

Smart and Skilled Notification of Enrolment



Alpha Beta College
Australia

RTO # 45195

www.alphabetacollege.edu.au

0434 999 123

1300 828 690

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 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 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
Po Box 477 Auburn NSW 1835
0434 999 123 - 1300 828 690

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)

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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

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

No

Previous qualifications achieved

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

Yes

No **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 fee 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:
 - 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.

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? If yes, please specify _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you a dependent child or spouse of a person in receipt of an eligible welfare payment? If yes, please specify _____		<input type="checkbox"/> Yes	<input type="checkbox"/> No
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"> ➤ 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 			

Smart and Skilled Eligibility 2021

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 (Full Name) _____

of (Current residential address) _____

_____ 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 (Full 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: _____