

ENROLMENT FORM (First Aid & Short Courses)

TRAINER USE ONLY	Photo ID sighted: <input type="checkbox"/> Driver Licence <input type="checkbox"/> Passport <input type="checkbox"/> Other (please specify): _____		
	Date of birth checked: <input type="checkbox"/> Yes	Course prerequisite provided: <input type="checkbox"/> Refresher Certificate <input type="checkbox"/> Online Certificate <input type="checkbox"/> N/A	
	Trainer name: _____	Initial: _____	Date: _____
OFFICE USE ONLY	Processed by: _____	Initial: _____	Date: _____

PART A – COURSE DETAILS

Code:	Title:	Date:	Venue:
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Note: if your course is a refresher/ practical course, or has prior online learning - please provide copies of previous or online certificates to your trainer

PART B – STUDENT DETAILS

Have you previously studied with Red Cross? <input type="checkbox"/> Yes <input type="checkbox"/> No	Red Cross Student ID (if known): _____
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Your Unique Student Identifier (USI):	_____	_____	_____	_____	_____	_____	_____	_____	_____
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Note: USI is a Government issued student identifier which is mandatory for certificate issue. If you do not have a USI, go to www.usi.gov.au

Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Title: _____
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Surname (as per your USI registration): _____

Given name/s (as per your USI registration): _____
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Date of birth (dd-mm-yyyy): _____	Email: _____
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Mobile: _____	Work phone: _____	Home phone: _____
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Home Address <small>(usual residence)</small>	Building/Property name: _____			
	Flat/Unit number: _____	Street number: _____	Street name: _____	
	Suburb: _____		State: _____	Post code: _____

Postal Address <small>(if different from above)</small>	Building/Property name: _____		PO Box: _____	Roadside mailbox: _____
	Flat/Unit number: _____	Street number: _____	Street name: _____	
	Suburb: _____		State: _____	Post code: _____

Emergency Contact Number: _____	Name: _____	Relationship: _____
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PART C - VICTORIAN STUDENT ONLY

Enter your Victorian Student Number (VSN) (if known) (no more question if you provide your VSN): _____
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Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No – I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.
(No more questions if you answer **No** above)

Yes – I have attended a Victorian school since 2009. Most recent Victorian school attended: _____

Yes – I have participated in training at a TAFE or other training organisation since 2011. List up to 3 training organisations:

1. _____ 2. _____ 3. _____

PART D – DEMOGRAPHICS: Mandatory information for AVETMISS reporting

<p>1. In which country were you born?</p> <p><input type="checkbox"/> Australia <input type="checkbox"/> Other (please specify): _____</p> <p>2. What is your highest COMPLETED school level? (tick ONE box only)</p> <p><input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent</p> <p><input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below</p> <p><input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school – go to Question 4</p> <p>3. Are you still enrolled in secondary or senior secondary school?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Have you SUCCESSFULLY completed any of the qualifications listed in question 5?</p> <p><input type="checkbox"/> Yes – go to Question 5 <input type="checkbox"/> No - go to Question 6</p> <p>5. If YES, tick ANY applicable boxes.</p> <p><input type="checkbox"/> Bachelor Degree or Higher Degree</p> <p><input type="checkbox"/> Advanced Diploma or Associate Degree</p> <p><input type="checkbox"/> Diploma (or Associate Diploma)</p> <p><input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)</p> <p><input type="checkbox"/> Certificate III (or Trade Certificate)</p> <p><input type="checkbox"/> Certificate II</p> <p><input type="checkbox"/> Certificate I</p> <p><input type="checkbox"/> Other education (including certificates or overseas qualification not listed above)</p> <p>6. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p><input type="checkbox"/> Full-time employee</p> <p><input type="checkbox"/> Part-time employee</p> <p><input type="checkbox"/> Self-employed – not employing others</p> <p><input type="checkbox"/> Self-employed – employing other</p> <p><input type="checkbox"/> Employed – unpaid worker in a family business</p>	<p><input type="checkbox"/> Unemployed – seeking full-time work</p> <p><input type="checkbox"/> Unemployed - seeking part-time work</p> <p><input type="checkbox"/> Not employed – not seeking employment</p> <p>7. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)</p> <p><input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify): _____</p> <p>8. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both 'Yes' boxes.)</p> <p><input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander</p> <p>9. Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> Yes - go to Question 10 <input type="checkbox"/> No – go to Question 11</p> <p>10. If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)</p> <p><input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual</p> <p><input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment</p> <p><input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other</p> <p>11. Reason for studying.</p> <p>Of the following categories, which best describes your main reason for undertaking this course? (Tick ONE box only)</p> <p><input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business</p> <p><input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career</p> <p><input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job</p> <p><input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study</p> <p><input type="checkbox"/> For personal interest or self-development</p> <p><input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons</p>
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PART E - RED CROSS PRIVACY COLLECTION STATEMENT

Who is collecting the information?	Australian Red Cross Society. Privacy concerns can be sent to: Head of Legal; Australian Red Cross 23-47 Villiers Street, NORTH MELBOURNE VIC 3051. Ph. 03 8692 3303 or by email privacy@redcross.org.au
Facts and circumstances of collection	Your personal information is protected by law, including the <i>Privacy Act 1988</i> and the Australian Privacy Principles. Your personal information is collected directly from you and used primarily for Red Cross' purposes. Personal information is collected to register students in the student management system in order for students' progress through training to be recorded. Data from this system is transmitted to government departments for compliance and funding purposes. We also use your information for direct marketing. We use your information to promote our humanitarian activities and other services that we think will interest you. This marketing may be by email, phone, SMS, post or online. You are entitled to opt out of direct marketing at any time.
Is the collection being made because a law or Court order applies?	Generally, there is no law that requires us to collect this information. It may, however be a legal requirement under training laws and standards that Red Cross apply for a Unique Student Identifier (USI) on your behalf. To do this we will need to photocopy your relevant identity document. Information collected by Red Cross in relation to your USI will be destroyed after the USI is obtained.
Why does Red Cross need to collect this information?	We need to collect this information so: 1. We know who is studying with Red Cross First Aid & Mental Health; 2. We can respond to your feedback or complaints; 3. We can provide certificates related to the course of study; and 4. We can comply with our obligations to collect this information for reporting purposes to government departments.
The primary purpose for which the information is being collected	The primary purpose of collecting this information is to be able to manage, monitor and report on your training.
The secondary purposes (if any) for which Red Cross is collecting this information	A secondary purpose is sharing that information with the relevant State and Commonwealth authorities who require information about you and your progress through training and the allocation of a Unique Student Identifier. Your personal information is also used for direct marketing so we can provide you with information on other services that we think will interest you.
What happens if Red Cross doesn't collect this information?	If Red Cross does not collect this information from you, we will be unable to provide any services to you.
Anonymity/Nickname	If Red Cross does not collect your name we will be unable to provide training and assessment or issue certificates related to the completion of training and assessment.
The organisations we usually disclose this information to are	<ul style="list-style-type: none">• Australian Government Department of Education and Training• State Education Departments• National Centre for Vocational Education Research
Access and correction	Information about accessing your information and requesting corrections is set out in Red Cross' privacy policy at www.redcross.org.au . You can request a hard copy of our privacy policy by contacting the representative at the top of this form.
Complaints	Information about how to make a complaint is also in the Red Cross Privacy Policy or you can go directly to the Privacy Commissioner at www.oaic.gov.au
Will my information be stored offshore?	No

PART F – NCVER PRIVACY NOTICE

Under the Data Provision Requirements 2012, Red Cross First Aid & Mental Health Training (RTO ID 3605) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

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

- Commonwealth and State or Territory government departments and authorised agencies
- 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 an NCVER student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorized agencies. You may opt out of the survey at the time of being contacted.

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

PART G - VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

Red Cross First Aid and Mental Health Training (RTO ID 3605) is required to provide the Department with student and training activity data. This includes personal information collected in the Red Cross enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Red Cross provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.asp>

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning. A student's USI may be used for specific VET purposes including the verification of student data provided by Red Cross; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Red Cross Privacy Officer in the first instance by phone Ph. 03 93451800 or by email privacy@redcross.org.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/studentprivacy.aspx>

PART H - AUTHORITY TO RELEASE IMAGE AND RECEIVE COMMUNICATIONS

Please tick the following boxes as applicable:

- I do not authorise Red Cross to use my name, location and media (training photographs/videos) for marketing & promotional purposes.
- I do not want to receive any other information not related to my course of study from Red Cross.

PART I - AUTHORITY TO DISCLOSE TRAINING RECORDS TO EMPLOYER

Please tick the following boxes as applicable:

- I authorise Red Cross to disclose my training records to my employer where requested.
- I do not authorise Red Cross to disclose my training records to my employer where requested.

PART J – APPLICATION DECLARATION, AGREEMENT AND CONSENT

By signing the below:

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I give permission for Red Cross to locate my USI in the event that the original details supplied are incorrect.
- I acknowledge that I have read the Red Cross Privacy Collection Statement above.
- I consent to the collection, use and disclosure of my personal information in accordance with the NCVER Privacy Notice above.
- I consent to you releasing my personal information (including sensitive information) to the Commonwealth/State Education Departments for the purpose of managing, monitoring and/or reporting my training progress.
- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice above (*applicable for Victorian students only*).

Signature of Applicant:

(or Parent/Guardian if applicant is under 18 years of age)

Date (dd-mm-yyyy):

Print name: