

222A Henley Beach Road
Torrensville 5031
P I 8290 2200

ENROLMENT FORM



Please fill out every section on this enrolment form to enable us to complete our compliance requirements and issue your Statement of Attainment or Certificate.

PERSONAL DETAILS: Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Complete Hospitality Training Skills to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document (eg Licence) you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

Title (Mr. Mrs. etc.)	
First Name	
Middle Name	
Last Name	
Date of Birth	

Street Address	
Suburb and Postcode	
Home Phone	
Mobile Phone	
Email Address	
Emergency Contact (name)	
Emergency Contact (Phone)	

Please enter the course you are undertaking

COURSE DETAILS: _____

LANGUAGE AND CULTURAL DIVERSITY

Country and City of Birth (Example: Australia, Adelaide)		
Do you speak English only	Other Language	
Aboriginal	Torres Strait islander	Both

SCHOOLING

Are you enrolled in school?
What is your highest COMPLETED school level?

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PREVIOUS QUALIFICATIONS ACHIEVED

Have you **SUCCESSFULLY** completed a qualification?

What was it? Diploma etc.

DISABILITY

Do you consider you have a disability, impairment or long term condition?

STUDY REASON

What best describes your main reason to undertaking this RSA course?

To get a job

To get a promotion

Extra skills

Personal development

Other

UNIQUE STUDENT IDENTIFIER (USI)

If you **DO NOT** have a USI speak to the RTO Administration Officer

Unique Student Identifier (USI) - if you have one

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From 1 January 2015, we Complete Hospitality Training Skills 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 NCVER. 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. **Enter your Unique Student Identifier (USI) if you already have one.**

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PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Complete Hospitality Training Skills 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) may be used or disclosed by Complete Hospitality Training Skills for statistical, regulatory and research purposes. Complete Hospitality Training Skills may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey, which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration and Consent

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I (name)
declare that all the information provided on this enrolment form to the best of my knowledge is true, correct and complete at the time of my enrolment. I accept the terms and conditions of my enrolment with Complete Hospitality Training Skills.

Office Use Only

This section is only to be completed by CHTS

Stela No. _____

Parchment No. _____

Unique Student Identifier (USI) date entered into

Student Data Base

USI Verified