

Smart and Skilled Policy and Procedure - Notification of Enrolment



Alpha Beta College
Australia

RTO # 45195

Policy

As an approved provider for Smart and Skilled training delivery, Alpha Beta College Australia is required to comply with the Notification of Enrolment Process as specified in Section 6 of the Smart and Skilled Operating Guidelines 2020-2021

https://www.training.nsw.gov.au/smartandskilled/contract_policy_2021.html .

Procedure

The following procedures need to be followed when enrolling students in Smart and Skilled training programs:

1. Check the eligibility of prospective learners.
 - General eligibility criteria are included in the table below. Further details including eligibility for Aboriginal, Disabled and Unemployed people are available in Schedule 2 in the Smart and Skilled Contract.

Students and Providers will fill in the **Proof of Eligibility Checklist** on enrolment. This is available on pages 6-9 below.

For a student to be eligible for a Smart and Skilled funded place they must meet the following criteria.	
Type of training	Eligibility criteria
For all Smart and Skilled Courses	<ul style="list-style-type: none"> • Australian citizen, permanent resident, humanitarian visa holder (refugee or asylum seeker), or New Zealand citizen, and • aged 15 years or older, and • no longer be at school or equivalent (excluding home schooled students) and • live or work in New South Wales.

Students must sign the following forms:

- General Enrolment Form and Privacy Notice
 - Smart and Skilled Eligibility Checklist
 - Consent to Use and Disclosure of Personal Information Form
 - Prospective Student Declaration
 - USI Consent on the enrolment form if they are giving Alpha Beta College Australia permission to create a USI for them.
2. Inform students of any subcontracting arrangements.
 3. Ensure a valid USI is presented.
 4. Complete the Notification of Enrolment Process in the Provider calculator on STS Online to notify STS of the student enrolment. The calculator will:
 - Validate eligibility of student
 - Add details of Credit transfer or RPL
 - Generate details of the fee chargeable, subsidies and loadings

This process will be completed in advance of a student starting training. Failure to complete the process before a student commences training means the student cannot be reported through the online system and this may result in payment not being made for these students.

The following process as outlined by STS will be followed to ensure the correct Notification of Enrolment process is completed:

- Complete an enquiry.
- A Quote ID is issued for the enquiry. (A Quote ID is only issued if the enquiry is successful, which means the individual is eligible to undertake the Smart and Skilled subsidised course selected.)
- Ensure candidate provides permission to proceed.
- Complete the additional information required for the Notification of Enrolment. (This step cannot be completed if the enquiry is not successful.)
- A candidate must be given a copy of the Quote and a completed Notification of Enrolment.

On completion of the Notification of Enrolment process a Student Commitment ID is issued by State Training Services and this needs to be recorded against the student record in Truss . An electronic copy of the Notification of Enrolment Report is also generated and a copy kept on Truss Student Management System.

5. The student must be informed of all fees, schedule of payments, refunds for withdrawal or deferment and the policy relating to fees paid in advance. All relevant information is posted on the Smart and Skilled page on the Alpha Beta College Australia website and also in the Student Handbook.

Enrolling Student Declaration

By signing this form, I certify that the information provided is true and correct. I further certify that:

- I have reviewed the Student Handbook supplied to me and have been informed about my rights and obligations.
- I have reviewed the Schedule of Fees and Payments and have been informed of the refund policy.
- I have had access to the Complaints and Appeals process, and I understand it.
- I have reviewed the relevant pre-course information including how assessment will be conducted, the duration of the program and all requirements for attaining competency.
- I have been informed there are no sub-contracting arrangements in place.
- I have been informed of:
 - o Recognition of Prior Learning and Credit Transfer policy
 - o Consumer protection information
 - o What I need to do if I wish to defer or discontinue training
 - o How I can access support during training
- I feel I have been fully informed and have all the information I need to make an informed decision about enrolling with Alpha Beta College Australia, including the Student Enrolment Notification process.
- The information I have provided in this form is true and correct.

Full name: _____

Sign: _____ **Date:** ____ / ____ / ____

If student is under 18 years of age parents/guardian must sign below.

Name of the Parents/Guardian: _____

Signature of the Parents/Guardian: _____

Date: ____ / ____ / ____

Alpha Beta College Australia representative

By signing this form, I certify that I will make every effort to deliver on the services outlined to students and provide every possible opportunity to students to complete their planned qualification.

Full name: _____

Sign: _____ **Date:** ____ / ____ / ____

I understand that I may receive a National Centre for Vocational Education Research (NCVER) or Australian Skills Quality Authority (ASQA) student survey.

Consent to use and disclosure of personal information

I _____
(First, middle and last Name)
of _____
(current residential address)
with date of birth _____

understand and agree that, under the *Data Provision Requirements 2012*, Alpha Beta College Australia is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed Alpha Beta College Australia for statistical, regulatory and research purposes. Alpha Beta College Australia may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (**Department**);
- 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.

NCVER will collect, hold, use and disclose my 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). The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law. I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Alpha Beta College Australia for the purposes of evaluating and assessing my subsidised training. 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 the manner outlined above.

PRINT FULL NAME: _____

SIGNATURE: _____ DATE: ____/____/____

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: _____

SIGNATURE OF GUARDIAN: _____ DATE: ____/____/____

PROOF OF ELIGIBILITY – ACCEPTABLE EVIDENCE

Requirement		Evidence	Evidence requirements
Proof of Identity:			
1.	Proof of identity	<ul style="list-style-type: none"> USI <p>The Provider must ensure validity of the USI. The Department will also check validity with the USI Registry.</p>	Valid USI at enrolment
Smart and skilled eligibility:			
2.	Living or working in NSW	<p>Living in NSW:</p> <ul style="list-style-type: none"> any Commonwealth or NSW Government issued document providing evidence of living location, or <p>If the student does not live in NSW, Working in NSW:</p> <ul style="list-style-type: none"> employer-issued document confirming employment in NSW. 	Evidence sighted or collected by Provider
3.	Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident	<p>Australian citizen:</p> <ul style="list-style-type: none"> Australian birth certificate; or Australian Passport; or Certificate of Australian Citizenship (Naturalisation Certificate); or Green Medicare Card. <p>New Zealand citizen:</p> <ul style="list-style-type: none"> New Zealand birth certificate; or New Zealand Passport; or Green Medicare Card. <p>Permanent Australian resident:</p> <ul style="list-style-type: none"> a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or use the Department of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport; or Green Medicare Card. 	Evidence sighted or collected by Provider
4.	Humanitarian visa holder (Refugee or asylum seeker)	<ul style="list-style-type: none"> Relevant visa documentation; or ImmiCard (where appropriate) <p>If the student holds a Bridging Visa, the student must provide a document from the Department of Immigration and Border Protection acknowledging that the bridging visa is linked to an application for a humanitarian visa. For additional information, refer to Appendix 6: Refugees and asylum seekers.</p>	Evidence sighted or collected by Provider
5.	Home schooled students	<ul style="list-style-type: none"> Copy of current certificate of home schooling registration, which clearly indicates the period of time for which the student will be home schooled 	Evidence sighted or collected by Provider
Requirement		Evidence	Evidence requirements
6.	Date of birth	<ul style="list-style-type: none"> USI data 	USI checks date of birth
7.	Registration as NSW apprentice or new entrant trainee	<ul style="list-style-type: none"> Training Contract identifier (TCID) number 	Department system check against details of approved or registered Training Contract stored in the Department's database
8.	Previous qualification	<ul style="list-style-type: none"> Department's system may check against Smart and Skilled records and/or USI academic transcript records. 	Student declaration/signature at enrolment
9.	Year 10 completion or equivalent (if under 17)	<ul style="list-style-type: none"> Evidence that student has met school leaving age requirement 	Student declaration/signature at enrolment

10.	Postcode for Australian Aboriginal or Torres Strait Islander on borders	N/A	Student declaration/signature at enrolment
Concession fee eligibility:			
11.	Concession Fee: Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> • a letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or • a current concession card that shows the CRN and clearly shows the benefit or allowance category; or • a current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; or • any other evidence that clearly shows the CRN and the benefit or allowance category; or • documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status; or • for people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training 	Evidence sighted or collected by Provider
12.	Concession Fee: Dependent of Commonwealth Government Benefit Recipient	<ul style="list-style-type: none"> • A dependent child, spouse or partner of someone who is receiving a specified Commonwealth Government benefit or allowance, must provide documentary evidence that Centrelink recognises the student as the dependent <p>The evidence must clearly show the CRN of the benefit or Commonwealth Government benefit recipient.</p>	Evidence sighted or collected by Provider
Exemptions, waivers and fee-free training eligibility:			
13.	Fee Exemption: Australian Aboriginal or Torres Strait Islander	N/A	Student declaration/signature

Requirement	Evidence	Evidence requirements	
14.	Fee Exemption: Disability	<ul style="list-style-type: none"> • a letter from Centrelink confirming receipt of the Disability Support Pension. The letter should clearly show the Centrelink Reference Number (CRN); or • a current Disability Pensioner ConcessionCard that shows the CRN; or • a current Centrelink income statement for the Disability Support Pension, which clearly shows that income is for the disability pension and also shows the CRN; or • any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension; or • documentary evidence of support demonstrating a clear additional need as a result of the student's disability. This evidence must be a letter or statement from: <ul style="list-style-type: none"> ○ a medical practitioner; or ○ an appropriate government agency such as Veteran's Affairs or a TAFE NSW teacher consultant (for a student with a disability), a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or ○ a specialist allied health professional (including a rehabilitation counsellor, psychologist, speech pathologist, or occupational therapist). 	Evidence sighted or collected by Provider
15	Fee Exemption: Dependent of a person with a disability	<ul style="list-style-type: none"> • Documentary evidence that Centrelink recognises the student as a dependent child, spouse or partner of someone who is receiving a Commonwealth Government Disability Support Pension. The evidence should clearly show the Centrelink Reference Number (CRN) of the Disability Support Pension recipient. 	Evidence sighted or collected by Provider
16.	Fee Waiver: Refugee or Asylum Seeker	<ul style="list-style-type: none"> • As per requirement 4 	Evidence sighted or collected by Provider
17.	Fee-free training - Fee-free Scholarship (Concession eligible)	<ul style="list-style-type: none"> • As per requirement 11 or 12, Concession Fee • A concession student who meets the requirements for Social housing status will be given priority. 	Student declaration/signature at enrolment

Requirement		Evidence	Evidence requirements
18.	Fee-free training - Fee-Free Scholarship (Out-of-Home Care eligible)	<p>For a student currently in out-of-home care:</p> <ul style="list-style-type: none"> • A copy of the Children’s Court Care Order, or • A copy of the ‘Confirmation of Placement’ letter, or • A letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that the student is in statutory or supported care, or • Any other evidence which clearly shows that the student is in out-of-home care. <p>For a student previously in out-of-home care:</p> <ul style="list-style-type: none"> • A copy of the expired Children's Court Care Order, or • A copy of the 'leaving care' letter from the Minister for Family and Community Services, or • A letter from Family and Community Services verifying the student was previously in statutory or supported care, or • Any other evidence which clearly shows that the student was previously in out-of-home care. 	Evidence sighted or collected by Provider
19.	Fee-free training - Fee-Free Scholarship (Domestic and Family Violence eligible)	<p>A letter of recommendation is required from a domestic and family violence service, refuge or other support agency such as:</p> <ul style="list-style-type: none"> • Legal Aid NSW through their Women's Domestic Violence Court Advocacy Services, or • Organisations who provide Integrated Domestic Family Violence Services, or • Organisations who provide <i>Staying Home, Leaving Violence</i> services, or • Organisations who deliver Specialist Homelessness Services (i.e. refuges and crisis accommodation), or • Domestic Violence NSW, or • Any other organisation which clearly shows that the student is or has been previously receiving support services for domestic and family violence (for example a non-government organisation or charity that is self-funded). 	Evidence sighted or collected by Provider
20.	Fee-free training - Entitlement Foundation Skills	N/A	Student enrolment in the Program
21.	Fee-free training - Fee-free Apprenticeships	<ul style="list-style-type: none"> • Date of commencement of Smart and Skilled training must be 1 July 2018 or later <p>For additional information, refer to Appendix 7: Fee-free Apprenticeships</p>	Student declaration/signature at enrolment
22.	Fee-free training – Fee-free Traineeships	<ul style="list-style-type: none"> • Date of commencement of Smart and Skilled training must be 1 January 2020 or later <p>For additional information, refer to Appendix 8: Fee-free Traineeships</p>	Student declaration/signature at enrolment
23.	Fee-free training – Skilling for Recovery Initiative	For evidence requirements, refer to Appendix 9: Skilling for Recovery Initiative	Student declaration/signature at enrolment
Requirement		Evidence	Evidence requirements
Loading to Provider: Evidence Requirements			
24.	Needs Loading: Australian Aboriginal or Torres Strait Islander	<ul style="list-style-type: none"> • A student that meets eligibility/evidence requirements for a fee exemption based on being an Australian Aboriginal or Torres Strait Islander will automatically attract a loading (as per requirement 13) 	

25.	Needs Loading: Disability	<ul style="list-style-type: none"> A student that meets eligibility/evidence requirements for a fee exemption based on Disability will automatically attract a loading (as per requirement 14). <p>Dependents of a recipient of a Disability Support Pension do not attract a loading.</p>
26.	Needs: Long-term unemployed – over 12 months	<ul style="list-style-type: none"> Letter from Employment Service Provider is required
27.	Location Loading: Residential address – regional or remote	<ul style="list-style-type: none"> As per requirement 2

Specified Commonwealth Government benefits and allowances for concession fees

Commonwealth Government benefits and allowances	
Age Pension	Austudy
Carer Payment (see comment below)	Disability Support Pension
Farm Household Allowance	Family Tax Benefit Part A (maximum rate)
JobSeeker Payment	Parenting Payment (Single)
Special Benefit	Veterans' Affairs Pensions
Veterans' Children Education Scheme	Widow Allowance
Youth Allowance	

Comments:

- A NSW Apprentice on a JobSeeker Payment or a NSW Apprentice who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- A NSW New Entrant Trainee on a JobSeeker Payment or a NSW New Entrant who is the dependant of a person receiving a JobSeeker Payment is not eligible for a concession fee.
- The Carer Payment is a specific benefit paid by the Commonwealth Government; this category does not include the Carer Allowance or Carer Adjustment Payment.

Eligibility for Smart and Skilled Fee-Free Scholarships

To be eligible for a Smart and Skilled Fee-Free Scholarship, a student must first meet the rules for the relevant program. A Smart and Skilled eligible student undertaking a full qualification up to and including Certificate IV may be eligible for a Smart and Skilled Fee-Free Scholarship if they are:

- aged between 15 and 30 (inclusive) at the start date for training and eligible for a concession fee (i.e. a Commonwealth Government benefit recipient); or
- meet the Out-of-Home Care definition at the time of enrolment and are:
 - aged 15-17 years and currently in out-of-home care, or
 - aged 18-30 years and previously in out-of-home care; or
- aged 15 and over and be able to disclose (self-declare) at enrolment that they meet the domestic and family violence definition below.

A student is eligible for one scholarship per financial year and a maximum of two scholarships over four financial years. There is a limit of 50,000 Smart and Skilled Fee-Free Scholarships per financial year. This limit does not apply to a student who meets the fee-free criteria who are living in social housing in NSW or on the NSW Housing Register (waiting list); or a student who meets the out-of-home care criteria for a fee-free scholarship.

Social Housing definition

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, “NSW Social Housing” includes tenants of:

- public housing (owned and managed by the NSW Government or managed by a community housing provider)
- community housing (owned and/or managed by community housing providers)
- Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)
- clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services)
- clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees)

Out-of-Home Care definition

The term ‘out-of-home care’ is defined in section 13.5 of the Children and Young Persons (Care and Protection) Act 1985 and refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home. Children and young people enter out-of-home care because they are in need of care and protection. There are two main types of out-of-home care:

- **Statutory care** - where the Children’s Court has made a Care Order placing the child or young person in the parental responsibility of the Minister for Family and Community Services
- **Supported care** - where the Secretary of Family and Community Services forms the opinion that the child or young person is in need of care and protection.

Children and young people in out-of-home care usually reside with relative/kinship carers, foster carers or in residential care services. It is up to Training Providers to ensure the student understands what is meant by the terms “social housing” and “out-of-home care”.

Domestic and family violence definition

For the purposes of the Smart and Skilled Fee-Free Scholarship scheme, people who have experienced or are experiencing domestic and family violence or their dependants must have a letter of recommendation from a domestic and family violence service, refuge or other support agency.

Refugees and asylum seekers

Refugees and asylum seekers who hold particular visas are eligible for Smart and Skilled. A student who holds one of the below humanitarian visas are eligible for Smart and Skilled.

Additionally, a student who holds one of the below visas are eligible for fee-free training for qualifications up to and including Certificate IV.

Permanent visas
Emergency rescue visa (Subclass 203)
Global special humanitarian program visa (Subclass 202)
In-country special humanitarian program visa (Subclass 201)
Protection visa (Subclass 866)
Refugee visa (Subclass 200)
Woman at Risk visa (Subclass 204)
Temporary visas
Bridging Visa A (BVA)
Bridging Visa B (BVB)
Bridging Visa C (BVC)
Bridging Visa D (BVD)
Bridging Visa E (BVE)
Safe Haven Enterprise visa (Subclass 790)
Temporary Humanitarian Concern visa (Subclass 786)
Temporary Humanitarian Stay visa (Subclass 449)
Temporary Protection visa (Subclass 785)

For a Bridging Visa to be eligible under Smart and skilled, the bridging visa must be attached to an application for a humanitarian visa eligible for Smart and skilled as listed above. The student must provide a document from the Department of Immigration and Border Protection acknowledging application for a humanitarian visa.

Note:

As visa types and categories are subject to change, Providers are encouraged to refer to additional materials produced by the Department on this matter.

Fee-free Apprenticeships

Apprentice eligibility

NSW apprentices, including school based apprentices, who are funded under Smart and Skilled and NSW apprentices funded through the Cross Border Contract, and who commence subsidised training on or after 1 July 2018 are eligible. This includes:

- Apprentices who commence subsidised training for the first time on or after 1 July 2018; and
- Apprentices whose apprenticeship is cancelled and subsequently recommence an apprenticeship in the same vocation with a different employer, and recommence subsidised training on or after 1 July 2018
- Apprentices whose apprenticeship is cancelled and subsequently commence a new apprenticeship in a new vocation with a same/different employer, and commence in subsidised training on or after 1 July 2018
- An apprentice who has completed an apprenticeship and is undertaking a subsequent apprenticeship and is commencing the subsidised training in the subsequent apprenticeship on or after 1 July 2018

For 2 and 3 above, this means that the apprentice must be awarded CT and/or RPL (where relevant), and this is reflected in the Notification of Enrolment through the Provider Calculator and reported in training activity data through eReporting.

Where this occurs, only the proportion of training that is undertaken after 1 July 2018 for the new apprenticeship qualification is fee-free.

The Provider can validate the apprentice's eligibility with the employer and may also use any other information available to assist in assessing eligibility.

Specific apprentice exclusions from eligibility

A NSW apprentice who commenced subsidised training prior to 1 July 2018 and subsequently, on or after 1 July 2018 recommences their subsidised training:

- a) with the same Provider, and is employed by the same employer and in the same vocation, or
- b) changes Provider and remains party to a training contract with the same employer and in the same vocation,

is not eligible for fee-free training. The apprentice must be granted CT/RPL and be subject to reduced fees due to CT/RPL.

A student who commenced subsidised training under a School Based Apprenticeship prior to 1 July 2018 and then transitions to a full apprenticeship on or after 1 July 2018 are not eligible for fee-free training for their full apprenticeship.

Note:

The criteria for the Fee-free Apprenticeships Initiative is reproduced in the Smart and Skilled Policy for the Fee-free Apprenticeships Initiative.

Fee-free Traineeships

Trainee eligibility

NSW trainees, including school based trainees, whose traineeship qualification is funded under Smart and Skilled and who commence subsidised training on or after 1 January 2020 are eligible. This includes:

- Trainees who commence subsidised training for the first time on or after 1 January 2020.
- Trainees whose traineeship is cancelled and subsequently recommence a traineeship in the same vocation with a different employer and recommence subsidised training on or after 1 January 2020.
- Trainees whose traineeship is cancelled and subsequently commence a new traineeship in a new vocation with the same/different employer and commence in subsidised training on or after 1 January 2020.
- A trainee who has completed a traineeship and is undertaking a subsequent traineeship and is commencing the subsidised training in the subsequent traineeship on or after 1 January 2020.

Trainees who fit eligibility category 2 and 3 above, and in some scenarios 4, must be awarded Credit Transfer and/or Recognition of Prior Learning (CT/RPL) where relevant. This must be reflected in the Notification of Enrolment through the Provider Calculator and reported in training activity data through eReporting.

Where this occurs, only the proportion of training that is commenced and undertaken after 1 January 2020 in the new traineeship qualification is fee-free.

The Provider can validate the trainee's eligibility with the employer and may also use any other information available to assist in assessing eligibility.

Students are eligible for a maximum of three fee-free traineeships under the initiative.

Specific trainee exclusions from eligibility

A NSW trainee who commenced subsidised training prior to 1 January 2020 and subsequently, on or after 1 January 2020 recommences their subsidised training:

- a) with the same provider, and is employed by the same employer and in the same vocation, or
- b) changes provider and remains party to a training contract with the same employer and in the same vocation,

is not eligible for fee-free training. The trainee must be granted CT/RPL and be subject to reduced fees due to CT/RPL.

Note:

The criteria for the Fee-free Traineeship Initiative is reproduced in the Smart and Skilled Policy for the Fee-free Traineeship Initiative.

Skilling for Recovery Initiative

Skilling for Recovery is part of a matched funding commitment of almost \$320 million between the NSW and Australian governments under the JobTrainer Fund. Skilling for Recovery is a key component of the State's COVID-19 Recovery Plan.

It includes an additional 100,000 fee-free full and part qualification training places to reskill, retrain and redeploy the workforce to industries where there are skills shortages and emerging employment opportunities. Skilling for Recovery will help job seekers retrain or up-skill to enhance their credentials and support school leavers to enter the workforce for the first time.

Student eligibility

To be eligible for fee-free training under Skilling for Recovery, a student must:

- meet the eligibility criteria for Smart and Skilled training; and be
- youth aged 17-24 years; or
- Commonwealth Benefit Recipient; or
- unemployed (Not a Commonwealth Benefit Recipient); or
- employed expected to become unemployed.

Eligibility will be extended to school students in specific circumstances.

Evidence of eligibility

“Youth (17-24)”

As per requirement 6 in Appendix 3 Proof of Eligibility - Acceptable Evidence of *the Smart and Skilled Fee Administration Policy*.

“Commonwealth Benefit Recipient”

As per requirements 11 or 12 in Appendix 3 Proof of Eligibility - Acceptable Evidence of the *Smart and Skilled Fee Administration Policy*.

“Unemployed (Not a Commonwealth Benefit Recipient)”

A letter of separation from the employer at enrolment. If this is not available, the student must sign a declaration at enrolment that they are unemployed.

VALUE	DESCRIPTION – LABOUR FORCE STATUS IDENTIFIER
Unemployed	
06	Unemployed – seeking full-time work
07	Unemployed – seeking part-time work
Not in the labour force	
08	Not employed – not seeking employment

STUDENT ENROLMENT FORM

Privacy Notice & Student Declaration

Privacy Notice

Why we collect your personal information

As a registered training organisation, Alpha Beta College Australia Pty Ltd (RTO 45195), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide the personal information required, we may not be able to offer you a training service 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. Alpha Beta College Australia does not disclose any personal information to overseas recipients.

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>. If you are unable to access the DESE link, Alpha Beta College Australia will provide you a hard copy on request from administration.

In some cases State or Territory government departments may also require and access some personal information, for the purpose of managing schemes including funded training initiatives. This can include with Alpha Beta College Australia, the NSW Department of Industry and Training Services NSW, Smart and Skilled program.

- Education NSW Privacy Policy can be found at <https://education.nsw.gov.au/about-us/rights- and- accountability/privacy>.

Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 Alpha Beta College Australia 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

Alpha Beta College Australia Pty Ltd
126 Marsden St
Parramatta, NSW, 2150

Copies of this combined privacy policy can be found at <https://www.alphabetacollege.edu.au/downloads/>.

Unique Student Identifier

1. Enter your Unique Student identifier (if you already have one)

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

Course applied for (please tick):

- HLTSS00064 Infection Control Skillset
- HLTSS00065 Infection Control Skillset (Retail)
- HLTSS00066 Infection Control Skillset (Food Handling)
- HLTSS00067 Infection Control Skillset (Transport and Logistics)
- CPP20218 Certificate II in Security Operations

NAME OF WORKPLACE:

INDUSTRY NAME:

Personal details

1. Enter your full name *

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)

First given name

Second given name (middle)

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

2. Enter your birth date

Day/month/year

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3. Gender (Tick ONE box only)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Alternative email address (optional) _____

5. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address.

Building/property name _____

Flat/unit details _____

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

Street name _____

Suburb, locality or town _____

State/territory _____

Postcode _____

6. What is your postal address (if different from above)?

Building/property name _____

Flat/unit details _____

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

Street name _____

Postal delivery information (e.g. PO Box 254) _____

Suburb, locality or town _____

State/territory _____

Postcode _____

Language and cultural diversity

7. In which country were you born?

Australia

Other – please specify _____

8. 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 _____

9. 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

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

Yes Y

No N **No – Go to question 12**

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

Hearing/deaf	<input type="checkbox"/>
Physical	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>
Learning	<input type="checkbox"/>
Mental illness	<input type="checkbox"/>
Acquired brain impairment	<input type="checkbox"/>
Vision	<input type="checkbox"/>
Medical condition	<input type="checkbox"/>
Other	<input type="checkbox"/>

Schooling

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

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 school	<input type="checkbox"/>

Never completed any primary or secondary level education – go to question 14

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

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

No – go to question 16

15. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>

Employment

16. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

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	<input type="checkbox"/>

Study reason

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

Unique Student Identifier (USI)

From 1 January 2015, we [insert RTO name] 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like Alpha Beta College Australia to apply for a USI on your behalf you must authorise us to do so and declare that you have read privacy information <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I _____ authorise Alpha Beta College Australia to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

Advice to RTOs: The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals **solely** for the purpose of applying for a USI on their behalf as soon as practicable after the application has been made or the information is no longer needed for that purpose. If you are required by or under a law to retain this information, then you may wish to include a statement on the form to explain that.

Under Standard 3.6 (d), you are required to ensure the security of the USI and all related documentation under your control, including information stored in your student management systems.

Terms & Conditions of Enrolment

Language, Literacy and Numeracy

Nationally accredited training requires that you have adequate comprehension and writing skills in order to achieve competence. These skill levels will be assessed prior to enrolment being finalised the result aims to help us determine the learning approach that is most suited to your specific needs and identify any support required.

Your skills are measured against five core skills, Learning, Reading, Writing, Oral Communication and Numeracy.

Alpha Beta College Australia will review your assessment results together with the information gathered during your interview. If your skills do not meet the entry requirements, Alpha Beta College Australia may decide to refer you to an external support agency, or a government sponsored program, for specific training in language, literacy and numeracy. Alpha Beta College Australia can provide you with a list of providers who have the expertise to maximise your learning opportunity. This strategy aims to ensure that you are given the best opportunity to achieve competence and ultimately obtain the skills you require.

Legislative and Regulatory Requirements

When undertaking work experience, the student acknowledges that they must observe all Policies and Procedures put in place by the workplace host. These will be explained to you during a workplace induction provided by the host.

The student acknowledges that they must observe Alpha Beta College Australia policies and procedures, as set out in the Student Handbook, while on Alpha Beta College Australia premises, including those additional premises used from time to time as commercial fee hire venues.

Enrolment & Selection

- The student is responsible for notifying Alpha Beta College Australia if they have a medical condition or disability or require additional support. This may include disability access, an external tutor or scribe or visual reading aids.
- For government subsidised training a student fee may still apply, payment of the student fee is required in full for short duration skillsets prior to training commencing, or by the end of the first Semester for long courses. For fee for service programs, candidates must secure the course with a deposit. Deposit amounts are reflected in the Fee Schedule.
- You must actively participate and remain engaged in your training by maintaining attendance and progress. Failure to do so may result in you being administratively warned and then removed from training. You must note training times and venues and provide advanced notice if you are unable to attend a face-to-face class or online commitment.

- Training programs may be cancelled or re-scheduled from time to time, if extenuating circumstances exist beyond Alpha Beta Colleges control. In those instances, every effort will be made to offer alternative training or provide a refund of any student fees paid.
- If you are unable to complete your course, due to extenuating circumstances, Alpha Beta College Australia will make every effort to ensure you are placed into an alternative training program or any student fees paid are dealt with in accordance with the Refund Policy.
- Candidates must meet all additional criteria for government subsidised training programs.
- Alpha Beta College Australia reserves the right to decline admission to a program or cancel a candidate's enrolment if the Student Code of Practice has been breached, entry requirements are not met, or the candidate exhibits traits and mannerisms that are likely to cause unrest or pose a threat to others.

Enrolling Student Declaration

By signing this form, I certify that the information provided is true and correct. I further certify that:

- I have reviewed the Student Handbook supplied to me and have been informed about my rights and obligations.
- I have reviewed the Schedule of Fees and Payments and have been informed of the refund policy.
- I have had access to the Complaints and Appeals process, and I understand it.
- I have reviewed the relevant pre-course information including how assessment will be conducted, the duration of the program and all requirements for attaining competency.
- I have been informed there are no sub-contracting arrangements in place.
- I have been informed of:
 - Recognition of Prior Learning and Credit Transfer policy
 - Consumer protection information
 - What I need to do if I wish to defer or discontinue training
 - How I can access support during training
- I feel I have been fully informed and have all the information I need to make an informed decision about enrolling with Alpha Beta College Australia, including the Student Enrolment Notification process.
- The information I have provided in this form is true and correct.

Full name: _____

Sign: _____ **Date:** ____ / ____ / ____

If student is under 18 years of age parents/guardian must sign below.

Name of the Parents/Guardian: _____

Signature of the Parents/Guardian: _____

Date: ____ / ____ / ____

Alpha Beta College Australia representative

By signing this form, I certify that I will make every effort to deliver on the services outlined to students and provide every possible opportunity to students to complete their planned qualification.

Full name: _____

Sign: _____ **Date:** ____ / ____ / ____

I understand that I may receive a National Centre for Vocational Education Research (NCVER) or Australian Skills Quality Authority (ASQA) student survey.

Smart and Skilled Eligibility 2021

This form will be used to determine your eligibility for the NSW Smart and Skilled training program. *This training is subsidised by the NSW Government.* Please complete all the areas below.

Full Name:			
Date of Birth:		Current Age:	
What is your residency status? <input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> Humanitarian Visa <input type="checkbox"/> New Zealand Citizen			
Do you live or work in NSW? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you still in Secondary School? <input type="checkbox"/> Yes <input type="checkbox"/> No			

The following information will be used to determine your further eligibility for a Concession Fee, Fee Free Training and/or Additional Support loading.

Are you Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you in receipt of a Disability Support Pension (DSP)? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a dependent child or spouse of a person in receipt of a DSP? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you been assessed by a specialist health professional as a person with a Disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you in receipt of an eligible welfare payment from Centrelink? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify _____	
Are you a dependent child or spouse of a person in receipt of an eligible welfare payment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please specify _____	
I am currently receiving the following Entitlements(s):	
<input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment <input type="checkbox"/> Disability Support Pension <input type="checkbox"/> Family Tax Benefit Part A (maximum rate) <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> Job Seeker Payment	<input type="checkbox"/> Parenting Payment (Single) <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Veterans' Children Education Scheme <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Youth Allowance
I am currently a dependent child, spouse or partner of a recipient of an eligible payment:	
<input type="checkbox"/> Dependent child of a Beneficiary (Excluding the Disability Support Pension) <input type="checkbox"/> Dependent spouse or partner of Beneficiary (excluding the Disability Support Pension)	<input type="checkbox"/> Dependent child of a Disability Support Pension Beneficiary <input type="checkbox"/> Dependent spouse or partner of a Disability Support Pension Beneficiary
Evidence that Centrelink accepts the child/spouse/partner as a dependent must be sighted. A concession or exemption of the student fee will be determined based on this information. If your circumstances change after enrolment, this will not change your fees. Acceptable proof of concession eligibility includes: <ul style="list-style-type: none"> <input type="radio"/> a letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or <input type="radio"/> a current concession card that shows the CRN and clearly shows the benefit or allowance category; or <input type="radio"/> a current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; or <input type="radio"/> any other evidence that clearly shows the CRN and the benefit or allowance category; or <input type="radio"/> documentary evidence from the Department of Veterans' Affairs stating their pension/benefits status; or <input type="radio"/> for people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and 	

Smart and Skilled Eligibility 2021

indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first-class attendance or participation in training	
Are you a client of an Employment Service Provider? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes what is your Employment Service Provider Client ID _____ Have you been referred to this training by an Employment Service Provider client? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you living in NSW Social Housing? This includes:	
Public housing (owned and managed by the NSW Government or managed by a community housing provider)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community housing (owned and/or managed by community housing providers)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services). This includes Out of Home Care for young people (statutory or supported care).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees).	<input type="checkbox"/> Yes <input type="checkbox"/> No

Evidence must be sighted, and a copy retained

Document	Sighted by	Date
Proof of Identity: Valid USI at enrolment. Ensure validity of the USI. The Department will also check validity with the USI Registry.		
Living or working in NSW: Any Commonwealth or NSW Government issued document providing evidence of living location, or if the student does not live in NSW, Working in NSW: employer-issued document confirming employment in NSW.		
Citizenship: Australian citizen: Australian birth certificate; or Australian Passport; or Certificate of Australian Citizenship (Naturalisation Certificate); or Green Medicare Card. New Zealand citizen: New Zealand birth certificate; or New Zealand Passport; or Green Medicare Card. Permanent Australian resident: a Certificate of Evidence of Resident Status(CERS), which confirms status as an Australian permanent resident; or use the Department of Immigration and Border Protections Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport; or Green Medicare Card.		
Humanitarian visa holder (Refugee or asylum seeker): Relevant visa documentation; or ImmiCard (where appropriate) If the student holds a Bridging Visa, the student must provide a document from the Department of Immigration and Border Protection acknowledging that the bridging visa is linked to an application for a humanitarian visa.		

Declaration

I _____ of _____ declare the above information to be true and correct. I understand that providing false information could constitute an offence by law.

Signed: _____ Date: _____

Smart and Skilled Eligibility 2021

Consent to use and disclosure of personal information

I _____
(First, middle and last Name)
of _____
(current residential address)
with date of birth _____

understand and agree that, under the *Data Provision Requirements 2012*, Alpha Beta College Australia is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (**NCVER**).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed Alpha Beta College Australia for statistical, regulatory and research purposes. Alpha Beta College Australia may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (**Department**);
- 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.

NCVER will collect, hold, use and disclose my 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). The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law. I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with Alpha Beta College Australia for the purposes of evaluating and assessing my subsidised training. 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 the manner outlined above.

PRINT FULL NAME: _____

SIGNATURE: _____ DATE: ____ / ____ / ____

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: _____

SIGNATURE OF GUARDIAN: _____ DATE: ____ / ____ / ____