

APPLICATION FOR ENROLMENT



| Course Details | | | |
|----------------|------|--|----|
| Course Name: | | | |
| Course Date/s: | From | | To |
| | | | |

| Student Details: | | | | | | | |
|--|--|--|--|---|--|------------|--|
| * Please write the name that the student used when they applied for their Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please apply for one. (www.usi.gov.au) | | | | | | | |
| First Name: | | Other Name/s: | | Last Name: | | | |
| Date of Birth: | | | | Employer: | | | |
| Mobile: | | | | Email: | | | |
| Street Address | | | | Postal Address (if different) | | | |
| Street Address: | | | | PO Box: | | | |
| Suburb: | | | | Suburb: | | | |
| State | | Post Code: | | State: | | Post Code: | |
| Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other | | | Country of Birth: | | | |
| City of Birth: | | | | Country of Citizenship: | | | |
| Are you an International Student? <input type="checkbox"/> No <input type="checkbox"/> Yes NB: Workzone Training is not registered to accept International Students | | | | | | | |
| Are you Aboriginal and/or Torres Strait Islander? (please tick all that applies) <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander | | | | | | | |
| Do you have any disability, impairment, or long-term condition which may affect your ability to complete this course? <input type="checkbox"/> No <input type="checkbox"/> Yes - please provide additional information: | | | | | | | |
| English Level: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Basic | | | | English Assistance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No | | | |
| Employment Details: LABOUR FORCE STATUS | | | | | | | |
| Employment Status: | | <input type="checkbox"/> Self-employed - not employing others | | <input type="checkbox"/> Unemployed - seeking full-time work | | | |
| <input type="checkbox"/> Full-time employee | | <input type="checkbox"/> Self-employed - employing others | | <input type="checkbox"/> Unemployed - seeking part-time work | | | |
| <input type="checkbox"/> Part-time employee | | <input type="checkbox"/> Employed - unpaid worker in a family business | | <input type="checkbox"/> Unemployed - not seeking employment | | | |
| Occupation: | | | | Industry of Employment: | | | |
| CITB: | | | | | | | |
| Education Details: | | | | | | | |
| USI: | | | | | | | |
| Do you give permission for Workzone Training to find and/or verify your USI (if required)? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | | | | | |

What is your highest **COMPLETED** school level? (tick one only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10, the Highest school level completed is Year 9.

- | | | |
|--|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Year 8 or below |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 9 or equivalent | <input type="checkbox"/> Never attended school |

In which YEAR did you complete that school level?

Are you still enrolled in secondary or senior secondary education? Yes No

Have you successfully completed any of the following qualifications? (please select all that apply)

- | | | |
|---|---|---|
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Certificate IV (or advanced certificate/ technician) | <input type="checkbox"/> Bachelor's degree or higher |
| <input type="checkbox"/> Certificate II | <input type="checkbox"/> Diploma (or associate diploma) | <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) |
| <input type="checkbox"/> Certificate III (Trade Cert) | <input type="checkbox"/> Advanced Diploma/Associate Degree | <input type="checkbox"/> None |

Reason for Study:

Of the following categories, which BEST describes your main reason for undertaking this course?

- | | | |
|--|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> It was a requirement for my job |
| <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To start my own business | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get skills for community/ voluntary work | <input type="checkbox"/> Other reasons: | |

Photography & Media Consent

I consent to photographs and/or video being taken of me during training and activities. I understand these may be used by Workzone Training Pty Ltd for marketing, promotional, training, and social media purposes. Yes No

Emergency Contact:

Name: _____ Relationship: _____ Mobile: _____

Declaration:

I would like to apply for enrolment in the above course with Workzone Training (RTO # 45807).

By signing this form, I confirm that the information provided is true and correct. I further confirm that:

- I have reviewed the [Student Handbook](#) (workzonetraining.net.au) and have been informed about, and accept, my rights and obligations.
- I have reviewed and accept the [Schedule of Fees and Charges](#) and have been informed of the refund policy.
- I have reviewed the Course Information (Course Brochure/website) and have been informed of, and accept, the training and assessment services to be provided and the units of competency to be completed.
- I have reviewed the National VET Data Privacy Policy Notice provided in the [Student Handbook](#) and [Your Privacy](#) information, I acknowledge that Commonwealth and State or Territory government departments and authorised agencies will collect and use my personal information in accordance with this notice.
- I consent to Workzone Training disclosing my information to Austroads and the Jurisdiction for the purposes of complying with its reporting, audit and compliance obligations.
- I understand that I am required to supply a USI to Workzone Training in accordance with national VET legislation.

Full Name (Printed)

Signature

Date

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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. The RTO will not be able to enrol students who fail or refuse to provide personal information.

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:

- 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 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>.

If for any reason you cannot access the privacy notice electronically on the Department's website, please get in touch with us at training@workzone.net.au to obtain a copy of the 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 Workzone 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.

VERSION CONTROL

| Version Control Table | | | | |
|-----------------------|---|--------------------------------|---------|------------------------|
| Date | Summary of Modifications | Modified by | Version | Date of Implementation |
| 22/04/2022 | Document creation | 360RTO Solutions | v. 1.0 | 25/03/2022 |
| 04/08/2022 | Deletion of Course Specifics | Workzone Training RTO 45807 | v. 1.1 | 04/08/2022 |
| 22/08/2022 | Simplification of the document | Compliance Manager | v. 1.2 | 22/08/2022 |
| 29/08/2022 | Addition of Driver License Field | Compliance Manager | v. 1.3 | 29/08/2022 |
| 27/09/2022 | Addition of Emergency Contact | Compliance Manager | v. 1.4 | 27/09/2022 |
| 28/04/2023 | Addition of CITB field, removed driver's license field, re-formatted address fields | Jenny Clarke | v. 1.5 | 28/04/2023 |
| 22/05/2023 | Addition of permission to find USI & forward on SOA to employer | Jenny Clarke | v. 1.6 | 22/05/2023 |
| 21/02/2025 | Addition of disclosure of information to Austroads and Jurisdiction | Linda Eamus-Cox | v. 2.0 | 21/02/2025 |
| 31/07/2025 | Amendments to Student Declaration e.g. adding in hyperlinks. | Linda Eamus-Cox | v. 3.0 | 31/07/2025 |
| 09/10/2025 | Change from Unit/No/Street to Street Address, split out first, other and last names | Linda Eamus-Cox | v. 3.1 | 10/10/2025 |
| 12/01/2026 | Addition of Photography and Media Consent Moved left the columns of Employment details | Kailan Olsen | v. 3.2 | 12/01/2026 |