

ENROLMENT FORM (First Aid & Short Courses)

TRAINER USE ONLY	Course prerequisite provided: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Photo ID provided: <input type="checkbox"/> Yes	Date of birth checked: <input type="checkbox"/> Yes
	Trainer name:	Initial:	Date:
OFFICE USE ONLY	Processed by:	Initial:	Date:

PART A – COURSE DETAILS

Code: _____ **Title:** _____ **Date:** _____ **Venue:** _____

Note: If you are undertaking a refresher course, a practical component following an online course, or your course has prerequisite requirements, please ensure you provide documented proof of eligibility to Training Services staff upon commencement of your course or you will not be awarded a certificate upon completion of the course.

PART B – STUDENT DETAILS

Have you previously studied with Red Cross? Yes No **Red Cross Student ID (if known):** _____

Your Unique Student Identifier (USI): _____

Note: USI is a Government issued student identifier. It is mandatory to provide your USI for certificate issue. If you do not have a USI, go to USI website www.usi.gov.au

Title: _____ **Gender:** Male Female Other **Date of birth (dd-mm-yyyy):** _____

Surname (legal): _____

Given names (legal): _____

Mobile: _____ **Work phone:** _____

Email: _____ **Home phone:** _____

Home Address (usual residence)

Building/Property name:	Flat/Unit no.:	Street no.:
Street name:		
Suburb:	State:	Post code:

Postal Address (if different from above)

Building/Property name:	Flat/Unit no.:	Street no.:
Street name:	PO Box:	Roadside mailbox:
Suburb:	State:	Post code:

Photo identity provided: Driver's License Passport Other (please specify): _____

Emergency Contact Number: _____ **Name:** _____ **Relationship:** _____

PART C - VICTORIAN STUDENT ONLY

Enter your Victorian Student Number (VSN) (if known) (no more question if you provide your VSN): _____

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

1. In which country were you born?
 Australia Other (please specify): _____

2. What is your highest COMPLETED school level? (tick ONE box only)
 Year 12 or equivalent Year 9 or equivalent
 Year 11 or equivalent Year 8 or below
 Year 10 or equivalent Never attended school – go to Question 4

3. Are you still enrolled in secondary or senior secondary school?
 Yes No

4. Have you SUCCESSFULLY completed any of the qualifications listed in question 5?
 Yes – go to Question 5 No - go to Question 6

5. If YES, tick ANY applicable boxes.
 Bachelor Degree or Higher Degree
 Advanced Diploma or Associate Degree
 Diploma (or Associate Diploma)
 Certificate IV (or Advanced Certificate/Technician)
 Certificate III (or Trade Certificate)
 Certificate II Certificate I
 Other education (including certificates or overseas qualification not listed above)

6. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)
 Full-time employee
 Part-time employee
 Self-employed – not employing others
 Self-employed – employing other
 Employed – unpaid worker in a family business

Unemployed – seeking full-time work
 Unemployed - seeking part-time work
 Not employed – not seeking employment

7. 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 (please specify): _____

8. 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

9. Do you consider yourself to have a disability, impairment or long-term condition?
 Yes - go to Question 10 No – go to Question 11

10. If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)
 Hearing/deaf Physical Intellectual
 Learning Mental illness Acquired brain impairment
 Vision Medical condition Other

11. Reason for studying. Of the following categories, which best describes your main reason for undertaking this course? *(Tick ONE box only)*
 To get a job To develop my existing business
 To start my own business To try for a different career
 To get a better job or promotion It was a requirement of my job
 I wanted extra skills for my job To get into another course of study
 For personal interest or self-development
 To get skills for community/voluntary work Other reasons

PART E - RED CROSS PRIVACY COLLECTION STATEMENT

Who is collecting the information?	Australian Red Cross Society Privacy concerns can be sent to: General Counsel; Australian Red Cross 155 Pelham Street, CARLTON VIC 3053. Ph. 03 93451800 or by email privacy@redcross.org.au
Facts and circumstances of collection	Personal data is collected to register students in the student management system (SMS) in order for students' progress through training to be recorded. Data from this system is transmitted to government departments for compliance and funding purposes
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 obtains your Unique Student Identifier (USI) for you. 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 Training Services; 2. We can provide certificates related to the course of study; 3. We are required by government departments to collect this information for reporting purposes;
The primary purpose for which the information is being collected	The primary purpose of collecting this information is to be able to manage and 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
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 legal 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	Australian Government Department of Education and Training, State Education Departments, National Centre for Vocational Education Research (NCVER)
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 Training Services 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 and your training activity data) may be used or disclosed by Red Cross Training Services for statistical, regulatory and research purposes. Red Cross Training Services may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- 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.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 Training Services is required to provide the Department with student and training activity data. This includes personal information collected in the Red Cross Training Services enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). Red Cross Training Services 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.aspx>.

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 Training Services; 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 Training Service's 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 Training Services

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 Training Services 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)

Print name:

Date (dd-mm-yyyy):