

Enrolment Form – Domestic Student



Unique Student Identifier (USI)

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Please enter your Unique Student Identifier (USI). If you do not already have a USI you can apply directly at <http://www.usi.gov.au/create-your-usi/> on a computer or mobile device to obtain a USI. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

Note:

From 1 January 2015, Lawson College Australia:

1. Cannot issue you a nationally recognised VET qualification or statement of attainment if you do not provide a valid USI; and
2. Is required to include your USI in the data we submit to NCVER (National Centre for Vocational Education Research).

VET Student Loan <https://www.studyassist.gov.au/vet-students/vet-student-loans>

Please indicate if you have/intend applying for a VET Student Loan

☐ Yes

☐ No

Lawson College Australia Student ID (if applicable)										
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SECTION 1. PERSONAL DETAILS

Enter your full name in the sections below. If you only have a single name please write it in the 'Family name' box.

Family name:		Given names:			
Date of birth:		Gender:	Male	Female	Others

SECTION 2. CONTACT DETAILS (Please provide the physical address - street number and name not post-office box)

What is the address of your usual residence?	Building/property name:		
	Flat/unit details:	Suburb, locality, or town:	
	Street or lot number (e.g. 205 or Lot 118)	State/territory:	
	Street name:	Postcode:	
	Postal address is different than above:		
Telephone:	Mobile:	Home:	
Email:			

SECTION 3. ENROLMENT DETAILS (please enter each course you wish to enrol in):

I confirm that I have received information about the course I am enrolling in.

- ☐ CHC33015 – Certificate III in Individual Support [CRICOS Code 094834B] (NB: This course is not eligible for VET Student Loan)
- ☐ CHC43015 – Certificate IV in Ageing Support [CRICOS Code 094835A] (NB: This course is not eligible for VET Student Loan)
- ☐ CHC53315 – Diploma of Mental Health [CRICOS Code 0102145] (NB: This course is not eligible for VET Student Loan)
- ☐ BSB50120 - Diploma of Business [CRICOS Code 104814H]
- ☐ BSB50420 - Diploma of Leadership and Management [CRICOS Code 104256M]
- ☐ BSB60420 - Advanced Diploma of Leadership and Management [CRICOS Code 104816F]
- ☐ BSB60120 - Advanced Diploma of Business [CRICOS 104815G]

SECTION 4. DEMOGRAPHICS: Mandatory information for AVETMISS reporting

In which country, were you born?	<input type="checkbox"/> Australia Other – please specify:
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify:
Are you of Aboriginal or Torres Strait Islander origin? [For persons of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes].	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Do you consider yourself to have a disability, impairment, or long-term condition? [If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) - You may indicate more than one area].	<input type="checkbox"/> Yes* <input type="checkbox"/> No *If 'Yes', please indicate the areas of disability, impairment or long-term condition: <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other
What is your highest COMPLETED school level? [Tick one box only]	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Have you SUCCESSFULLY completed any of the qualifications as listed?	Bachelor's degree or Higher Degree Advanced Diploma or Associate Degree Diploma (or Associate Diploma) Certificate Certificate I Certificate II Certificate IV Other education (including certificates or overseas qualification not listed above)	
Of the listed categories, which BEST describes your current employment status? [Tick one box only]	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Self-employed – not employing others. <input type="checkbox"/> Employed – unpaid work in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> No employed – not seeking employment	Part-time employee Self-employed – employing others Unemployed – seeking part-time work
Of the listed categories, select the one which BEST describes the main reason you are undertaking this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> I wanted extra skills for my job For personal interest or self-development To get skills for community/ voluntary work	To develop my existing business To try for a different career It was a requirement of my job To get into another course of study <input type="checkbox"/> Other reasons

SECTION 5. NCVER PRIVACY NOTICE (National VET Data Policy-Schedule 1 Privacy Notice effective from 1/01/2021)

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. If you do not provide requested personal information, we will not be able to enrol you as a student.

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 communication 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 the NCVER and other bodies handle your personal information

The 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.

The 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.

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

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

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at 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.

DESE (Australian Government *Department of Education, Skills and Employment*) 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.dese.gov.au/national-vet-data/vet-privacy-notice>.

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Privacy Legislation in Victoria

Privacy and Data Protection Act 2014 (VIC). The *Privacy and Data Protection (PDP) Act 2014* outlines how Victorian public sector organisations must handle your personal information. However, the PDP Act does not apply to: health information; or how Commonwealth government agencies and private organisation should handle your personal information.

Surveys

You may receive a student survey which may be run by a government department of an NCVET 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 Lawson College Australia 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

Lawson College Australia - +61 3 97912211

SECTION 6. APPLICATION DECLARATION, AGREEMENT AND CONSENT

Read the following below and tick to confirm your understanding before signing.

1	I have completed all sections of the enrolment form.
2	I have read and understood the information presented for the course I am enrolling in.
3	I acknowledge that I have used my independent judgement in enrolling in the course/s.
4	I declare that the information provided to the best of my knowledge with this application is true and complete.
5	I am aware that I must successfully complete the training components before receiving a Statement of Attainment or Certificate (whichever applies).
6	I understand that programs offered at Lawson College Australia include reading tasks and written and knowledge assessments.
7	I have advised, in the enrolment form, of any disability, impairment or long-term condition or restriction that may impact my ability to learn.
8	I have read the Privacy Notice and the purposes for which my personal information will be used and in accordance with the NCVET Privacy Notice above.
9	I consent to Lawson College Australia releasing my personal information (including sensitive information) to Commonwealth/ State Education Departments for the purpose of managing, monitoring and/or reporting my training progress.
10	I agree to be bound by the Government Statutes and regulations, and the policies of Lawson College Australia as amended from time to time.
11	I agree to pay all fees for enrolled unit/ courses and charges arising from my enrolment.
12	I consent to receiving information electronically from Lawson College Australia.
13	I agree to access the Lawson College Australia correspondence of my email account on a regular basis.
14	I agree that if I provide incorrect information it may result in the termination of my enrolment.
15	I agree to release and indemnify Lawson College Australia employees, agents, partners, and contractors from and against any liability, claim, action, demand, loss, or expense (including legal costs) arising out of or in any way connected with me providing incorrect information.
16	I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
17	I do not authorise Lawson College Australia to use my name, location, and media for marketing and promotional purposes without express consent.
18	I authorise Lawson College Australia to seek verification of my academic and profession qualifications.
19	I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
20	I give permission for Lawson College Australia to locate my Unique Student Identifier (USI) in the event that the original details supplied are incorrect.

☐ I have read, understood, and agree to the statements mentioned above.

Student signature:

Date:

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OFFICE USE ONLY		
WiseNET updated:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
Student ID card issued:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
Moodle Access enabled	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
XERO Updated (if applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
Copy placed in student file:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date: / /
Actioned by (Staff Name):	Signature:	Date: / /