHESSN) and a Unique Student Identifier number.

Contour learners' personal information will be collected by lawful means which is necessary for the purposes of enrolment and Contour College operations. Contour College is committed to ensuring the confidentiality and security of the information provided. This Privacy Declaration is issued in accordance with

- The Higher Education support Act 2003 (HESA)
- Privacy Act (1988)

Personal information will be used by Contour College and its authorised representatives for general learner administration and Vocational Education and Training (VET) administration and regulation, as well as for planning, reporting, communication, research, evaluation, financial administration (including debt recovery), auditing and marketing purposes. Only authorised managers and other authorised persons have access to this information.

Contour College is required to provide the Australian Government through the VET Student loan scheme, with student and training activity data which may include information provided in this enrolment form. Information is required to be provided in accordance with VET guidelines (which are available at <https://www.legislation.gov.au/Details/C2017C00003>)

**AUTHORITY TO VIEW DOCUMENTS – Disclosure of information to relevant Government Departments**

In accordance with the Privacy Act 1988 there will be times when Contour College WILL need to discuss your situation with others. This could be with your trainer or relevant Government Departments. As part of our due diligence there will also be a need to examine workplace samples to help assess your work against training program requirements.

Please be assured that any discussions held with these representatives will be for the purposes of your assessment and study development only.

During the process we do not plan to discuss your evidence or work practices with other participants unless we have your written permission to do so.

You are required to give permission in writing for any of these discussions or viewing of evidences to occur and for samples of evidence and participant file information to be shared with Contour College, the Registered Training Organisation responsible for your training contract.

If you are under the age of 18 years, personal information, attendance details, progress and results will be disclosed to your parent(s)/guardian(s).

By completing and signing this form, you are hereby giving consent to Contour College to:

- Add your details to our database(s).
- Use your details for statistical and research purposes in a manner that will not reasonably identify the individual concerned.
- Give relevant industry bodies access to your personal information as required for accreditation purposes.
- Discuss your training with relevant external bodies as required.

I understand that I have:

- Access to my personal information by appointment, if required.
- Responsibility to amend, correct or update my personal information, if/when this occurs.

I confirm that:

- The information I have provided Contour College is accurate, up-to-date, complete, relevant and not misleading.

LEARNER SIGNATURE

PARENT/GUARDIAN  
SIGNATURE (if applicable)

CONTOUR COLLEGE  
AUTHORISED SIGNATURE

I \_\_\_\_\_ (learner name), give permission for Contour College authorised representative to discuss my training program development and evidences with the trainer or relevant Government Departments.

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### STATEMENT OF UNDERSTANDING

I, \_\_\_\_\_ (learner name) consent to the information provided to Contour College to be utilised for research, statistical analysis, program evaluation, post completion surveys and internal management purposes. This information is kept by Contour College and will be supplied to the relevant Government departments on request.

During my enrolment process Contour College has discussed with me college course options and provided me with relevant advice on how my chosen course will meet my needs.

Learner's signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### PHOTOGRAPHY DISCLAIMER:

By completing and signing this form, I am hereby giving consent/permission to Contour College to use any photographs taken for the purpose of marketing or promotional activities in either the written form or on-line.

I give consent/permission to the photography disclaimer  I do not give permission to the photography disclaimer *(please speak to staff)*

#### OVERALL ACKNOWLEDGMENT

Contour Systems Pty Ltd trading as Contour College agrees to provide the learner with the staff, facilities, equipment, training and assessment resources which are consistent with the requirements of the Training Packages or vocational courses within our Scope of Registration.

I, \_\_\_\_\_ (learner name) have had explained verbally, understand and acknowledge acceptance of all information outlined in this enrolment form.

- I have had access to all pre-enrolment information, including fees, charges, refunds and Grievance Policies and Procedures as outlined in the Learner Handbook and am aware of all parties' responsibilities.
- I declare that all information I have provided within this document is true and correct. I will advise of any potential changes to details immediately if/when they occur.
- All signatures have been without duress and with full understanding of all content contained within.
- I understand that Contour College may refuse, vary, reverse or terminate my enrolment on the basis of untrue, misleading or incomplete information or non-abidance to college rules.
- I agree to abide by Contour College rules & regulations and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules and duties.
- I declare that I have viewed a copy of Contour College Schedule of VET tuition fee and understand the costs associated with, and the duration of my course/s.
- I understand that it is my responsibility to ensure that my workload and choice of study complies with Youth Allowance/Austudy/Abstudy, (if I am applying for any of these payments).

Please print name: \_\_\_\_\_

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### WITHDRAWAL OF TRAINING

I, \_\_\_\_\_ understand I may withdraw from my unit of study at any time by notification in writing by requesting a "Withdrawal Form from the College". However, learner fees are assessed on an individual bases and may be non-refundable as outlined in College Refund Procedures.

Learner signature: \_\_\_\_\_

Date: \_\_\_\_\_

Learner Status Code:  Fee-for Service  Smart and Skilled  VET Student Loan  Apprenticeship/Traineeship  
*Please complete relevant application form*

#### FEE FOR SERVICE (If applicable)

Full payment upfront \$ \_\_\_\_\_  Payment Plan (by pre-arrangement & agreement only)

LEARNER SIGNATURE

PARENT/GUARDIAN

SIGNATURE (if applicable)

CONTOUR COLLEGE

AUTHORISED SIGNATURE