STUDENT ENROLMENT FORM 2024/2025

Course name (Code and title if known):		Course date(s):	
		Course location:	

Unique Student Identifier (USI):											Please BLOCK write USI #

From 1 January 2015, IOGTA can be prevented from issuing you with a nationally recognized 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 http://www.usi.gov.au/create-your-usi/ on computer or mobile device Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want IOGTA to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose and request a 'USI Verification or Application Form'.

Title (please circle):	Mr / Mrs / Ms / Miss / Other _____	Gender (please tick):	□ M □ F □ 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).		□			
First given name:		Second given name (middle):			
Family name		Date of birth:	/ /		
Mobile number:		Work number:			
Email:		Home number:			
Postal address:		State:		Postcode:	
Residential address:		State:		Postcode:	
Employer/company name:					
Authorised contact person:		Email:			
Who will be paying for this course? IOGTA's payment terms/conditions and refund policy is available at www.iogta.wa.edu.au	□ Self	Payment accepted in person at your local IOGTA office or via Electronic Funds Transfer (EFT) to: Indian Ocean Group Training Association BSB: 036 189 Account: 126 786 Reference: "Your Name"			
	□ CDP provider	Case manager name: _____			
	□ Employer	Is a purchase order required? □ Yes □ No			

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. If you are unwilling or unable to provide your personal details, IOGTA may not be about to process your enrolment, allow you to attend training or issue a testamur.

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 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:

STUDENT ENROLMENT FORM 2024/2025 (continued)

- 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 ncver.edu.au/privacy and a copy of IOGTA's Privacy Policy can be found on the website iogta.wa.edu.au. If you would like to seek access to or correct your information, in the first instance, please contact IOGTA using the contact details listed below. DESE 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 dese.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 IOGTA Head Office on (08) 9164 7220 or email: info@iogta.wa.edu.au 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

1	In which country were you born?	☐ Australia ☐ New Zealand ☐ Malaysia ☐ Other – please specify:	
2	City of birth:		
3	Are you an Australian Citizen?	☐ No ☐ Yes	
4	Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander	
5	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	
6	Do you speak a language other than English at home?	☐ No, English only ☐ Yes, Other – please specify:	
7	How well do you speak English?	☐ Very Well ☐ Well ☐ Not Well ☐ Not at all	
8	Do you require assistance with English during your training?	☐ No ☐ Yes	Office Use Only If yes – please identify assistance type provided to the participant: ☐ Informal translation assistance ☐ Formal translation assistance ☐ Additional support from trainer
9	Are you still enrolled in secondary or senior secondary education?	☐ No ☐ Yes – School name: _____	
10	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 completed any primary or secondary level education
11	Do you consider yourself to have a disability, impairment or long-term condition that may affect your training? Please refer to the Disability supplement for an explanation of the following disabilities. If YES, please indicate the areas of disability, impairment or long-term condition (you may tick more than one):	☐ No ☐ Yes Hearing/deaf ☐ Learning ☐ Acquired ☐ brain impairment ☐ Medical condition ☐ Vision	☐ Physical ☐ Intellectual ☐ Mental Illness ☐ Other – please specify:

Indian Ocean Group Training Association

STUDENT ENROLMENT FORM 2024 / 2025 (continued)

12	Please indicate which areas you may require initial or ongoing support (if any areas are self-identified, your Trainer will speak to you confidentially regarding your support needs)	☐ Use of technology ☐ Planning and organisational skills ☐ Time management ☐ Communication skills Problem ☐ solving skills Assistance required with: ☐ Reading ☐ Writing ☐ Undertaking maths calculations
13	Have you SUCCESSFULLY completed any of the following qualifications?	☐ No ☐ Yes If Yes, tick any that are applicable: ☐ 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)
14	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
15	How did you hear about the course you are enrolling in?	☐ Facebook ☐ IOGTA flyer ☐ IOGTA website ☐ Word of mouth ☐ Employer ☐ Email ☐ Local Paper ☐ Other: _____

Student Declaration and Consent

I declare that the information I have provided is true and correct to the best of my knowledge.

I consent to the collection, use and disclosure of my personal information in accordance with the National VET Data Policy dese.gov.au/national-vet-data/resources/national-vet-data-policy

I consent to the videoing or photographing of myself during training activities for use in assessment of training and promotion of IOGTA. I also agree to the publication of images or work samples in ways including, but not limited to, web sites, reports, newsletters, magazines and local publications.

IOGTA will not video or publish images that breach intellectual property or confidentiality.
I will notify IOGTA if I decide to withdraw this consent. Tick here if you do not give permission for videos or photographs to be used ☐.
I give permission for my employer to receive a copy of my Testamur should they request it.

I acknowledge that I have been provided electronic access to a copy of IOGTA's student information guide and information relating to the course nominated on this enrolment form via IOGTA's website www.iogta.wa.edu.au

Student signature: _____ Date: _____

Parent/Guardian signature*: _____ Date: _____

*Parental/Guardian consent is required for all students under the age of 18.

Emergency contact name:		Contact number:	
Relationship:			

STUDENT ENROLMENT FORM 2024/2025 (continued)

Disability supplement

Introduction

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

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

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

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. 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.

END OF ENROLMENT