

DOMESTIC STUDENT ENROLMENT FORM

COURSE DETAILS (Tick applicable course(s))

- CPP20218 Certificate II in Security Operations
- HLTAID009 Provide cardiopulmonary resuscitation
- HLTAID011 Provide First Aid
- HLTAID014 Provide Advanced First Aid
- RII60520 Advanced Diploma of Civil Construction Design
- Other:

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:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Dr
First Names:			Middle Name:	
Surname:			DOB:	
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unspecified	
Address:				
Suburb:		State:		Postcode:
Email:			Contact No:	
Emergency contact name:		Relationship:		Emergency Contact No:

RESIDENCY OR VISA DETAILS

Citizenship Type:	<input type="checkbox"/> Australia Citizen	<input type="checkbox"/> Permanent Resident
	<input type="checkbox"/> New Zealand Resident	<input type="checkbox"/> Other, Visa Type:

CULTURAL BACKGROUND

Do you identify as:

<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander (TSI)	<input type="checkbox"/> Both Aboriginal and TSI	<input type="checkbox"/> Neither
Country of birth:		City of birth:	

INDIVIDUAL NEEDS

Do you speak a language OTHER THAN English at home:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If YES, which language do you usually speak?		
How well do you speak English?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well <input type="checkbox"/> Not Very Well
Do you require assistance with Reading, Writing or Math?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you consider yourself to have a disability, impairment or a long term health condition:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If Yes, please indicate the areas of disability, impairment or long-term health conditions:			
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Vision
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Mental illness	<input type="checkbox"/> Learning	<input type="checkbox"/> Medical Condition
Other:			
Do you require any special learning support:		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please supply further information regarding the support needed:			
Do you require any additional support in order to successfully complete your chosen course?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
EMPLOYMENT			
<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed -not employing others	<input type="checkbox"/> Self-employed - employing others
<input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work	<input type="checkbox"/> Unemployed – seeking part-time work	<input type="checkbox"/> Not employed- not seeking employment
EDUCATION			
Highest completed school level:	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never attended
Year completed school:			
Are you currently enrolled in any studies:	<input type="checkbox"/> Yes		<input type="checkbox"/> No
If Yes, please specify:			
Have you ever successfully completed any following qualifications in Australia?			
Type	Name of Qualification	Type	Name of Qualification
<input type="checkbox"/> Certificate I		<input type="checkbox"/> Diploma	
<input type="checkbox"/> Certificate II		<input type="checkbox"/> A Diploma	
<input type="checkbox"/> Certificate III		<input type="checkbox"/> Bachelor’s degree	
<input type="checkbox"/> Certificate IV		<input type="checkbox"/> Overseas qualification	

STUDY REASONS

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

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

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, 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 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 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.

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. I 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 from all breaks.
- That I will not bully, abuse, vilify or fail to treat all people participating, associated with, or in the vicinity 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 quality resources and staff.
- Assessment be performed by qualified assessors with the required knowledge and currency in the needs of industry.
- Guaranteeing to provide assessment services to customers who have met their obligations about completion of enrolment details, and financial payments.
- Guaranteeing that if Pinnacle Institute cannot deliver a course, a full refund of all monies paid to Pinnacle 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 the course.
- 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 of my knowledge is true and correct and that I have read and accepted the terms and conditions of the fees and 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: