

## SHORT COURSE ENROLMENT FORM

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### ABOUT THIS FORM

Thank you for your interest in seeking enrolment into Smartlink Training. If you require any assistance in completing this form, please contact us by phone or email.

Students should complete this form by downloading it, filling it and returning it via email, post or submit it physically at our office (Shop 2/659 Young Street Albury NSW 2640).

Is this the first time you have enrolled at this organisation?  
If YES, then state year study is to commence.

YES  NO

**TITLE:** (Please tick ONE box only)

MR  MISS  MRS  MS  OTHER  \_\_\_\_\_

**GENDER:** (Please tick ONE box only):

MALE  FEMALE  OTHER

Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

**FAMILY NAME:** Surname: \_\_\_\_\_

Given Names: (including middle name if any): \_\_\_\_\_

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose

**DATE OF BIRTH:** (dd/mm/yyyy) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (if under 18 years of age, parent/guardian signature required)

### ADDRESS OF USUAL RESIDENCE:

Building/Property/Flat/Unit: \_\_\_\_\_

Number and Street Name: \_\_\_\_\_

Suburb: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

**POSTAL ADDRESS:** Number and Street Name: \_\_\_\_\_

PO Box OR Roadside Delivery Box: \_\_\_\_\_

Suburb: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Hm: \_\_\_\_\_ Wk: \_\_\_\_\_ Mob: \_\_\_\_\_

E-mail: \_\_\_\_\_

Alternative email address (optional): \_\_\_\_\_

### EMERGENCY CONTACT

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

### EMPLOYER

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State/Territory: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_

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I am seeking to enrol in:

- HLTAID015 Provide advanced resuscitation and oxygen therapy
- HLTAID014 Provide advanced first aid
- HLTAID012 Provide first aid in an education and care setting
- HLTAID011 Provide first aid
- HLTAID010 Provide basic emergency life support
- HLTAID009 Provide cardiopulmonary resuscitation
- 22556VIC Course in the Management of Asthma Risks and Emergencies in the Workplace
- 22578VIC Course in First Aid Management of Anaphylaxis
- UETDRMP018 Perform rescue from a Live Low Voltage Panel
- UEECD0007 Apply Work Health and Safety Regulations Codes and Practices in the Workplace

I am seeking to undertake the training at:

- 2/659 Young street Albury NSW 2640
- Wagga RSL Wagga Cnr of Kincaid St and Dobbs St Wagga NSW
- Comfort Inn Peppermill 7900 Goulburn Valley HWY, Shepparton VIC 3630
- Bendigo Rotary Club of Kangaroo Flat, 26 High Street Kangaroo Flat VIC 3555
- Wangaratta Masonic Hall 101 Appin Street Wangaratta VIC 3677
- Quest Wodonga 46 Reid Street, Wodonga VIC 3690
- South Shepparton Community Centre 290 Archer Street Shepparton, VIC
- Ballarat
- Geelong
- Canberra
- Other

1. In which country were you born?

|                        |  |
|------------------------|--|
| Australia              |  |
| Other – Please Specify |  |

2. Do you have permanent residence in Australia?

|     |  |
|-----|--|
| Yes |  |
| No  |  |

3. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, tick both boxes).

|                             |  |
|-----------------------------|--|
| No                          |  |
| Yes, Aboriginal             |  |
| Yes, Torres Strait Islander |  |

4. 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            | <b>Go to Question 6</b> |
| Yes, Other – Please Specify |                         |

5. How well do you speak English?

|            |  |
|------------|--|
| Very Well  |  |
| Well       |  |
| Not Well   |  |
| Not At All |  |

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6. Do you consider yourself to have a disability, impairment or long-term condition?

|     |                         |
|-----|-------------------------|
| Yes |                         |
| No  | <b>Go to Question 8</b> |

7. If YES, then 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                     |  |

8. What is your highest COMPLETED school level? (Tick ONE box only)

|                       |                          |
|-----------------------|--------------------------|
| Year 12 or equivalent |                          |
| Year 11 Or Equivalent |                          |
| Year 10 Or Equivalent |                          |
| Year 9 Or Equivalent  |                          |
| Year 8 Or Below       |                          |
| Never Attended School | <b>Go to Question 11</b> |

9. Are you still attending secondary school?

|     |  |
|-----|--|
| YES |  |
| NO  |  |

10. Have you successfully completed any of the following qualifications? Tick  Yes or  No. If Yes, tick any applicable boxes.

| Level of Qualification   | Completed |
|--|-----------|
| 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 qualifications not listed above) |           |

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11. 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 others              |  |
| Employed – Unpaid Worker In a Family Business |  |
| Unemployed – Seeking Full-Time Work           |  |
| Unemployed – Seeking Part-Time Work           |  |
| Not Employed – Not Seeking Employment         |  |

12. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship? (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                              |  |

### **Recognition of Prior Learning**

Are you seeking Recognition of Prior Learning?      Yes     No

### **Credit Transfer**

Would you like to apply for credit for any units you have already completed in previous training? Yes     No   
(If yes, please contact Smartlink for further information on the RPL process.)

If applying for a credit transfer, please attach a certified copy of the Statement of Attainment or Record of Results and Qualification for each unit.

Please note, applying for either RPL or credit transfer will impact your course duration so bear in mind that if this is approved then your course duration will be less than the time outlined on the course flyer. Depending on the amount that your course is reduced your fees may also be reduced.

### Unique Student Identifier (USI)

Smartlink Training 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.

Enter your Unique Student Identifier (USI) here:

If you are exempt from having a Unique Student Identifier (USI), please email your USI exemption letter to us, along with your application for enrolment. Further details about USI exemptions can be found here:

<https://www.usi.gov.au/exemptions>

### Student Handbook

As a student, you must download the Student Handbook from Smartlink Training's website (<https://www.smartlinktraining.net.au/student-handbook>), or contact Smartlink Training to receive a copy of the student handbook. The student handbook link contains all the documents that the student is required to read and understand prior to enrolment.

You must read all these documents prior to completing this enrolment form. If you have any queries regarding the Student Handbook or the information contained within, please contact Smartlink for assistance.

### Cooling off Period:

To assist you in making the right decision we allow a 2- day cooling off period for short courses. For further information on this cooling off period, read the Pre-Enrolment Information and Fees and Refunds Policy.

### Privacy Notice

#### 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.

Please note that if we are unable to collect your personal information then we will not be able to enrol you in the training course.

#### 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 Employment and Workplace Relations (DEWR), 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 DEWR will handle your personal information, please refer to the DEWR 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.

I understand that I may receive a National Centre or Vocational Education Research (NCVER) student survey.

### Contact information

At any time, you may contact [Smartlink Training] 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

### Smartlink Training Information

Smartlink Training Pty Ltd RTO No. 45280, Unit 2, 659 Young Street Albury NSW 2640

<https://www.smartlinktraining.net.au/>, [info@smartlinktraining.net.au](mailto:info@smartlinktraining.net.au)

Privacy Policy link - <https://www.smartlinktraining.net.au/wp-content/uploads/2023/02/privacy-policy.pdf>

### Student Declaration

I have read and understood all the information provided in the student handbook. The student handbook link <https://www.smartlinktraining.net.au/student-handbook/> contains all the documents that the student is required to read and understand prior to enrolment.

I declare that the information provided is true and correct

I agree to the collection, use and disclosure of my personal information as per the Privacy Notice

**STUDENT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Parent/Guardian Signature required below only if student is under 18 years of age)

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### **Disability supplement**

The purpose of the Disability supplement is to provide additional information to assist you with answering the disability question.

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.

#### **'11 — Hearing/deaf'**

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.

#### **'12 — Physical'**

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.

#### **'13 — Intellectual'**

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.

#### **'14 — Learning'**

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.

#### **'15 — Mental illness'**

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.

#### **'16 — Acquired brain impairment'**

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.

#### **'17 — Vision'**

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.

#### **'18 — Medical condition'**

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.

#### **'19 — Other'**

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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.

### Below section is for Administration use only

- Smartlink has verified that the student completed LLND test before confirmation of enrolment or prior to the commencement of training.
- Smartlink has verified that all course fees paid by the student are below the legally mandated threshold of **\$1500** at any given time.