



ENROLMENT FORM

The information requested below ensures consistent and accurate reporting of student information in line with the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS). Please complete all fields using BLOCK lettering.

Personal Details			
Title	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other		
First Name			
Middle Name			
Last Name			
Gender	☐ Male ☐ Female ☐ Other		
Date of Birth	[DD/MM/YYYY]		
Contact Details			
Email Address			
Mobile Phone			
Home Phone			
Work Phone			
Emergency Contact			
Full Name			
Mobile Phone			
Relationship			
Residential Address			
Street Address			
Suburb & State		Postcode	
Postal Address			
Same as Residential	☐ Yes ☐ No		
Street Address			
Suburb & State		Postcode	
Language and Cultural Diversity			
Country of Birth		City/Town of Birth	
Australian Citizen	☐ Yes ☐ No	Permanent Resident	☐ Yes ☐ No
Provide Visa Details			
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Aboriginal ☐ Torres Strait Islander ☐ Both		
Do you speak a language other than English?	☐ No ☐ Yes, please specify:		
How well do you speak English?	☐ Very Well ☐ Well ☐ Not Well ☐ Not at All		



Disability

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

☐ Yes ☐ No

☐ Hearing/Deaf

☐ Physical

☐ Intellectual

☐ Learning

☐ Mental Illness

☐ Vision

☐ Acquired Brain
Impairment

☐ Medical Condition

☐ Other (Specify)

Qualification

Course Code and Title

Course Category

☐ Fee For Service (FFS)

☐ Government Funded, If yes

☐ Concession

☐ Non-concession

☐ Traineeship

☐ Participation-Work Readiness (PWR)

☐ Priority Industry Training (PIT)

Intake Date

[DD/MM/YYYY]

Employment

Company Name

Position

☐ Full time

☐ Part time or Casual (> 20 hours per week)

☐ Part time or Casual (<20 hours per week)

☐ Employed – unpaid worker in a family business

☐ Unemployed – not seeking employment

☐ Unemployed – seeking full-time work

☐ Self-employed (Not employing other)

☐ Unemployed – seeking part-time work

☐ Employer

Reason for study / Enrolment (Tick one box only)

☐ Get a job

☐ Develop my existing business

☐ Start my own business

☐ Get a better job or promotion

☐ Requirement of my job

☐ Wanted extra skills for my job

☐ Get into another course of study

☐ Personal interest / Self-development

☐ Other reasons

Educational Background

Highest completed school level

☐ Year 8

☐ Year 9

☐ Year 10

☐ Year 11

☐ Year 12

☐ Did not go to school

Year you completed school

Have you completed any of the below qualifications?

☐ Yes

☐ No

☐ Bachelor's degree or higher degree

☐ Certificate IV

☐ Certificate II

☐ Advanced Diploma or Associate degree

☐ Certificate III or Trade Certificate

☐ Certificate I

☐ Diploma or Associated Diploma

☐ Certificates other than those listed

Provide Details:



Unique Student Identifier (USI)

You must have a Unique Student Identifier (USI) if you are a student undertaking nationally recognise training.

Do you have a USI Number? ☐ Yes ☐ No, you can create your USI – www.usi.gov.au **Or**

☐ I hereby authorise Australian Institute of Career Education (AICE) to create a USI on my behalf.

--	--	--	--	--	--	--	--	--	--

Student Declaration

I have received and understood relevant course information and policies and details within the Student Handbook (Available at <https://www.alice.edu.au>). I agree to abide by Australian Institute of Career Education (AICE) and acknowledge that facilities made available for my learning will be used only in accordance with the Institute's policies.

I have read the Privacy Notice provided with this enrolment form. I understand how my personal information and sensitive data will be collected, stored, and used. I hereby consent to the collection and use of my information as outlined in the statement, including the disclosure of my data to relevant Australian government agencies for mandatory reporting purposes (AVETMISS).

Do you give permission for classroom photographs to be uploaded to social media or other marketing? ☐ Yes ☐ No

Student Signature	Parent / Legal Guardian Signature (Only applicable for students under 18 years of age)
Print Name	Print Name
Date	Date

Office Use Only	Yes	No	Comment
Is learner support indicated?	☐	☐	
Received all proof of IDs and Visa details	☐	☐	
USI Verification	☐	☐	
Payment confirmation?	☐	☐	
Details have been entered to aXcelerate	☐	☐	
Staff Name	Date	Signature	

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.

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 Data Collection 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 NCVER and other bodies handle your personal information

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.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.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 AICE 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