Domestic Student Enrolment Form

COURSE DETAILS (Tick applicable course(s))	
☐ CPC50220 Diploma of Building And Construction (Building) (CRICOS Course Code: 119822G) ☐ RII50520 Diploma of Civil Construction Design (CRICOS Course Code: 119823F) ☐ RII60520 Advanced Diploma of Civil Construction Design (CRICOS Course Code: 107777F) ☐ BSB80120 Graduate Diploma of Management (Learning) (CRICOS Course Code: 112233G) ☐ MF30322 Certificate III In Cabinet Making And Timber Technology (CRICOS Course Code:112947F) ☐ CPC30620 Certificate III In Painting And Decorating (CRICOS Course Code: 119821H)	Indicative Intake Date:

Do you want to apply for Recognition of Prior Learning (RPL)	☐ Yes	☐ No
Do you want to apply for Credit Transfer (CT)	☐ Yes	☐ No

PARTICIPANT DETAILS *(As shown on Identification supplied)*				
Title:	☐ Mr	☐ Mrs	☐ Miss	☐ Dr
First Names:			Middle Name:	
Surname:			DOB:	
Gender:	☐ Male	☐Female	☐Unspecified	
Address:				
Suburb:		State		Postcode:
Email:			Contact No:	
Emergency contact name:		Relationship:		Emergency Contact No:

RESIDENCY OR VISA DETAILS		
Citizenship Type:	□ Australia Citizen	□ Permanent Resident
	□ New Zealand Resident	□ Other, Visa Type:

CULTURAL BACKGROUND			
Do you identify as:			
□ Aboriginal	□ Torres Strait Islander (TSI)	□ Both Aboriginal and TSI	□ Neither
Country of birth:		City of birth:	

INDIVIDUAL NEEDS			
Do you speak a language OTHER THAN English at home:	☐ Yes	☐ No	
If YES, which language do you usually speak?			
How well do you speak English?	☐Very Well	☐Well	☐Not Very Well
Do you require assistance with Reading, Writing or Math?	☐ Yes	☐ No	
Do you consider yourself to have a disability, impairment or a long term health condition:	☐ Yes	☐ No	
If Yes, please indicate the areas of disability, impairment or long-term health conditions:			
☐ Hearing/Deaf	☐ Physical	☐ Intellectual	☐ Vision

☐ Acquired Brain Impairment	☐ Mental illness	☐ Learning	☐ Medical Condition
Other:			
Do you require any special learning support:		☐ Yes	☐ No
Please supply further information regarding the support needed:			
Do you require any additional support in order to successfully complete your chosen course?		☐ Yes	☐ No

EMPLOYMENT			
□ Full-time employee	□ Part-time employee	□ Self-employed -not employing others	□ Self-employed - employing others
□ Employed – unpaid worker in a family business	□ Unemployed – seeking full-time work	□ Unemployed – seeking part-time work	□ Not employed- not seeking employment

EDUCATION			
Highest completed school level:	☐ Year 12 or equivalent	☐ Year 11 or equivalent	☐ Year 10 or equivalent
	☐ Year 9 or equivalent	☐ Year 8 or below	☐ Never attended
Year completed school:			
Are you currently enrolled in any studies:		☐ Yes	☐ No
If yes, please specify:			

Have you ever successfully completed any following qualifications in Australia?

Type	Name of Qualification	Type	Name of Qualification
☐ Certificate I		☐ Diploma	
☐ Certificate II		☐ A Diploma	
☐ Certificate III		☐ Bachelor's degree or Higher Degree Level	
☐ Certificate IV		☐ Overseas qualification	

Pre training Assessment:

Which BEST describes your main reason for undertaking this course? (Tick ONE box only.)

☐ To get a job	☐To develop my existing business	☐ To start my own business	☐To get into another course of study
☐ To try for a different career	☐ To get a better job or a promotion	☐ It was a requirement of my job	☐ Other reasons
☐ I wanted extra skills for my job	☐ For personal interest or self-development	☐To get skills for community/voluntary work	

Have you ever or are you currently working in the industry for which you are seeking training for?		
☐ Yes	☐ No	If Yes, please outline what role you had, when you worked in the industry and how long for:

What do you hope to gain from enrolling in this course/s? (Relevant to interests, capabilities, aspirations and job outcomes)
Please describe your career goals including any jobs you would like to have in the future.
Have you had any experience in any area related to the course/s you would like to enroll in?
Do you have regular access to a computer and Internet and are you familiar with how to use it?
☐ Yes ☐ No If No, discuss solutions and strategies for accessing online content when needed and document here.

Would you like Pinnacle Institute to contact you to further discuss your enrolment?		
☐ Yes, via phone	☐ Yes, via email	☐ No

UNIQUE STUDENT IDENTIFIER (USI)
USI Number:
From 1 January 2015, Pinnacle Institute is 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.
☐ I have a USI & give permission for Pinnacle Institute to search this number on my behalf
☐ I do not have a USI but give permission for the RTO to make an application for one on my behalf either through the RTO or Student Portal, using one of the identification items supplied.

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. We will be unable to enrol you into your selected course should you not provide the requested information.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, asneeded, 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 DataCollection 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 therelevant 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.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO 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.

Contact information

At any time, you may contact Pinnacle Institute 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

I give permission for Pinnacle Institute to record evidence of my participation and assessment, in written, verbal, photographic (including video) formats. I also give permission for Pinnacle Institute to use any recorded evidence for future promotional, commercial, and educational purposes. agree that Pinnacle Institute may use the email address supplied by the student as a point of contact for any information it deems necessary. I understand Pinnacle Institute is prevented from issuing a nationally recognised VET qualification or statement of attainment upon successful completion, if I have not provided a valid Unique Student Identifier (USI).

STUDENT DECLARATION AND CONSENT

I_____agree to undertake training with:

During this program, I understand and acknowledge that:

- My rights and obligations, as defined in the Student Handbook.
- I will adhere to Pinnacle Institute code of conduct as outlined in the Student handbook.
- My obligation at all the times to conduct myself safely and in adherence to all relevant legislation.
- I will actively attempt all training and assessment tasks with serious effort.
- That I will comply with all safe and lawful requests, I will arrive on time and will return on time fromall breaks.
- That I will not bully, abuse, vilify or fail to treat all people participating, associated with, or in thevicinity of training venues with the utmost respect and courtesy.

Pinnacle Institute rights and obligations include:

- Provision of quality assessment services in a competent manner through the provision of qualityresources and staff.
- Assessment be performed by qualified assessors with the required knowledge and currency in theneeds of industry.
- Guaranteeing to provide assessment services to customers who have met their obligations aboutcompletion of enrolment details, and financial payments.
- Guaranteeing that if Pinnacle Institute cannot deliver a course, a full refund of all monies paid toPinnacle Institute will be refunded to the purchaser.
- Committing that training will not be offered to participants who fail to wear PPE or fail to pay for thecourse.
- Choosing to terminate a customer's training if they fail to uphold these standards.

I acknowledge that I have read the above and declare that the information I have provided to the best ofmy knowledge is true and correct and that I have read and accepted the terms and conditions of the feesand refund policy as described in the Student Handbook. I am aware that Pinnacle Institute may use the email address I have supplied as a point of contact for any information it deems necessary.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above and authorise Pinnacle Institute to share information about my training progress and completion with my employer or service provider, this may include a copy of my certification being sent to my employer.

Student Name:		**Date:**	
Student Signature:			

INSTRUCTIONS

Step 1: Complete the enrolment details on Pages 1 to 5

Step 2: Attach the following documents:

- Certified copy of passport title page, or 100 points ID as below:
  Driver's License, Photo ID, Medicare, Bank statement
- Copy of Visa Grant Notification Letter or evidence of Australian permanent residency/ Australian citizenship or New Zealand citizenship
- Copy of your last completed academic qualification from your home country and/or Australia, if relevant
- Pre-Course Questionnaire (if applicable)

Step 3: Submit enrolment form, with the above documents to Pinnacle Institute:

- in person at office (6/34 Old Cleveland Rd, Stones Corner QLD 4120)
- by email to: admin@pin.edu.au
- by mail to: PO BOX 3365, Sunnybank South Qld 4109

Step 4: If application is successful, Letter of Offer and required payment details will be sent. Letter of Offer must be signed and return with proof of payment.

Step 5: After receiving payment and signed Letter of Offer, a Verification of Enrolment (VOE) will be issued. If other conditions have been noted on letter of offer, requirements must be met the conditions before an VOE can be issued.

Step 6: Welcome Email will be sent with outlining the details of Orientation.

We look forward to welcoming you at Orientation