

## EVERTHOUGHT EDUCATION - DOMESTIC ENROLMENT FORM

Please complete all sections of this form. If you have any questions, please contact our friendly staff.

### COURSE DETAILS

Qualification Code & Name:

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Location

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- I am applying for Credit Transfer (CT)  
 I am applying for recognition of Prior Learning (RPL)

### PERSONAL AND CONTACT DETAILS

Your preferred title:  Mr  Mrs  Miss  Ms  Dr

First Name: \_\_\_\_\_ Middle Name \_\_\_\_\_

Last Name: \_\_\_\_\_ Previous surname \_\_\_\_\_

Date of Birth (dd/mm/yyyy) \_\_\_\_\_ Gender  Male  Female  Gender X

#### RESIDENTIAL ADDRESS

Building / property name:			
Flat / unit:		Street / lot:	
Street name:		Suburb / town:	
Postcode:		State:	

#### POSTAL ADDRESS (Same as Residential )

Building / property name:			
Flat / unit:		Street / lot:	
Street name:		Suburb / town:	
Postcode:		State:	

#### CONTACT INFORMATION (please provide at least one phone number)

Home phone:		Work phone:		Mobile phone:	
Email:					

### EMERGENCY CONTACT DETAILS

Name of Contact		Relationship to student	
Primary Contact Number		Email	

### Unique Student Identifier (USI)

From 1 January 2015, Everthought Education 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 NCVER. 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, otherwise, Everthought Education can apply for one on your behalf. To allow us to apply for one for you, please provide authorisation below, and include at least one form of ID information.

Enter your unique student identifier (USI) (if you already have one)	
USI	
Do you agree to give permission to Everthought Education to search for your USI on your behalf?	Yes <input type="checkbox"/> No <input type="checkbox"/>

I authorise Everthought Education to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.				Yes <input type="checkbox"/> No <input type="checkbox"/>
Please provide at least one of the below forms of ID.				
Driver's Licence	Licence Number		Issuing State	
Medicare Card	Card Number		Individual Reference	
	Card Colour		Expiry Date	
In accordance with section 11 of the Student Identifiers Act 2014, Everthought Education will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.				

**PERSONAL INFORMATION**

Country of birth \_\_\_\_\_ City of birth \_\_\_\_\_

Are you an Australian Citizen?      Yes      No, please specify county of birth: \_\_\_\_\_  
 Are you a New Zealand Citizen?      Yes      No  
 Are you a Permanent Resident?      Yes      No  
 Are you a Temporary resident on the pathway to Permanent residency, with relevant visa approval?  
Yes, Visa approval number: \_\_\_\_\_      No

Are you of Aboriginal or Torres Strait Islander Origin?  
No, Neither Aboriginal nor Torres Strait Islander      Yes, Aboriginal  
Yes, Torres Strait Islander      Yes, Aboriginal AND Torres Strait Islander  
Would prefer not to say

Do you have a concession card?      Yes      No  
*If you answer yes, a copy of your concession card will be required by Everthought Education*  
 If yes, Concession Card Name: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Do you speak English?      Yes      No  
 Do you speak any language other than English?  
No, English only      Yes, please specify \_\_\_\_\_

Do you consider yourself to have a disability, impairment or long-term condition that may affect your studies?  
Yes      No  
 If yes, please indicate the area of disability, impairment, or long-term condition\*:  
Hearing/deaf      Acquired brain injury      Physical      Vision  
Intellectual      Medical condition      Learning      Mental illness  
Other: \_\_\_\_\_

**EMPLOYMENT**

Which BEST describes your current employment status?  
Full-time employee      Employed – unpaid worker in family business  
Part-time employee      Unemployed – seeking full-time work  
Self-employed – not employing others      Unemployed – seeking part-time work  
Self-employed - employing others      Casual  
Unemployed – not seeking employment (*Please specify why not seeking employment* \_\_\_\_\_)

**WORK EXPERIENCE** (Please skip the question if you are enrolling as an apprentice)

Please list any previous work experience or skills from the last 3 years relevant to the course you are undertaking (up to 5 examples). This can include volunteer work

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**EMPLOYER DETAILS** (If applicable)

<b>Company Name</b>		<b>ABN</b>	
<b>Address</b>		<b>Suburb</b>	
<b>State</b>		<b>Postcode</b>	
<b>Contact Phone No.</b>		<b>Mobile</b>	
<b>Contact Person</b>		<b>Contact Email</b>	

**EDUCATION**

How would you rate your computer skills?

- Beginner
  Average
  Good
  Advanced

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 equivalent  
 Year 10 or equivalent
  Never attended school

Are you still attending secondary school?  Yes \_\_\_\_\_  No

In what year did you complete that school level? \_\_\_\_\_

**QUALIFICATIONS**

Are you currently enrolled in any course, **including as an apprentice**?

- No  
 Yes (if yes, please provide the qualification title) \_\_\_\_\_

Have you **SUCCESSFULLY** completed or participated in any of the following qualifications?

- No  
 Yes (if yes, please provide the qualification title, the year achieved and from where you attended the training. You may be required to provide copy of your qualification or statement of attainment)

- Bachelor or Higher Degree
  Advanced Diploma or associate degree  
 Diploma of Associate Diploma
  Certificate IV or Advanced Certificate (Technician)  
 Certificate III or Trade Certificate
  Certificate II  
 Certificate I

**STUDY REASON**

Of the following categories, which **BEST** describes your main reason for undertaking this course? (Tick one box only)

- To get a job
  It is a requirement of my job  
 To develop my existing business
  I want extra skills for my job  
 To start my own business
  To get into another course of study  
 To try for a different career
  For personal interest or self-development  
 To get a better job or promotion
  To get skills for community/ voluntary work  
 Other \_\_\_\_\_

## HOW DID YOU HEAR ABOUT US?

Our website     Word of mouth     Newspaper     Agent     Other (please specify) \_\_\_\_\_

## PRIVACY NOTICE AND STUDENT DECLARATION

### **Why we collect your personal information.**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course 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.

### **How NCVER and other bodies handle your personal information.**

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.

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.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://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.

DEWR 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.dewr.gov.au/national-vet-data/vet-privacy-notice>.

### **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 Everthought Education 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

## REFUND POLICY

If you wish to withdraw, you will be required to fill out and sign a withdrawal form before cancellation.

If you have applied for a refund, you will be notified in writing of the outcome. A withdrawal confirmation with remittance advice will be sent via email, if a refund is approved. Please note that it will be at Everthought Education's discretion whether a student is entitled to a refund.

Everthought Education will make a judgment based on the evidence the student has provided that supports any special circumstances preventing further study.

For more information about Everthought Education's refund policy visit Everthought's website:

<https://everthought.edu.au/policies-forms/>

## TERMS AND CONDITIONS/ STUDENT DECLARATION

1. I declare that the information I have provided to the best of my knowledge is true and correct.
2. In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Everthought Education.
3. I acknowledge that my proof of ID is current and understand that Everthought Education has taken a copy as proof of my identify.
4. I understand that this application applies only to the course stated on page 1 of this Form.
5. I understand that Everthought Education is responsible for all my training and assessment related to this course and also for issuing my AQF certification documentation on my successful completion.
6. I have read and understand all Everthought Education's services and I have sought clarification from Everthought Education where I did not understand any of the information presented.
7. I consent to the collection, use and disclosure of my personal information in accordance with the **Privacy Notice** above. I understand and consent to information contained in this Form provided to State and Commonwealth government departments and their authorised agencies, such as the NCVER. This includes to funding bodies. 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 and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au).
8. I also understand that training claim information will be provided to AISS (where relevant) and my participation in a funded course will be subject to that search of my previous training (where relevant).
9. I have received all the information I need to make an informed decision about whether this is the right course for me, including access to Everthought Education's **Student Handbook** (domestic) and student information pack. <https://everthought.edu.au/policies-forms/>
10. I have been advised of and understand my rights, obligations and responsibilities when enrolling with Everthought Education and know that I may reference these in the **Student Handbook** or Everthought Education's website.
11. I have received all course details, including any fee payment (including where my employer will pay on my behalf) and other student incidental expenses (where relevant to the course), have been provided to me and explained. I understand that I may be eligible for government fee free place and these conditions have been explored with me.
12. It has also been explained and I accept that in exceptional and unforeseen circumstances out of Everthought Education's control, the fees and charges may increase during my course. I understand that I have the right to withdraw in this instance.
13. Where applicable, I have received information about signing up to an apprenticeship arrangement and all obligations expected from Everthought Education, my employer, the Australian Apprenticeship Service Network provider and myself.
14. I have received information and understand my rights, such as how to lodge a complaint or appeal, how to request a fee refund and the privacy of my personal information as well as my responsibilities as a Everthought Education student.
15. I understand that my image and comments may be used in print and electronic promotional material and any communications for commercial and non-commercial purposes in all media, including the internet and throughout the world, without seeking any remuneration or compensation for the same for an unlimited time period. I acknowledge that Everthought Education own and shall own all rights, title and interest (including copyright). I warrant that I have full power to enter into this release. Where I do wish to provide permission, I have included a comment below (in the Comments section).
16. My eligibility for a government subsidy has been explored with me. I have been informed that enrolment in this course may impact my future entitlement to government subsidised training.
17. I understand and agree to undertake an **Upfront Assessment of Need**, such as my literacy and numeracy skills, as part of this application and understand that pending the outcome of this assessment, I may not be offered a place in this course.
18. Should I be accepted to enrol in this course, I agree to all the terms and conditions outlined within the **Student Handbook**, including the **Student Code of Conduct**, and as explained to me.
19. I declare that I have read and understand all Everthought Education's policies: <https://everthought.edu.au/policies-forms/>

**STUDENT DECLARATION AND CONSENT**

*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 accordance with the Privacy Notice above.*

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Name:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

*(Required if applicant is under 18 years of age)*

**\*DISABILITY SUPPLEMENT**

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

<p><b>'Hearing/deaf'</b> Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.</p>	<p><b>'Intellectual'</b> In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.</p>
<p><b>'Physical'</b> A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.</p>	<p><b>'Medical condition'</b> Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes</p>
<p><b>'Acquired brain impairment'</b> Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.</p>	<p><b>'Learning'</b> A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.</p>
<p><b>'Vision'</b> This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.</p>	<p><b>'Mental illness'</b> Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.</p>
<p><b>'Other'</b> A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.</p>	

Office Use	
Application received by (Name of staff member): _____	
More evidence required: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date: _____
Funding Type	
Fee for service <input type="checkbox"/>	Apprenticeships & Traineeships (NSW) <input type="checkbox"/>
User Choice (QLD) <input type="checkbox"/>	Construction Skills Queensland <input type="checkbox"/>
VET in Schools (VETIS) <input type="checkbox"/>	