

Enrolling with ET Australia

ET Australia ensures that individuals enrolling in a Training Program have all the information required to make an informed choice to undertake their training with ET Australia and feel assured that the Training College is going to meet their training needs.

The pre-enrolment information provided in this document is specific to students enrolling in a Smart and Skilled approved training program.

It is important that you take the time to read through the pre-information provided and if at any stage you require further information or assistance, please don't hesitate to contact an ET Australia Representative on 4323 1233.

Along with other important information, this document contains ET Australia's Consumer Protection policies which includes:

- Australian Privacy Principles
- Complaints Management
- Appeals
- Fees and Refunds
- Deferring or Discontinuation of Training

1. Declarations and Consent

To make sure that we are meeting our above objective of ensuring you are a well-informed consumer we will ask for you to sign some declarations on your understanding of the information provided to you within this pre-enrolment pack, and also, your consent for ET Australia to record and report your personal information where required. Please read through all of the information provided prior to signing off on the declarations provided.

- Consent for use and disclosure of personal information to the Department of Industry, Skills and Regional Development and other Government Agencies
- Declaration that you have/will provide true, accurate, complete and not misleading information when accessing Government funded training opportunities

2. Eligibility for a Smart & Skilled Funded Program

When enrolling in a Smart & Skilled Government subsidised training program with ET Australia you will need to be determined as meeting the eligibility requirements. Your ET Australia Representative will work through the eligibility process with you. Please see below an overview of the criteria that must be met to be an eligible recipient of a subsidised training place. Evidence of your eligibility will be required – this is detailed in Section 7 of this document.

Smart & Skilled	Eligibility Criteria
New Entrant Traineeship Eligibility	<ul style="list-style-type: none"> ▪ Be registered as a New Entrant Trainee with an Apprenticeship Network Provider ▪ Be eligible to be registered as a New Entrant Trainee with an Apprenticeship Network Provider
Personal Eligibility	<ul style="list-style-type: none"> ▪ Australian citizen, permanent resident, humanitarian visa holder, or New Zealand citizen, and ▪ aged 15 years or older, and ▪ left school*, and ▪ live or work in New South Wales (or a defined NSW border) <p><small>*If you are registered for home schooling, please seek further guidance from ET Australia's representative</small></p>
General	<ul style="list-style-type: none"> ▪ Enrolling student must reside in a postcode that falls within the Central Coast region, or Newcastle region, as specified in the Smart and Skilled Contract.
Fee Eligibility	<ul style="list-style-type: none"> ▪ Evidence required to determine concession / exemption or fee-free scholarship eligibility (pg. 10 outlines requirements for fee-free scholarship eligibility).

3. The Enrolment Process

For all eligible prospective students, ET Australia must follow a process to notify the Department of the enrolment in a Smart and Skilled subsidised training program. This process is known as 'Notification of Enrolment'.

ET Australia will carry out the Notification of Enrolment process as follows:-

1. ET Australia will obtain the consent of the prospective student to the Department's use of the prospective student's information (Refer to section 9 'Consent Declaration').

Once the prospective student has given their consent, ET Australia will continue with the Notification of Enrolment process.

2. ET Australia will use an online tool to validate the prospective student's eligibility and input any details of Credit Transfers and Recognition of Prior learning *. The online tool will generate details of the student fees chargeable. ET Australia will provide the prospective student with details of the fees chargeable.
3. The prospective student will then be asked to sign or electronically accept a declaration (refer Section 10 'Prospective Student Declaration') confirming that: -
 - All information provided by the prospective student to ET Australia in connection with the Notification of Enrolment Process is true, accurate, complete and not misleading in any way
 - The prospective student is aware of any subcontracting arrangements (if applicable); and
 - The prospective student has been provided with the details of the fees chargeable and the student information
4. Successful completion of the Notification of Enrolment Process will result in the issue of a Commitment ID and then training can commence.

*** Credit Transfer and Recognition of Prior Learning**

When any individual applies or enrolls in a training program with ET Australia, they have the right to have all their relevant skills and knowledge, attained through formal and informal training or life experiences, considered for the granting of recognition in a qualification, statement of attainment or unit of competency. Recognition is an integral component of the vocational education and training (VET) industry.

Students are required to discuss any prior learning or qualifications that may provide them with a credit or recognition of prior learning upon enrolment so this can be evaluated prior to the commencement of the training program.

4. ET Australia's Policies to Support Consumer Protection

Australian Privacy Principles

ET Australia has procedures, business practices and systems in place that are aligned to the Australian Privacy Principles from Schedule 1 of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, which amends the Privacy Act 1988.

ET Australia ensures that the collection, use and disclosure of personal information relating to individuals who have contact with the RTO in relation to the RTO's business activities and services are carried out by lawful and fair means.

ET Australia complies with Australian Privacy Principle 1, (APP 1), by having documented procedures in place to manage the personal information it collects and the information flows associated with that information in an open and transparent manner.

Complaints Management

ET Australia has a complaints management framework in place to ensure students and clients understand their rights and ET Australia's responsibilities under Standard 6 of the Standards for Registered Training Organisation (RTO's) 2015.

ET Australia has processes in place that promotes the timely and fair resolution of concerns, complaints (including grievances) and appeals.

Complaint management processes are in place and easily accessible through the ET Australia Student Handbook. These processes are in place to manage and respond to any issues that an individual, (including all staff, students, clients and members of the public), may have when dealing with ET Australia with regards to conduct issues of any staff member of ET Australia, including Trainers and Assessors, students of the Training College, or a Third Party providing services on behalf of ET Australia.

The complaints and appeals procedures are intended as a constructive exercise which, through the processes of conciliation and mediation, invites professional compatibility.

Any ET Australia employee can receive a complaint. The employee who receives the complaint will need to determine whether it is a matter that can be resolved informally or whether it should be referred to ET Australia's Consumer Protection Officer and resolved through a more formal process.

ET Australia's Consumer Protection Officer

ET Australia has a dedicated Consumer Protection Officer to ensure that throughout your training any issues that may arise will be dealt with efficiently and fairly.

Cath Roden
Training College Manager
Email: Cath.Roden@etaustralia.com
Phone: (02) 4323 1233

Appeals

ET Australia has processes in place that provide an avenue for review of decisions made, including assessment decisions, by ET Australia or any Third Party that may be delivering services on behalf of ET Australia. All students have the opportunity to challenge the assessment decision made by an Assessor on a unit of competence or an assessment process. An appeal can be lodged for a period of up to two months post the assessment outcome. ET Australia ensures that all assessment appeals are addressed efficiently and effectively.

Deferring or Discontinuation of Training

ET Australia has a policy in place to ensure that Students who are enrolled with ET Australia in a **Smart and Skilled** subsidised training program understand the procedures in place in the event that they need to defer or discontinue their training after having enrolled and commenced training.

Fees and Refunds

ET Australia has a Fees and Refunds policy in place to outline the terms and conditions for the payment and administration of student fees incurred for the provision of training and assessment services by ET Australia to ensure consumer protection.

ET Australia safeguards all student fees in a fair and equitable manner.

This policy is applicable for students undertaking training under government funded contractual arrangements and for students paying commercial fees. This includes employers or employment service providers who may pay on behalf of students and includes students undertaking both classroom based training programs and workplace or self-paced based training programs.

ET Australia ensures that all fees, payment arrangements and refund information is provided to potential clients prior to enrolment. Students are required to accept the terms and conditions set out in the Enrolment form and supporting information prior to or concurrently with payment of their fee.

Undertaking funded training under a Smart & Skilled subsidy means that the Government have policies in place as well to ensure you are an informed and protected consumer. For additional information of Fees under the Smart & Skilled training please access link below:



Smart and Skilled Fee Administration Policy

https://www.training.nsw.gov.au/forms_documents/smartandskilled/contract/fee_administration_policy_2017.pdf

ET Australia will generate a **Notification of Enrolment** report which will detail the applicable fees chargeable for your specific training program in line with your personal circumstances, and provide these details to you prior to you enrolling.

5. Student Handbook

ET Australia's Student Handbook will provide you with more detailed information on the procedures that are in place to support these consumer protection policies. A link has been provided below for you to access further information about these procedures, and additional pre-enrolment information; including:

- Credit Transfer and Recognition of Prior Learning
- What a student should do if they decide to defer or discontinue training they have enrolled in
- Support services that are available to ET Australia's students during their training
- Assessment processes and policies, what will be expected of you
- Student rights and responsibilities / ET Australia's responsibilities



STUDENT HANDBOOK

[..\..\Students & Clients 16\Student Handbook\STUDENT HANDBOOK V12 5 Feb 2016.pdf](#)

6. Unique Student Identifier (USI)

From January 2015, every student who undertakes nationally recognised vocational education and training (VET) in Australia will have the ability to access their enrolment and training record from a single authoritative source.

A USI gives you access to your online USI account. This is made up of ten numbers and letters and will look something like this: 3AB88CD9U7.

As a student this means you will be able to obtain a full transcript of all accredited VET training that you have undertaken since 1 January 2015 onwards. The USI will mean that applying for jobs or enrolling in future study will ensure your records can easily be accessed by yourself at any given time. You can access your account online at any time from a computer, tablet or smart phone.

Any student that is undertaking nationally recognised training from 1 January 2015 will need a USI.

Providing / Applying for a USI

When you commence training with ET Australia you may already have a USI. If you do, it will be important that you provide this information on the Enrolment form provided to you. As part of the enrolment process this will be verified through an online process by an ET Australia representative to ensure validity.

In the event that you do not already have a USI, please find following a link on how you can apply for a USI. This is a free simple process that can be done online. This needs to be done prior to completing your enrolment form as the USI is required to be included.



Applying for a Unique Student Identifier

<http://usi.gov.au/Students/Pages/default.aspx>

If you have any problem applying for a USI ET Australia will be very happy to do this on your behalf. You can indicate this in the space provided on the Enrolment form. For ET Australia to do this on your behalf it is important to note that:

- ET Australia will need to collect personal information and provide it to the Student Identifiers Registrar
- ET Australia will need to verify your identification via the provision of specified documents
- You will be required to read and sign a Privacy Notice

If you already have a USI but are unsure of what it is or how to locate it, ET Australia can also assist with this process.

Important: A valid USI will need to be provided to ET Australia before you can receive a statement of attainment or qualification.

Protection of Students' Privacy

The USI system has a number of features built into the design to ensure both privacy protection and that students have control over their USI, for example:

- Personal information (such as name, date of birth etc.) will be stored separately from education and training records
- The USI will be stored with a student's personal information and be held by the Student Identifiers Agency
- The USI will also be attached to a student's training records which will be held by the National Centre for Vocational Education and Research (NCVER).

Your personal information would only be linked to the education information when you ask to see your own records or when you provide authorisation for someone else to do so (such as a training organisation) or as otherwise authorised by Commonwealth legislation.

ET Australia will be able to access your electronic VET record to assist in assessing pre-requisites and credit transfers; however will ensure that your permission is given to be able to do this. ET Australia will provide guidance on how this can be managed online.

ET Australia has policies in place to ensure that student USI's are not collected, used or disclosed by anyone other than the student or for the purpose other than those set out in legislative guidelines.

© *More detailed information on the USI can be found through one of the following:*

Website: usi.gov.au

Email: usi@industry.gov.au

Phone: [Skilling Australia information line 13 38 73](tel:133873)

7. PROOF OF ELIGIBILITY

Individuals are required to provide proof of eligibility to be a recipient of a Smart & Skilled training subsidy and must declare that the information provided with regard to eligibility is true, accurate, complete and not misleading. Where we require a copy of an original document you will be required to either have it sighted and verified in person by an ET Australia Representative or have it sighted and verified by an approved witness. Below is a summary of the evidence requirements

Requirement	Evidence
Unique Student Identifier	<p>Unique Student Identifier Number (USI). Validity of this will be checked by ET Australia / Government Department.</p> <ul style="list-style-type: none"> ▪ To apply for a USI (see section 5) you will be required to use one of the following forms of identification <ul style="list-style-type: none"> ○ Drivers' Licence ○ Medicare Card ○ Australian Passport ○ Birth Certificate (Australian) ○ Certificate of Registration by descent ○ Citizenship Certificate ○ ImmiCard
Proof of Identification	<p>A valid Unique Student Identifier (USI) on enrolment will support proof of identification.</p> <p>Further proof of identification such as an original copy of a Driver's Licence, Birth Certificate or Medicare Card helps further support identification if available on enrolment.</p>
Living or working in NSW	<p>Student declaration / signature on enrolment required.</p> <p>On request of ET Australia or Government Department:</p> <ul style="list-style-type: none"> ▪ any Commonwealth or NSW Government issued document providing evidence of living location, or ▪ employer-issued document confirming employment in NSW.
Citizenship: Australian citizen, and permanent resident/New Zealand citizen	<p>Student declaration / signature on enrolment required.</p> <p>On request of ET Australia or Government Department:</p> <ul style="list-style-type: none"> ▪ Australian or New Zealand birth certificate, Passport; or ▪ Green Medicare card; or ▪ Naturalisation Certificate; or ▪ A Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or ▪ use the Department of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport.
Humanitarian visa holder (Refugee or asylum seeker)	<p>This evidence <u>must</u> be provided on enrolment.</p> <ul style="list-style-type: none"> ▪ Relevant visa documentation; or ▪ ImmiCard (where appropriate) <p>A list of relevant visas can be found in Appendix 7 of the Smart & Skilled Fee Administration Policy (see Section 4). <i>Note: Individuals in this category must also meet other Smart & Skilled eligibility criteria (i.e. be aged 15 years or older, have finished school and live or work in New South Wales).</i></p>

Requirement	Evidence
Home schooled students	<p>This evidence <u>must</u> be provided on enrolment.</p> <ul style="list-style-type: none"> ▪ Copy of current certificate of home schooling registration, which clearly indicates the period of time for which the student will be home schooled.
Previous highest level qualification	<p>Student declaration/signature on enrolment is required.</p> <p>A USI check of previous history may be undertaken.</p>
Year 10 completion or equivalent (if under 17)	<p>Student declaration / signature on enrolment is required.</p> <p>On request of ET Australia or Government Department:</p> <ul style="list-style-type: none"> ▪ Evidence that student has met school leaving age requirement.
Fee Exemption: Aboriginality	<p>Student declaration / signature on enrolment is required.</p> <p>Documentary evidence of community identification may be required.</p>
Fee Exemption : Disability	<p>This evidence <u>must</u> be provided on enrolment.</p> <ul style="list-style-type: none"> ▪ Centrelink evidence, proof of Disability Support Pension (must clearly show the Centrelink Reference Number (CRN) ; or ▪ documentary evidence of support demonstrating a clear additional need as a result of a student's disability: A letter or statement from: <ul style="list-style-type: none"> ○ A medical practitioner; or ○ An appropriate government agency; or ○ Relevant specialist allied health professional; or ▪ Centrelink evidence – dependent child, partner or spouse of a recipient of a Disability Support Pension (must clearly show CRN)
Fee Exemption : Refugee or Asylum Seeker	<p>This evidence <u>must</u> be provided on enrolment.</p> <ul style="list-style-type: none"> ▪ Relevant visa documentation; or ▪ ImmiCard (where appropriate). <p>A list of relevant visas can be found in Appendix 7 of the Smart & Skilled Fee Administration Policy (see Section 4). <i>Note: Individuals in this category must also meet other Smart & Skilled eligibility criteria (i.e. be aged 15 years or older, have finished school and live or work in New South Wales).</i></p>
Concession: Commonwealth Government Welfare Recipient	<p>This evidence <u>must</u> be provided on enrolment.</p> <ul style="list-style-type: none"> ▪ Centrelink evidence – proof of benefit; or ▪ Centrelink evidence – dependent child, partner or spouse of a specified Commonwealth Government welfare recipient <p>Documentation needs to clearly show the Centrelink Reference Number (CRN).</p>

Requirement	Evidence
Social housing status (Fee-Free Scholarship)	<ul style="list-style-type: none"> ▪ Student declaration/signature at enrolment to confirm the individuals social housing status <p>For the purposes of the fee-free scholarship scheme, “NSW Social Housing” includes tenants of:</p> <ul style="list-style-type: none"> ▪ Public housing (owned and managed by the NSW Government or managed by a community housing provider) ▪ Community housing (owned and/or managed by community housing providers) ▪ Aboriginal housing (owned/managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers) ▪ Clients receiving crisis accommodation/supported accommodation (Specialist Homelessness Services) ▪ Clients receiving private rental assistance funded by Family and Community Services (for example: private rental subsidy, rental bond loans, tenancy guarantees) <p>https://smartandskilled.nsw.gov.au/for-students/fee-free-scholarships</p>
Out-of-Home Care status (Fee-free scholarship)	<ul style="list-style-type: none"> ▪ Student declaration/signature at enrolment to confirm individuals in, or were previously in, out-of-home care <p>For the purposes of the fee-free scholarship “out-of-home care” is defined as: - The term ‘out-of-home’ care is defined in section 13.5 of the <i>Children and Young Persons (Care and Protection) Act 1985</i> and refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home. Children and young people enter out-of-home care because they are in need of care and protection. There are 2 main types of out of home care:</p> <ul style="list-style-type: none"> • Statutory care – where the Children’s Court has made a Care Order placing the child or young person in the parental responsibility of the Minister for Family and Community Services • Supported care – where the Secretary of Family and Community Services forms the opinion that the child or young person is in need of care and protection. <p>Children and young people in out-of-home care usually reside with relative/kinship carers, foster carers or in residential care services. Students, if requested, must provide supporting evidence (list of acceptable evidence is available in the Fact Sheet – link following: https://smartandskilled.nsw.gov.au/for-students/fee-free-scholarships</p>
Domestic and Family Violence eligibility (Fee-Free Scholarship)	<p>Student declaration/signature at enrolment required</p> <ul style="list-style-type: none"> ▪ A letter of recommendation from a domestic and family violence service, refuge or other support agency may be requested. List of acceptable evidence is available in the Fact Sheet – link following <p>https://smartandskilled.nsw.gov.au/documents/45617011/63890955/feefree_fact_sheet_student_extension.pdf</p>
Determine whether disability student is entitled to exemption or concession in the year	<p>Student declaration/signature</p>
Long-term unemployed (over 12 months)	<p>Letter from Employment Service Provider required.</p>

- Eligibility for a fee exemption or concession is assessed at enrolment so it is important individuals correctly identify at this time.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence, dated and signed by a person authorised by the Provider, must be maintained.
- Where the evidence, provided by the student, is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify documents. A list of which is available at the Commonwealth Attorney General's Department website at:



Approved witnesses to sight and certify evidence requirements

<https://www.ag.gov.au/publications/pages/statutorydeclarations.aspx>

Commonwealth Benefits and Allowances	
▪ Age Pension	▪ Austudy
▪ Carer Payment (see comment below)	▪ Disability Support Pension
▪ Exceptional Circumstances Relief Payment	▪ Farm Household Allowance
▪ Family Tax Benefit Part A (maximum rate)	▪ Parenting Payment (Single)
▪ Newstart Allowance (not applicable for new entrant trainees)	▪ Special Benefit
▪ Sickness Allowance	▪ Veteran's Children Education Scheme
▪ Veteran's Affairs Pension	▪ Widow B Pension
▪ Widow Allowance	▪ Youth Allowance
▪ Wife Pension	

- A NSW New Entrant Trainee on a Newstart Allowance or a NSW New Entrant who is the dependent of a person receiving a Newstart Allowance is not eligible for a concession fee.
- The Carer Payment is a specific benefit paid by the Commonwealth, this category does not include the Carer Allowance or Carer Adjustment Payment.

For any additional information regarding Smart and Skilled please access the Smart and Skilled website via the following link:



Smart and Skilled <https://smartandskilled.nsw.gov.au/>

Smart and Skilled Contact Details:

1300 772 104

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8. DOCUMENTATION REQUIRED FOR ENROLMENT

Thank you for taking the time to work through this pre-enrolment information. Now that you have an overview of information there is some documentation that needs to be prepared for your first meeting with ET Australia's Representative to kick off the enrolment/induction process.

The following checklist indicates all of the information you should have prepared for your first meeting, with copies of the required forms for completion following.

Register for a USI / have your USI number available, this will need to be recorded on your Enrolment form (refer to pg. 6)	<input type="checkbox"/>
Proof of Identification – <ul style="list-style-type: none"> ▪ Driver's Licence ▪ Australian Passport ▪ Birth Certificate (Australian) 	<input type="checkbox"/>
Consent and Declaration forms signed ready to be returned to ET Australia (refer to pgs. 1, 14, 15)	<input type="checkbox"/>
Have the required evidence to support your eligibility (for a Smart & Skilled fee) ready (refer to pgs. 8-11) <ul style="list-style-type: none"> ▪ the original document to be sighted by an ET Australia Representative, or; ▪ have a copy of the document/s certified by an approved witness prior to the meeting 	<input type="checkbox"/>
Have the required evidence of your eligibility for a concession / exemption fee available, if applicable (refer to pgs. 8-11) either: <ul style="list-style-type: none"> ▪ the original document to be sighted by an ET Australia Representative, or; ▪ have a copy of the document/s certified by an approved witness prior to the meeting 	<input type="checkbox"/>
Completed Enrolment form (refer pgs. 16-17)	<input type="checkbox"/>
If you believe you may be a suitable applicant for Credit Transfer or Recognition of Prior Learning, have ready; copies of qualifications, work experience information etc. for discussion (refer to pg. 3)	<input type="checkbox"/>
Have the completed 'Learning Needs and Self-Assessment Questionnaire' in Section 12 completed. (refer to pgs. 18-20)	<input type="checkbox"/>
A current position description (if available)	<input type="checkbox"/>
A copy of your resume (if available)	<input type="checkbox"/>

Pages 14 – 20 are to be completed in full and returned to ET Australia

9. CONSENT DECLARATION

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF INDUSTRY, SKILLS and REGIONAL DEVELOPMENT AND OTHER AGENCIES

I _____
(First, middle and last Name)

Of _____
(current residential address)

with **date of birth** _____

understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as any information I provide as part of my enquiries or enrolment application including my name, Student identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal information) collected by **ET Australia** may be disclosed to the Department of Industry, Skills and Regional Development (Department).

The Department may disclose my Personal information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by mail, telephone email or post during or after I have ceased subsidised training with **ET Australia** for the purposes of evaluating and assessing Smart and Skilled.

PRINT FULL NAME: _____

SIGNATURE: _____ **DATE:** ____ / ____ / ____

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: _____

SIGNATURE: _____ **DATE:** ____ / ____ / ____

10. PROSPECTIVE STUDENT DECLARATION

DECLARATION to confirm that ET Australia has provided you with relevant information to make an informed decision prior to enrolment ***AND that all details I have provided to ET Australia during the process are accurate, complete and not misleading in any way.***

I _____
(First, middle and last Name)

Of _____
(current residential address)

with **date of birth** _____

declare that all information provided by myself to ET Australia in connection with my enrolment into a Smart & Skilled Funded Program is true, accurate, complete and not misleading in any way.

I have been informed / provided with information on the following:

- Eligibility requirements for Smart & Skilled Funding
- Consumer Protection Information, including:
 - Notification of Enrolment Process
 - Privacy
 - Complaints Management
 - Appeals
 - Fees & Refunds
 - Deferral or Discontinuation of Training
- Smart and Skilled Fee Administration Policy
- Access to the ET Australia Student Handbook
- Credit Transfer and Recognition of Prior Learning
- Unique Student Identifier (USI) requirements
- Consents and Declarations
- Documented evidence requirements

PRINT FULL NAME: _____

SIGNATURE: _____ **DATE:** ____ / ____ / ____

Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: _____

SIGNATURE: _____ **DATE:** ____ / ____ / ____

11. SMART & SKILLED ENROLMENT INFORMATION

1. What is your residency status? Please indicate below

<input type="checkbox"/> Australian citizen	<input type="checkbox"/> New Zealand citizen
<input type="checkbox"/> Humanitarian	<input type="checkbox"/> None of the above
<input type="checkbox"/> Australian permanent resident	

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

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **YES**, please indicate the areas or disability, impairment or long-term condition.

<input type="checkbox"/> Hearing/deafness	<input type="checkbox"/> Physical	<input type="checkbox"/> Intellectual
<input type="checkbox"/> Mental illness	<input type="checkbox"/> Acquired brain impairment	<input type="checkbox"/> Vision
<input type="checkbox"/> Medical condition	<input type="checkbox"/> Learning	<input type="checkbox"/> Other

If you have answered **YES** to the above, please indicate how your disability has been assessed.

<input type="checkbox"/> Recipient of a disability support pension
<input type="checkbox"/> Assessed by specialist support professional as a student with disability

If you will be seeking a fee exemption based on this condition please ensure you have provided the appropriate evidence to support this.

3. Have you achieved any qualifications since turning 17?

<input type="checkbox"/> Yes, while still at school	<input type="checkbox"/> Yes, after leaving school
<input type="checkbox"/> No	

4. Are you registered with an Employment Services Provider?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If **YES**, then please provide the following:

Employment Service Provider Organisation / ID:	
Consultant Name:	
Your Employment Service Provider Client ID:	

5. Have you been referred to this training by an Employment Service Provider?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you have answered **YES** to the above please provide the 'Referral ID' from your Employment Service Provider.

Referral ID Number:	
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6. Are you a welfare recipient?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you have answered **YES** to the above please provide the type of benefit you are receiving.

Benefit Type:	
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7. Have you been unemployed for 52 consecutive weeks or more?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If you have answered yes to this you will need the appropriate supporting evidence of this at the time of enrolment.

8. Have you undertaken any other Smart and Skilled qualification this calendar year?

Please tick the relevant box below

<input type="checkbox"/> Yes, I have completed a Smart and Skilled qualification this calendar year	<input type="checkbox"/> Yes, I have enrolled in but not as yet commenced a Smart and Skilled qualification this calendar year
<input type="checkbox"/> Yes, I am currently undertaking a Smart and Skilled qualification	<input type="checkbox"/> Yes, I participated in a Smart and Skilled qualification in this calendar year but have since withdrawn*
<input type="checkbox"/> No	

* Note: if you are enrolling in a Smart & Skilled funded program more than once in a calendar year there may be an impact on the fee. Fee exemption is only applicable once per calendar year.

9. Are you living in NSW social housing; or are you or your household on the NSW Housing Register?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If I have ticked 'yes' above I declare that this information is true and correct and can provide supporting evidence if required.	
Signed:	

10. Are you aged between 15-17 and currently in out of home care OR are you 18-30 and previously in out of home care? (Please note, children and young people in out-of-home care usually reside with a relative / kinship carers, foster carers or in residential care services).

<input type="checkbox"/> -Yes	<input type="checkbox"/> No
If I have ticked 'yes' above I declare that this information is true and correct and can provide supporting evidence upon request.	
Signed:	

11. Are you 15 years of age or over and experiencing or have experienced domestic and family violence? Or, are you the dependent of a person who is experiencing or has experienced domestic and family violence?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If I have ticked 'yes' above I declare that this information is true and correct and I will provide the required supporting evidence.	
Signed:	

12. Are you a humanitarian visa holder, or, holding a bridging visa, a temporary humanitarian stay visa or temporary humanitarian concern visa? (If you believe you fall into this category please indicate 'yes' and ET Australia will provide you with more information on evidence required for different categories).

<input type="checkbox"/> Yes	<input type="checkbox"/> No
If I have ticked 'yes' above I declare that this information is true and correct and I will provide the required supporting evidence (following guidance from ET Australia of what is required).	
Signed:	

13. Are you currently registered for home schooling?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If I have ticked 'yes' above I declare that this information is true and correct and I will provide the required supporting evidence. Signed:	
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12. ENROLMENT FORM

Please complete the separate Enrolment Form that has been provided to you.

13. LEARNING NEEDS AND SELF-ASSESSMENT QUESTIONNAIRE

STUDENT NAME:	
What is your highest COMPLETED school level?	
What is the highest level of qualification you have achieved since leaving school?	

Please read the following statements and circle your response and then nominate your level of proficiency			Proficiency Level (1 lowest – 5 highest)				
			1	2	3	4	5
Are you good at reading?	YES NO	How would you rate your reading ability?					
Are you good at maths?	YES NO	How would you rate your maths ability?					
Are you good at spelling?	YES NO	How would you rate your spelling ability?					
Computer Skills							
Have you previously used Microsoft Word?	YES NO	How would you rate your Word ability?					
Have you previously used Microsoft Excel?	YES NO	How would you rate your Excel ability?					
Have you previously used Microsoft PowerPoint?	YES NO	How would you rate your PowerPoint ability?					
Have you previously used Microsoft Outlook?	YES NO	How would you rate your Email ability?					

Do you need help with...? (indicate your response with a tick):	YES	Sometimes	NO
Writing in paragraphs			
Using the internet to obtain information like telephone numbers			
Reading information			
Writing a short letter			
Using the internet to research information			
Using a calculator			
Using a computer to email			
Reading books I am interested in			
Reading and understanding the newspaper			
Writing job applications			
Studying alone and independently			
Counting and checking change when shopping			
Writing an essay for study			
Calculating fractions and percentages			
Filling in a form			
Following instructions for mixing a solution or a recipe			
Reading a Google map or street directory			
Using an equipment manual			
Completing a log book			
Writing an incident report			

Please read the statements below and answer in the spaces provided:

Do you need any special assistance such as hearing or visual aids?

Is there anything you feel we may need to know that could affect your ability to learn or to complete the studies you are about to undertake - such as dyslexia or health issues?

Do you feel through previous experience that you may have acquired skills and knowledge relevant to your studies (this may include work experience, volunteer work, formal/informal training). If you are unsure please discuss with an ET Australia Representative)?

Additional comments regarding support that you may require whilst undertaking your studies, or any other relevant information that you feel would be beneficial for your Trainer / Assessor to be made aware of?

Note: PLEASE ATTACH A COPY OF YOUR CURRENT POSITION DESCRIPTION or A COPY OF YOUR CURRENT RESUME (if available)