National Civil Train Student Enrolment Form

Personal details

1.   Enter your full name *

Family name (surname) _____

Given names _____

<mark>*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.</mark>

2.   Enter your birth date

Day/month/year | | | |

3.   Gender (Tick ONE box only)

Male	☐
Female	☐
Other	☐

4.   Enter your contact details

Work phone_____

Mobile_____   Email address_____

5.   What is the address of your usual residence?

Street or lot number (e.g. 205 or Lot 118) _____

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

Language and Cultural Diversity

Do you have level 3 (Year 9) Numeracy Language and Numeracy skills?
If not please complete our LLN Questionniare and we can assist you in the completion of your training. Please go to http://www.nationalciviltrain.com/client-information/ and select *NCT LLN Questionnaire.*

| Yes | ☐ |
| No | ☐ |

6.   In which country were you born?

| Australia | ☐ 1101 |
| Other – please specify | |

7.   Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	☐
Yes, other – please specify	

8.   Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	☐
Yes, Aboriginal	☐
Yes, Torres Strait Islander	☐

Disability

9. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	☐ Y
No	☐ N **No – Go to question 11**

10. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	☐ 11
Physical	☐ 12
Intellectual	☐ 13
Learning	☐ 14
Mental illness	☐ 15
Acquired brain impairment	☐ 16
Vision	☐ 17
Medical condition	☐ 18
Other	☐ 19

Schooling

11. What is your highest COMPLETED school level? (Tick ONE box only)

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 11 or equivalent	☐ 11
Year 10 or equivalent	☐ 10
Year 9 or equivalent	☐ 09
Year 8 or below	☐ 08
Never attended school	☐ 02

Never completed any primary or secondary level education – go to question 13

12. Are you still enrolled in secondary or senior secondary education?

Yes	☐ Y
No	☐ N

Previous qualifications achieved

13. Have you SUCCESSFULLY completed any of the qualifications listed in question 14?

Yes	☐ Y
No	☐ N

No – go to question 15

14. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	☐ 008
Advanced diploma or associate degree	☐ 410
Diploma (or associate diploma)	☐ 420
Certificate IV (or advanced certificate/technician)	☐ 511
Certificate III (or trade certificate)	☐ 514
Certificate II	☐ 521
Certificate I	☐ 524
Other education (including certificates or overseas qualifications not listed above)	☐ 990

Employment

Study reason

15. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	☐ 01
To develop my existing business	☐ 02
To start my own business	☐ 03
To try for a different career	☐ 04
To get a better job or promotion	☐ 05
It was a requirement of my job	☐ 06
I wanted extra skills for my job	☐ 07
To get into another course of study	☐ 08
For personal interest or self-development	☐ 12
Other reasons	☐ 11

18. USI Number

16. Unit of Enrolment – Tick which unit/s are required

	UETTDRRF01	Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus	
	UETDRRF007	Provide first aid in an ESI environment	
	HLTAID009	Provide cardiopulmonary resuscitation	
	UETTDRRF09	Apply access procedures to work on or near electrical network infrastructure (Receive Access Permit)	
	RIIWHS205E	Control Traffic with a stop/slow bat	
	RIIWHS302E	Implement Traffic management plan	
	VESI	Safe Approach Distances	
	VESI	VESI Safety Framework	
	VESI	VESI Environmental Framework	
	VESI	Manual Handling	
	VESI	Enter Enclosures	
	VESI	VEDN Module 1 - UG Electrical Infastructure	
	VESI	VEDN Module 4 – Worksite Auditor	

17. RPL – Recognition of Prior Learning / Current Competency

In reference to the units above, if you have current qualifications you may be able to apply for RPL. Please see www.nationalciviltrain.com/client-information and select "**RPL Procedures**" and "**RPL Application Form**"

NCT Student Data - Privacy Notice

Under the _Data Provision Requirements 2012_, National Civil Train 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 National Civil Train for statistical, regulatory and research purposes. National Civil Train may disclose your personal information for these purposes to third parties, including:

- 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
- 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.

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).

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 SIGNATURE [or electronic acknowledgement]

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DATE …………………………………