



# Enrolment Form

Please read the Student Handbook, Student Pre-enrolment brochure and the **Privacy Notice – Enrolment** before completing this enrolment form as it contains important information in relation to your training

## Section 1 – Personal Details

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Single name only <input type="checkbox"/>	(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)					
First given name:					
Second given name: (middle):					
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 Adelaide Truck Training Centre to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document requested. See section on the USI of this form for a detailed explanation.					
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	

## Section 2 – Identification – licensing purposes

Driver's License(s)/permit number:		Class:	
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### Unique Student Identifier (USI)

From 1 January 2015, we Adelaide Truck Training Centre 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 NCVET. 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.

Do you have a USI?  Yes  No

USI

### USI application through the RTO (if you do not already have one)

If you would like us Adelaide Truck Training Centre to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I (name) \_\_\_\_\_ authorise Adelaide Truck Training Centre to apply pursuant to subsection 9 (2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>.

Please write the name of the Australian or overseas town or city where you were born below

Town/City of Birth

We will also need to verify your identity to create your USI, please provide the following form of identify – Australian Driver' License.

Driver's License(s) number:

State:

In accordance with section 11 of the Student Identifiers Act 2014, Adelaide Truck Training Centre will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

### Section 3 – Qualification / Course Details

I wish to enroll in the following course:

Qualification /  
Course Name:

### Section 4 – Contact Details

#### Personal Contacts

Phone number:

Mobile:

Email:

#### Home Address:

Address:

Suburb:

State:

Postcode:

**Mailing Address:** (if the same as above please write "as above")

Address:

Suburb:

State:

Postcode:

#### Next of Kin:

Name:

Relationship:

Contact Tel:

Mobile No:

### Section 5 – Workplace Details (if applicable)

Company Name:

Address:

Suburb:

State:

Postcode:

Email Address:

Contact Person:

Work No:

Section 6 – Personal information			
<b>A. Country of birth and Language</b>			
<input type="checkbox"/>	Australia	<input type="checkbox"/>	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	
<b>B. Indigenous Status</b> (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)			
<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Aboriginal and Torres Strait Islander
<input type="checkbox"/>	Yes, Torres Strait Islander	<input type="checkbox"/>	No, Neither Aboriginal or Torres Strait Islander
<b>C. Employment Status</b> (For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).)			
<input type="checkbox"/>	Full-Time Employee	<input type="checkbox"/>	Employed – Unpaid Worker in Family Business
<input type="checkbox"/>	Part-Time Employee	<input type="checkbox"/>	Unemployed – Seeking Full-Time Work
<input type="checkbox"/>	Self-Employed (Not Employing Others)	<input type="checkbox"/>	Unemployed – Seeking Part-Time Work
<input type="checkbox"/>	Self-Employed (Employing Others)	<input type="checkbox"/>	Not Employed – Not Seeking Employment
<b>D. Disability Status</b>			
Do you consider yourself to have a disability, impairment / long term condition that may affect your participation in the course?			
<input type="checkbox"/> Yes (please complete the next section) <input type="checkbox"/> No			
Disability, Impairment or Long-Term Condition: <i>(you may indicate more than one area)</i>			
<input type="checkbox"/> Hearing / Deafness	<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition	
<input type="checkbox"/> Vision	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness	
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning	<input type="checkbox"/> Not Specified	
<input type="checkbox"/> Other:			
Do you need any additional support?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specify support required:			
<b>E. Language and Literacy</b>			
Do you feel you may require assistance in areas of reading, writing and/or mathematics?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>F. Education</b>			
Are you still enrolled in secondary or senior secondary education?	<input type="checkbox"/>	Yes	
	<input type="checkbox"/>	No	

What is your highest level of education COMPLETED?			
<input type="checkbox"/>	Never attended school	<input type="checkbox"/>	Completed Year 10 or Equivalent
<input type="checkbox"/>	Year 8 or Below	<input type="checkbox"/>	Completed Year 11 or Equivalent
<input type="checkbox"/>	Completed Year 9 or Equivalent	<input type="checkbox"/>	Completed Year 12 or Equivalent
Year / Month Completed:	/	School:	
<b>G. Previous qualifications achieved</b>			
Have you completed any other courses / qualifications? (Specify Below) <input type="checkbox"/> Yes <input type="checkbox"/> No - go to question section H			
Qualification Level		Qualification Level	
<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Diploma (or associate diploma)
<input type="checkbox"/>	Certificate II	<input type="checkbox"/>	Advanced diploma or associate degree
<input type="checkbox"/>	Certificate III (or trade certificate)	<input type="checkbox"/>	Bachelor degree or higher degree
<input type="checkbox"/>	Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>	Other education (including certificates or overseas qualifications not listed above)
<b>H. Reason for Study</b>			
<b>Which of the following statements best describes your reason for enrolling in this course?</b>  (Select one which BEST describes the main reason for study)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> Requirement of my job	<input type="checkbox"/> I want extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons	
<b>Section 7 – Medical and licensing Information</b>			
<p>Applicants who have a medical condition that may affect their driving, and who fail to seek advice from a Service SA Centre, could be refused the license re-classification even if the applicant has obtained a Certificate of Competency for the commercial vehicle license class.</p> <p>Listed below are some of the more common medical conditions, for which advice from a Service SA Centre should be obtained by the applicant, prior to undertaking any training in a commercial motor vehicle:</p> <ul style="list-style-type: none"> <li>• Cardiovascular (heart) conditions</li> <li>• Alcohol or other drug abuse</li> <li>• Psychiatric disorders</li> <li>• Epilepsy</li> <li>• Sleep disorders</li> <li>• Sight conditions including severe colour blindness and protein deficiency</li> <li>• Vestibular functions (Meniere’s disease), vertigo</li> <li>• Diabetes – Tablet / Insulin dependent</li> <li>• Respiratory failure</li> <li>• Brain tumour</li> <li>• Limb disorders</li> </ul>			

Applicants, who are affected by a medical condition, are not necessarily precluded from driving commercial vehicles.

In addition, you are required to comply with the medical standards appropriate to the heavy vehicle license class for which you are applying. If you have any medical condition (s) that may impair your ability to drive a heavy vehicle, you can obtain advise from Department for Infrastructure & Transport, Service SA Customer Centres or Telephone 13 10 84. The medical standards for driving commercial motor vehicles are contained in the Assessing Fitness to Drive (AFTD) publication, which has been issued to all medical practitioners.

Do you have any medical (see above) or eyesight condition that may affect your ability to drive a heavy vehicle?

Yes             No

If you answered YES, have you confirmed with a Service SA Customer Centre that you are permitted to drive heavy vehicles and what conditions, if any, apply when driving (state below)?

The registrar of Motor Vehicles has the legal power to refuse to accept further transactions from a debtor until the debt has been satisfied. Therefore, if you have any outstanding accounts or fines, you may find that the Registrar will not upgrade your license, even if you successfully complete your driver training and assessment. It is your responsibility to check with a Service SA Centre if you think this may affect you.

Applicants seeking entry to the Heavy Vehicle Driving Instructor Course are required to meet additional requirements before you enrol. These are determined by the Transport Regulator (DIT) Please refer to the HVDI course brochure for specific requirements,

There is no requirement to hold a Learner's Permit to upgrade your license to a heavier vehicle class of vehicle except when you upgrade from class CAR to HC.

To drive a motor vehicle of a higher licence class on your current driver's license, you must meet the minimum driving experience as explained in Form MR 231A titled "DRIVER LICENCE CLASSES – OBTAINING A DRIVER'S LICENCE". The 'minimum driving experiences' is stated in the Column 3 of Schedule 2 of the Regulations under the Motor Vehicles Act, 1959.

Applicants will be refused the licence re-classification if they have failed to meet the minimum driving experiences required by Schedule 2 of the Regulations under the Motor Vehicles Act 1959 unless they hold a learner's permit or a permit issued under Section 80 of the Motor Vehicles Act 1959. Summary of minimum driving experience is detailed below:

Licence	Minimum Driving Experience
LR	Has held a class C (car) licence for at least 1 year
MR	Has held a class C (car) licence for at least 1 year
HR	Has held a class C licence for at least 2 years or LR, MR for at least 1 year.
HC	Has held a class MR, HR licence for at least 1 year
MC	Has held a class HR or HC licence for at least 1 year

**Note:** Experience excludes any period while unlicensed, disqualified, suspended or cancelled and does not include any experience on a motorbike. If in doubt, applicants should seek advice from any Service SA Centre

These questions must be completed before you are able to undertake any practical training in a heavy vehicle that is a higher class above your current class of driver's licence.

What class(es) of licence do you currently hold?

How long have you held the licence class (excluding any period of being unlicensed, suspended, disqualified, cancelled or holding only an R or R-Dated class)?

Do you have a learner's permit issued prior to 18th June 2001, for driving the heavy vehicle of the higher class?

Yes             No

**Student: I declare that I have read, understood and agree with the following:**

#### **ENROLMENT**

All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event you do not receive confirmation of a course prior to the commencement date, please contact us immediately.

#### **PRIVACY**

The Primary purpose of collecting personal information that you supply on this form is to process your enrolment and government reporting. We may also use these details to keep you informed of upcoming events and will not disclose your information to a third party. I have read, understood and agree with the Adelaide Truck Training Centre Privacy Policy and the **Privacy Notice – Enrolment**. Policies can be accessed by visiting the website or contacting the office of Adelaide Truck Training Centre.

I have read and understood the Privacy Notice – Enrolment.

#### **PRIVACY MEDIA CONSENT**

I have read, understood and agree to the Adelaide Truck Training Centre Privacy Policy which is located on their website.

I acknowledge and understand that by signing this section I am permitting Adelaide Truck Training Centre to the use of images and/or audio on film, video, photographic or any other form of electronic recording taken of me by or on behalf of Adelaide Truck Training Centre.

I agree to waive all my moral rights in respect of intellectual property

I understand that I can opt out of media consent at any time by informing the office of Adelaide Truck Training Centre

By signing this enrolment form I release Adelaide Truck Training Centre from any claims, costs, actions or demands arising from the use of any photographs and testimonials

#### **REFUND POLICY**

I have read, understood and agree with the Adelaide Truck Training Centre Refund Policy.

Policies can be accessed by visiting the website or contacting the office of Adelaide Truck Training Centre.

I understand and accept that should any fines be incurred by breaching the Traffic Act whilst I am driving a motor vehicle supplied by Adelaide Truck Training Centre, I agree to pay such fine or penalty. I also understand and acknowledge that I must carry my driver's licence with me at all times when driving any motor vehicle as mentioned above.

#### **COLLECTION FEES**

The course deposit is required minimum of four (4) weeks before training and balance of payment required on day of training.

COD unless prior arrangements have been agreed to by Adelaide Truck Training Centre

Cancellation fees may apply, refer to the refund policy.

Adelaide Truck Training Centre does not offer payment plans

By signing this enrolment form you acknowledge that you will be liable for all collection fees and charges should non-payment of our invoice/s result in the matter being handed to our Debt Collection Agency.

#### **ASQA (Australian Skills Quality Authority)**

As the national regulator for the vocational education and training (VET) sector, the Australian Skills Quality Authority (ASQA) seeks to make sure that the sector's quality is maintained through the effective regulation of:

- vocational education and training providers
- accredited vocational education and training courses
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) providers including those delivering English Language Intensive Courses to Overseas Students (ELICOS).

As part of its student-centred audit approach ASQA is seeking greater input from training providers' current and former students through interviews and surveys.

ASQA may contact you to complete a survey regarding your experience at Adelaide Truck Training Centre.

**Section 8– Student Enrolment and Policy Acceptance Declaration**

I, \_\_\_\_\_, declare that I have answered all questions truthfully and to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to Adelaide Truck Training Centre to release my information as stipulated in the Privacy Policy and the Privacy Notice – Enrolment.

**Student Name:**

**Student Signature:**

**Date:**



## 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 not prepared to provide your personal information you will not be able to enroll with us 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 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 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.

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 Adelaide Truck Training Centre 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>.

## 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.

## Privacy Policy

Please ensure that you have read and understood the Adelaide Truck Training Centre Privacy Policy which is in the Student Handbook at <https://www.adelaidetrucktrainingcentre.com.au/>

## Contact information

At any time, you may contact Adelaide Truck Training Centre 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

Phone | 8244 4374 or 0417 158 098

Email | [info@adelaidetrucktrainingcentre.com.au](mailto:info@adelaidetrucktrainingcentre.com.au)

Unit 4, 660 South Road

Wingfield SA 5013

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RTO 40315