

		TVET Student Details Form 2020	
*NESA Student Number		*Unique Student Identifier	
*TAFE Campus		TAFE Student Number	
*Course Name		*NESA Course Code	
*Qualification	Stream (if applicable)	Delivery Day/Online	
*School attended 2019	School for 2020 (if different)	*Year of study at school in 2020	
*Have you previously enrolled in TAFE?    Yes        No		If yes, at what location did you study	
<b>Your results and TAFEcard will be issued with your legal name(s)/details provided below, and must match the information of your <u>USI</u></b>			
*Family Name (same as for USI)		Title (Master/Miss)	
*First Given Name (same as for USI)		*Date of birth   (D)        /(M)        /(Y)	
*Middle Name (same as for USI)		Preferred Given Name	
*Gender        F        M        X	*Mobile Phone		
*Email Address		*Home Phone	
*Residential Address			
*Suburb		*State	*Postcode
*Country of Residential Address			
Postal address, if different from above.			
Postal Address			
Suburb		State	Postcode
*Emergency Contact Name		*Emergency Contact Number	
*Relationship to Student		*Students Medicare Number	
*Are you of Australian Aboriginal and/or Torres Strait Islander descent? (Documentary evidence of community identification may be required)			
<b>1</b> Yes, Aboriginal <b>2</b> Yes, Torres Strait Islander <b>3</b> Aboriginal and Torres Strait Islander <b>4</b> No			
*Do you consider yourself to have a disability, impairment or long-term condition?    Yes        No If YES, place a            Vision            Hearing/Deafness            Physical cross (x) in the            Intellectual            Medical Conditions            Acquired Brain Impairment applicable boxes:            Mental Illness            Learning            Other (specify)			
*Do you require training support and/or assistance for this disability, impairment or long-term condition from a Teacher/Consultant? (you can schedule an appointment to discuss your training support needs/assistance)    Yes        No			
*I agree to receiving student surveys from TAFE NSW		Yes	No
*Citizenship and Residency – Do you reside in Australia?		Yes	No
*Please indicate your citizenship or residency status. I am                    an Australian citizen                    a New Zealand citizen                    an Australian permanent resident an Australian temporary visa holder and my visa sub-class is                    and the expiry date is an identified Humanitarian, refugee or asylum seeker visa holder and my visa sub-class is Other, and please identify			
<b>TAFE NSW Privacy Statement</b> TAFE NSW is committed to protecting your privacy in accordance with all applicable privacy laws. All personal information TAFE NSW collects in connection with your enrolment is managed in accordance with TAFE NSW's Privacy Statement, which is available at <a href="https://www.tafensw.edu.au/privacy">https://www.tafensw.edu.au/privacy</a> or on request. If you do not provide all the information TAFE NSW requires, TAFE NSW may not be able to enrol you or provide you with certain products and services.			
<b>This section applies only for <u>online</u> TVET courses. All details are required and relate to your school for 2020.</b>			
School Code		School Contact Name	
School Email Address		School Phone	
School Postal Address			
School Postal Suburb		State	Postcode
School Work Placement Service Provider			

\* indicates a required field

**Management of Risk of Harm to Students and Staff**

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises and within our delivery environment. In order to meet these legal obligations it is necessary for us to access and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class or participation in training.

For this purposes ‘violence’ is not restricted to physical acts.

It includes any behaviour that seriously interferes with the physical or psychological safety and wellbeing of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment.

It is our aim to provide an appropriate, safe environment to suit every student’s need and maximise your success in your studies.

*History of Violence	Yes	No
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**Student Declaration** – If you are under 18 years of age this declaration must also be signed by your parent /guardian.

By signing this enrolment form, I acknowledge and agree to the following:

- I understand that this form does not guarantee a place in the TVET course, if my expression of interest does result in my enrolment the details in this form will be used to process my enrolment with TAFE NSW.
- All information provided with this enrolment is true, accurate, complete and not misleading in any way and I will provide evidence when requested to support my declarations. I will promptly inform TAFE NSW of any changes. If any of that information is incorrect,incomplete, false or misleading, including not disclosing a history of violence, TAFE NSW may cancel my enrolment.
- I have read the section titled Management of Risk of Harm to Students and Staff (above).
- I have been informed of, accessed or been provided with sufficient information to understand all the requirements and applicable terms and conditions of my enrolment, including the fees and charges associated with my course and refund policy.
- I will comply with all applicable TAFE NSW policies, procedures, rules and lawful instructions relating to my enrolment, including student conduct and disciplinary policy.
- I consent to TAFE NSW collecting, storing, using and disclosing my personal information in accordance with TAFE NSW’s Privacy Statement, including disclosing my personal information to other Government departments and agencies or as permitted by law, including the Privacy and Personal Information Protection Act 1998 and the Health Records and Information Privacy Act 2002.

Do you consent to photographs being taken at TAFE for social media and promotional purposes? Yes No

Student Signature

DD/MM/YYYY

Parent/Guardian Signature  
\*If the student is under 18 years of age

DD/MM/YYYY

**Communication Services - Acceptable Usage**

Students must abide by the ‘acceptable usage’ policies when using the Internet and email services at <https://www.tafensw.edu.au/about/policies-procedures/technology-management-support>. If you are under 18 years of age, please discuss these requirements with your parent/guardian. For School students undertaking study at TAFE NSW go to: <http://www.schoolatoz.nsw.edu.au/technology/using-technology>

**Preferred Given Name**

TAFE NSW uses your preferred given name (or your First Given Name) + Family Name to create a Unique Username for you to access the TAFE NSW Student Portal. If you supply a preferred given name (e.g. Kim rather than Kimberley), your user name will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2.

**Online access to Student Portal**

If you are a new student, you will be given a username and password to access TAFE NSW Student Portal when you enrol. If you have been a student before, your username and password will remain unchanged.

**Student Fees and Additional Costs**

TAFE NSW will assess a student’s fee eligibility at the time of enrolment and will levy any relevant charges to the school entity. Students who continue their course post-school with TAFE NSW will have any relevant proportionate qualification fee levied at such time. Please speak to campus staff for more information.

Where applicable, the school will levy any student fees and additional costs to the student/parent/guardian, such arrangements are between the student/parent/guardian and the school.

**Online Communication Services - Acceptable Usage (Internet Access and Email)**

TAFE NSW provides students with an Internet and email account to improve their training opportunities. Students must abide by the TAFE NSW policies when using the Internet and email services, published at [tafensw.edu.au/about/policies-procedures/technology-management-support](https://www.tafensw.edu.au/about/policies-procedures/technology-management-support). Parents or Guardians of students under 18 years of age will need to inform the student’s campus in writing if they DO NOT want their child to have access to the TAFE NSW Internet and email facility.

**Office use only****Authorisation by Enrolling Officer**

I authorise the enrolment details shown and verify that the student has completed the compulsory Student Statistics questions on this Enrolment Form, and verify that the Student (and the parent/guardian, where applicable) has acknowledged the Student Declaration.

Enrolling Officer Signature

DD/MM/YYYY

<b>Family Name</b>		<b>*Student Statistics – 2020</b> To help TAFE NSW provide a better service please complete the information below. All questions are to be answered and information will be treated confidentially. <b>PLEASE DO NOT WRITE OUTSIDE BOXES</b>
<b>First Given Name</b>		

If your personal details change please update by contacting your TAFE NSW campus administration or by using the TAFE NSW Portal.

1. What is your highest completed school level?

- |                       |                       |
|-----------------------|-----------------------|
| Year 12 or equivalent | Year 9 or equivalent  |
| Year 11 or equivalent | Year 8 or equivalent  |
| Year 10 or equivalent | Never attended school |

2a. In which year did you complete the above school level?

2b. Are you still attending secondary school?

- Yes                      No

3a. Have you successfully completed any of the following qualifications?

- Yes                      No

3b. If yes, then please enter the appropriate location number in the applicable boxes:

- |   |  |
|---|--|
| Bachelor Degree or Higher Degree                    | Certificate III (or Trade Certificate) |
| Advance Diploma or Associate Degree                 | Certificate II                         |
| Diploma (or Associate Diploma)                      | Certificate I                          |
| Certificate IV (or Advanced Certificate/Technician) | Certificates other than above          |

**Location Number:**

- |              |                                       |                                 |
|--------------|---------------------------------------|---------------------------------|
| 1 – Overseas | 3 – Adult & Community Education (ACE) | 5 – HSC VET Course              |
| 2 – TAFE NSW | 4 – Other Training Provider           | 6 – Higher Education/University |

4. Of the following categories, which BEST describes your current employment status? Place a **CROSS (X)** in one box only.

- |   |  |
|---|--|
| 1      Full-time employee                   | 5      Employed – unpaid worker in a family business |
| 2      Part-time employee                   | 6      Unemployed – seeking full-time work           |
| 3      Self employed – not employing others | 7      Unemployed – seeking part-time work           |
| 4      Employer                             | 8      Not employed – not seeking employment         |

5. Of the following categories, which BEST describes your main reason for undertaking this course? Place a **CROSS (X)** in one box only.

- |   |   |
|---|---|
| 1      To get a job                     | 6      It is a requirement of my job              |
| 2      To develop my existing business  | 7      I want extra skills for my job             |
| 3      To start my own business         | 8      To get into another course of study        |
| 4      To try for a different career    | 11      Other reasons                             |
| 5      To get a better job or promotion | 12      For personal interest of self-development |

6. In which country were you born? Place a **CROSS (X)** in one box only.

- |                                       |                            |                          |
|---------------------------------------|----------------------------|--------------------------|
| Australia                             | Indonesia                  | Russian Federation       |
| Afghanistan                           | Iran                       | South Africa             |
| Bangladesh                            | Iraq                       | South Sudan              |
| Burma (Rep of the Union of Myanmar)   | Korea, Republic of (South) | Sri Lanka                |
| China (excl SARs and Taiwan)          | Lebanon                    | Sudan                    |
| Congo, Democratic Republic of         | Malaysia                   | Taiwan                   |
| Fiji                                  | New Zealand                | Thailand                 |
| Former Yugoslav Republic of Macedonia | Papua New Guinea           | Turkey                   |
| Hong Kong                             | Pakistan                   | United Kingdom           |
| India                                 | Philippines                | United States of America |
|                                       |                            | Vietnam                  |

Other – please print name of country

7. If you were not born in Australia, what year did you first arrive in Australia?

8. Do you speak a language other than English at home?

No, English only. If No, you do not need to complete the remaining questions.

Yes, I speak (Place a **CROSS (X)** in one box only)

- |           |                     |            |
|-----------|---------------------|------------|
| Arabic    | Indonesian          | Russian    |
| Bengali   | Italian             | Samoan     |
| Burmese   | Japanese            | Serbian    |
| Cantonese | Khmer               | Sinhalese  |
| Croatian  | Korean              | Spanish    |
| Dari      | Macedonian          | Tagalog    |
| Dinka     | Mandarin            | Tamil      |
| Fijian    | Nepali              | Thai       |
| French    | Persian (excl Dari) | Tongan     |
| German    | Polish              | Turkish    |
| Greek     | Portuguese          | Urdu       |
| Hindi     | Punjabi             | Vietnamese |

Other – please print name of language

9. How well do you speak English?

- 1      Very well    2      Well    3      Not Well    4      Not at all

10. Do you require help with English?                      No                      Yes

If Yes, please contact your college administration for further information.

**THANK YOU FOR COMPLETING THE STUDENT STATISTICS**