

Instructions

This is an on line form and should be completed by saving it to your computer and typing in your information. Alternately, if you cannot access a computer the form can be printed and completed as a manual form

Please send your completed form via email to tom@easytest.com.au

Student Information: To access your student handbook and our privacy document "Protecting Your Privacy" please go to:

<http://www.time.net.au/student-information>, click this

STUDENT INFO button or or ask us to send you a copy

Personal Information

Title ☐ MR ☐ MRS ☐ MISS ☐ MS ☐ Other (specify)

Surname/Family name (or single name)

First name

Middle/other names

Preferred name

Former Surname

Date of birth

Gender ☐ MALE ☐ FEMALE ☐ OTHER

City of birth

Your residential street number/name

Suburb

Postcode

Is your postal address the same as your residential address? ☐ YES ☐ NO

If "No", please provide your full postal address below

Your PO Box/Postal street number/name

Suburb

Postcode

Home phone

Work phone

Mobile

Secondary mobile

Email address

Alternate email address

Preferred contact ☐ Mobile ☐ Email ☐ Post

Program

What is your main study reason?

- ☐ To get a job
- ☐ To get a better job or promotion
- ☐ I want extra skills for my job
- ☐ It is a requirement of my job
- ☐ To change jobs/start a new career
- ☐ To start my own business
- ☐ To develop my business
- ☐ To get into another course of study
- ☐ Personal interest / self-development
- ☐ Other reasons

What program type are you enrolling into?

☐ Test and Tag

Conduct in-service safety testing of electrical cord equipment and cord assemblies (UEENEEP026A) **PLUS** Apply occupational health and safety practices in the workplace (UEENEEE101A)

☐ Cords and Plugs

Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply



What is your USI (Unique Student Identifier)

If you have previously supplied us with your USI write "SUPPLIED" in the above box.

If you have a USI but don't remember the number write "UNKNOWN" in the above box.

Important: YOU MUST HAVE A USI TO ENROL. If you have provided a valid USI above (or have provided your USI to us previously) you do not need to complete the rest of this section. If you do not have a USI it is important that you read the USI information on our website before completing this section. To access information regarding USI requirements please click this [USI INFO Button](#).

Have you provided your USI on this form (or have provided it previously)?

☐ YES ☐ NO

If "no" you can authorise Time Education and Training to create your USI by completing this section and including a copy of a suitable ID (Medicare card, Drivers License, Birth Certificate, Australian Passport, VISA & Non Australian Passport or Imni-Card).

☐ I authorise Time Education and Training to create my USI on my behalf AND I have included a copy of my ID with this enrolment form.

Your background

Registered Training Organisations are required to collect and report student information including the demographic information contained in this section. This information is provided directly (or via the relevant state training authority) to the National Centre for Vocational Education Research (NCVER). Additional information is contained within the document "Protecting your Privacy" which can be accessed by clicking on this [student info button](#).

What is your indigenous status?

☐ Aboriginal ☐ Torres Strait Islander ☐ Both ☐ Neither

Were you born in Australia?

☐ YES ☐ NO

If you were NOT born in Australia, in which country were you born?

Are you currently at secondary school?

☐ YES ☐ NO

If "YES", what is your SACE/student ID?

If NOT at school, what is the highest school level you completed? For example: "year 11"

In what year did you complete this level?

Where did you complete this level? (the town or city)

What is your residency status?

☐ Aust.Citizen ☐ Perm. Resident ☐ Visa Holder

Is English the main language spoken at home? If no, what is the main language spoken at home?

☐ YES ☐ NO

How well do you speak English

☐ Very well ☐ Well ☐ Not well ☐ Not at all

Do you have a disability?

☐ YES ☐ NO

If yes, please select the type or specify

Would you like to discuss any learning support needs with your program coordinator?

☐ YES ☐ NO

What is your employment status?

☐ Full time employee

☐ Unemployed seeking full time work

☐ Employer

☐ Self employed

☐ Part-time employee

☐ Unemployed seeking part-time work

☐ Not employed – not seeking work

☐ Employed – unpaid worker in family business

Do you have any post-school qualifications?

☐ YES ☐ NO

If "yes" select from the options below. (You can select more than one option). STATUS: For each selection, indicate if achieved in Australia or overseas (International). NOTE: If achieved overseas but the qualification has been formally recognised as an Australian Equivalent qualification, select "Australian Equivalent".

<input type="checkbox"/> Certificate I	Status	<input type="text"/>
<input type="checkbox"/> Certificate II	Status	<input type="text"/>
<input type="checkbox"/> Certificate III / Trade Certificate	Status	<input type="text"/>
<input type="checkbox"/> Certificate IV	Status	<input type="text"/>
<input type="checkbox"/> Diploma	Status	<input type="text"/>
<input type="checkbox"/> Advanced Diploma or Associate Degree	Status	<input type="text"/>
<input type="checkbox"/> Bachelor or higher degree	Status	<input type="text"/>
<input type="checkbox"/> Other/Miscellaneous	Status	<input type="text"/>

PRIVACY STATEMENT AND STUDENT DECLARATION

Under the Data Provision Requirements 2012, Time Education and Training 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 Time Education and Training for statistical, regulatory and research purposes. Time Education and Training 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).

I declare that the information I have provided to the best of my knowledge is true and correct and consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above

Student
acceptance
options

Add digital signature or print/sign **OR** Check box confirmation

Date

Parental/guardian
acceptance

print/sign

OR Check box confirmation

Date

Parent/guardian name

Daytime contact number for verification

Student Signature options: The **student signature field** is a Digital signature field. To sign digitally, click on the field and follow the prompts. **Acceptance Check box** - check this box to confirm acceptance if you are completing online and cannot use a digital signature. **Manual signature** - You can complete this form and then print it signing in the signature field.

Parental Consent: If the student is under 18 the parent can sign a printed form or use the online confirmation check box however, for this option, a day time contact number must be provided for verification purposes.