

## APPLICATION FOR ENROLMENT FORM

It is a government requirement that AJL Training collects and reports information related to your enrolment. For this reason it is **IMPORTANT** that you complete this form accurately and in full.

### COURSE DETAILS

NVR Standard 4.1

#### High Risk Work Licences:

- TLILIC0003 Licence to operate a forklift truck
- TLILIC0001 Licence to transport dangerous goods by road
- TLILIC0011 Licence to operate a reach stacker (greater than 3 tonnes)

#### Heavy Vehicle Licences:

- TLILIC2014 Licence to drive a light rigid vehicle
- TLILIC2015 Licence to drive a medium rigid vehicle
- TLILIC2016 Licence to drive a heavy rigid vehicle
- TLILIC3017 Licence to drive a heavy combination vehicle
- TLILIC3018 Licence to drive a multi combination vehicle

#### Non Accredited Courses:

- Dangerous Goods Awareness       Forklift (VoC)       Chain of Responsibility       Heavy Vehicle (VoC)

### PERSONAL DETAILS

- Mr       Mrs       Miss       Ms       Other \_\_\_\_\_

Given Names: \_\_\_\_\_ Surname: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Town of Birth: \_\_\_\_\_  Female  Male  Unspecified

### UNIQUE STUDENT IDENTIFIED

From 1 January 2015, all Vocational Education and Training (VET) students in Australia must have a Unique Student Identifier (USI) to be issued their qualifications. The USI will stay with the student for life and be recorded with any nationally recognised VET training that is completed from when the USI comes into effect. The USI will be available online and at no cost to the student. You can apply now: [www.usi.gov.au](http://www.usi.gov.au).

**Note: AJL Training cannot confirm your enrolment until a USI has been provided.**

My USI number is:

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

### CONTACT DETAILS

Phone (H) (\_\_\_\_) \_\_\_\_\_  Preferred

Mobile (H) \_\_\_\_\_  Preferred

Phone (W) (\_\_\_\_) \_\_\_\_\_  Preferred

Email: \_\_\_\_\_

### EMPLOYMENT DETAILS:

If employed, which best describes your industry of employment?

- Agriculture & Forestry       Mining
- Manufacturing       Electricity, Gas, Water,
- Construction       Transport
- Other – please specify \_\_\_\_\_

If employed, which best describes your job role?

- Machinery operator / Driver       Labourer
- Clerical / Administration       Professional
- Technician / Trades worker
- Other – please specify \_\_\_\_\_

**STUDY REASON**

Of the following categories, which BEST describes your main reason for undertaking this course/training:

- Find a job
- Develop my existing business
- Start my own business
- Enter a different course of study
- Find a better job or promotion
- Requirement of my job
- Want extra skills for my job
- Start a different career
- Personal interest or self-development
- Other reasons
- Get skills for community/voluntary work

**STUDENT PRIVACY** NVR Standard 5.1 – 5.4, 8.5

*Personal information collected in connection with this application will be used for the purpose of assessing the application, and for the purposes of administration of legislation regulated by the relevant authority. Subject to the Occupational Health and Safety Act, AJL Training Pty Ltd may disclose personal information to a court or tribunal. If you do not provide the appropriate information, your application may not be accepted or processed. You have the right to access information that a RTO holds about you. We are bound by the Privacy Act and will never use your information for any purpose than as stated. You can access our privacy policy at [www.ajl.com.au](http://www.ajl.com.au).*

*AJL Training Pty Ltd utilise photography and/or videography throughout training courses. This may be utilised as evidence of training, assessment and participation, or for training, promotion or demonstration using suitable and appropriate distribution platforms and formats.*

I have read and understand this information and agree to use the AV material in the manner outlined.

**EMERGENCY DETAILS / NEXT OF KIN**

Name \_\_\_\_\_ Phone (H/W) (\_\_\_\_) \_\_\_\_\_

Relationship \_\_\_\_\_ Mobile \_\_\_\_\_

<b>ADDRESS OF USUAL PLACE OF RESIDENCE:</b>	<b>MAILING ADDRESS IF DIFFERENT</b>
---	-------------------------------------

No. and street _____	No. and street _____
Town/Suburb _____	Town/Suburb _____
State/Territory _____ Post code _____	State/Territory _____ Post code _____

**CITIZENSHIP AND RESIDENCY, LANGUAGE AND CULTURAL DIVERSITY**

Please select your citizenship status (proof of ID to be provided to an authorised representative of AJL Training)

- Australian Citizen
- NZ Citizen
- Australian Permanent Resident
- Australian Permanent Humanitarian Visa
- Temporary resident

**In which country where you born?**  Australia  Other (specify) \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?  No  Aboriginal  Torres Strait Islander

**PROOF OF IDENTITY** *Two forms of identification required.*

1. AJL Training require at least 2 forms of identity including 1 form of photo identity. Acceptable forms of identity are:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Australian Drivers Licence | <input type="checkbox"/> ASIC or MSIC Card      | <input type="checkbox"/> Passport (<2 years expired) |
| <input type="checkbox"/> Australian Firearm licence | <input type="checkbox"/> Birth Certificate      | <input type="checkbox"/> HRW Licence                 |
| <input type="checkbox"/> Student ID Card            | <input type="checkbox"/> Proof of Identity Card | <input type="checkbox"/> Medicare Card               |

**QUALITY ASSURANCE OF TRAINING AND ASSESSMENT**

NVR Standard 2

I understand that I am enrolling in an AQF qualification course, and that I may be contacted by the Training Organisation or Regulator to discuss my training program.

 I Agree to be contacted

 I do not want to be contacted
**RECOGNITION OF PRIOR LEARNING**

NVR Standard 3.5

Skills and knowledge acquired from other learning or life experiences may be credited toward achievement of this program. For training programs considered as "High Risk", credit may be granted toward the training component only and summative assessment may still be required. A full "RPL Assessment Services" is offered to all participants. If required, discuss with the trainer/assessor.

 Please provide me with full details of formal RPL process

 Formal RPL not required.
**PERSONAL INFORMATION**

NVR Standard 1.7

What language do you speak at home?

 English       Other \_\_\_\_\_

How well do you speak English?

 Very well       Not well

 Well       Not at all

Are you still attending secondary school? (Y/N) \_\_\_\_\_

What is your highest completed school level?

 Completed Year 12

 Completed Year 11

 Completed Year 10

 Completed Year 9 or equivalent

 Completed Year 8 or equivalent

 Did not attend secondary school

Where did you complete this school level? \_\_\_\_\_

In which year did you complete this school level? \_\_\_\_\_

Which best describes your current employment status?

 Full time employee       Part time employee

 Self Employed       Employer

Current Employer: \_\_\_\_\_

 Unemployed       Unemployed  
Seeking full time employment      Seeking part time employment
 Unemployed       Unpaid Employed  
Not seeking employment      Family business

If unemployed, are you registered as a "jobseeker"?

(Yes/No) \_\_\_\_\_

*If YES, you may be eligible for a subsidised training place under a "Government Funded Program". A copy of your ESP Referral Letter MUST be provided to claim the subsidy.*

Do you have a disability, impairment or long term Condition? (Y/N) \_\_\_\_\_

If YES, Please indicate one or more areas below:

 Hearing/deaf       Acquired brain injury

 Physical       Vision

 Intellectual       Medical condition

 Learning       Other (specify)

 Mental Illness

Have you successfully completed any qualifications?

(Yes/No) \_\_\_\_\_

If YES, in what year did you complete? \_\_\_\_\_

 Certificate I       Certificate II

 Certificate III       Certificate IV

 Diploma       Advanced Diploma

 Bachelor degree or higher degree

Details: (e.g. motor mechanic, plumber, Bachelor of Arts)

If YES, where was your qualification obtained?

*Please indicate if it is Australian (A), Australian Equivalent (E) or International (I) qualification:*

 Australia       Another country      A  E  I 
**COURSE SUITABILITY**

NVR Standard 5.1-5.4

I have made my own enquiries and believe that this training course is suitable for my personal and career purposes. I consider that, based on my educational attainment, capabilities, aspirations and interests, this training is appropriate for me.

**ALTERNATIVE PAYMENT OPTIONS****SPONSORSHIP/THIRD PARTY PAYMENT**

I consent to AJL Training Pty Ltd providing my sponsor(s) with result information, and/or copies of Certificates and/or Statements of Attainment (if required).

**SPONSOR DETAILS**

Company Name: \_\_\_\_\_

Company ABN: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Contact name: \_\_\_\_\_

Sponsor signature: \_\_\_\_\_

**CREDIT CARD**

If you are paying in person you can provide payment details here. All credit card details are blocked out once the financial transaction has been processed.

Mastercard  Visa

Card Number \_\_\_\_\_

Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Verification Code: \_\_\_\_\_

Card holders name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please call for credit card details for payment

**APPLICANT DECLARATION**

NVR Standard 3.6

- I declare that to the best of my knowledge, the information provided in this application, and supporting this application, is true and correct in every particular. I understand that it is my responsibility to provide all relevant information, and that there are severe penalties under law for making a false or misleading declaration, or attempting to fraudulently obtain a Qualification or Licence.
- I authorise my Registered Training Organisation to check all available records to confirm that information provided is correct, particularly pertaining to my eligibility for any training subsidy or concession. I acknowledge that AJL Training Pty Ltd must make sure all relevant legal requirements are met and agree to comply with a reasonable direction related to safety, security and federal and state laws.
- I can view current policies and procedures and I can contact the RTO to request a paper copy to be sent to me at any time.
- I acknowledge I have read, understand and agree to the RTO's student refund policy.
- I acknowledge I have read and understand the RTO complaints and appeals policy.
- I will abide by the policies, procedures and any other rules of the RTO whilst I am studying.
- The RTO is required under S19 of the ESOS Act to report to the Secretary of the Department of Education about changes to the student's enrolment; and any breach by students of student visa conditions relating to attendance or course progress.
- I agree that the RTO may provide my educational records or information to a sponsoring agency or any other educational institution to which I apply.
- I declare that I will disclose to the RTO any contagious medical condition that I might contract prior to or during my course and I agree to disclose any pre-existing medical or health condition that may require ongoing or intermittent medical attention or that may affect my ability to fully participate in classroom or activity programs.
- I have read and understood the 2019 VET Data Policy Privacy Notice.

Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Parent/guardian consent is required for all students under the age of 18***FORMAL EMPLOYER AGREEMENT (on-site workplace training only)**

NVR Standard 1.5

Permission for on-site training and/or assessment in accordance with the nominated training plan is granted?  Yes  No

Nominated workplace supervision/trainers and appropriate licence details are shown below:

Names:

Role

Licence details

--	--	--

I understand that I may be contacted by the training organisation or Regulator to discuss the training and assessment methods used during this program. This may take the form of a short survey.

Employer Signature \_\_\_\_\_

Date: \_\_\_\_\_

**TRAINER AND ASSESSOR USE ONLY**

- Identification sighted  Name and DOB verified  18 years or older (HRW only)
- I have checked the PTR (if applicable) of the student, and consider the training course to be suitable for his/her purposes.
- I have checked the following:**
- LLN capability  Reason for study  General communication skills  Application form

**Please note:**

*This Privacy Notice is to be given to students in addition to the RTO's other privacy information.*

## Privacy Notice

Under the *Data Provision Requirements 2012*, we are required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by us for statistical, administrative, regulatory and research purposes. We may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
  - populating authenticated VET transcripts;
  - facilitating statistics and research relating to education, including surveys and data linkage;
  - pre-populating RTO student enrolment forms;
  - understanding how the VET market operates, for policy, workforce planning and consumer information; and
  - administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).