

# RTO Enrolment Application

All new applicants are required to read the ICQA Learner Handbook prior to completing the Enrolment Application. The learner handbook can be accessed on CQA's Student Management System 'Public Page' or by contacting ICQA to have a copy emailed to you.

Applicants must read the **Privacy Notice** included in this Enrolment Application prior to signing the Student Declaration. Once you have read the Privacy Notice and completed all sections of the Enrolment Application, please return the completed, signed and dated Enrolment Application form to [ETSA@educ8u.com](mailto:ETSA@educ8u.com)

**NOTE:** If you have any questions or need assistance to complete this form, please contact TVET School Asia on +6142 045 7883 or [ETSA@educ8u.com](mailto:ETSA@educ8u.com)

## SECTION 1 – PERSONAL DETAILS

\*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Non-binary	<input type="checkbox"/> Prefer not to specify	
Surname:					
Given Names:				Preferred name:	
Date of Birth:				Age at time of enrolment:	

## Contact Details

Home Phone:		Work Phone:	
Mobile:			
Personal Email:			
Work Email:			

## Residential / Home Address

Please provide a physical address (*street name and number, not a post office box*) where you usually reside, rather than any temporary address at which you reside for training, work, or other purposes before returning to your home.

Building/Property Name:			Unit/Flat Number:	
Street Number:		Street Name:		
Suburb/Town:				
State/Territory:			Postcode:	

## Postal Address

If different from the above.

Building/Property Name:			Unit/Flat Number:	
Street Number:		Street Name:		
Postal delivery information (e.g., "PO Box 123"):				
Suburb/Town:				
State/Territory:			Postcode:	

## SECTION 2 – LANGUAGE AND CULTURAL DIVERSITY

Do you identify as Aboriginal or Torres Strait Islander?

- No
  Yes, Aboriginal
  Yes, Torres Strait Islander

Do you speak a language other than English? *(If more than one, indicate the one that is spoken most often)*

- No, English only
  Yes (please specify):

Do you require assistance with English or any additional language support?

- No
  Yes (please specify):

Are you an Australian or New Zealand Citizen or Permanent Resident?

- Yes
  No (visa-holder)

If no, what is your country of origin?

## SECTION 3 – DISABILITY, IMPAIRMENT or LONG-TERM CONDITION

Do you consider yourself to have a Disability, Impairment or Long-Term Condition?

- Yes *(please specify below)*
 No *(go to Section 4)*

Hearing / Deafness

Mental Illness

Physical

Acquired Brain Impairment

Intellectual

Vision

Learning

Medical Condition

Other:

Do you require assistance or additional learning support?  No  Yes *(please specify below)*

If yes, details:

## SECTION 4 – SCHOOLING

Have you completed Year 12 within the last 12 months?

- No
  Yes *(please specify the date)*
 Date:

Are you still enrolled in senior or secondary education?

- No
  Yes *(please specify the Year)*
 Year level:

**What is your highest COMPLETED school level?** For example, if you are currently in Year 10, the *highest school level completed is Year 9* (not the level you are currently undertaking).

Did not go to school

Completed Year 10 or Equivalent

Year 8 or Below

Completed Year 11 or Equivalent

Completed Year 9 or Equivalent

Completed Year 12 or Equivalent

## SECTION 5 – PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any Nationally Accredited Qualifications?

<input type="checkbox"/>	Yes ( <i>please specify below</i> )	<input type="checkbox"/>	No ( <i>go to Section 6</i> )
<input type="checkbox"/>	Certificate I	<input type="checkbox"/>	Diploma
<input type="checkbox"/>	Certificate II	<input type="checkbox"/>	Advanced Diploma / Associate Degree
<input type="checkbox"/>	Certificate III	<input type="checkbox"/>	Bachelor's Degree or higher
<input type="checkbox"/>	Certificate IV	<input type="checkbox"/>	Other (including Overseas Qualifications)

If you have ticked any of the above, please provide further details below:

Course / Qualification Name:

Year Completed:

Name of Institute:

## SECTION 6 – EMPLOYMENT

Which best describes your employment status?

<input type="checkbox"/>	Full-Time Employee	<input type="checkbox"/>	Part-Time Employee
<input type="checkbox"/>	Casual Employee	<input type="checkbox"/>	Other (please specify):

Your Job Title:

Please provide your Service Coordinator's ('SC') / Supervisor's Details below:

SC Name:

SC Phone:

SC Email:

## SECTION 7 – STUDY REASONS

Of the following categories, select which BEST describes the main reason you are undertaking study:

<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/self-development	<input type="checkbox"/>	It is a requirement of my job
<input type="checkbox"/>	Other:		

## SECTION 8 – COURSE DETAILS

Please select from the below options and enter the details of the course you are wishing to enrol into:

<input type="checkbox"/> Full Qualification	Course Code	
	Course Name	
<input type="checkbox"/> Recognition of Prior Learning (RPL)	Course Code	
	Course Name	
<input type="checkbox"/> Skillset	Course Code	
	Course Name	
<input type="checkbox"/> Short Course	Course Level	

	Course Name	
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## SECTION 9 – PREFERRED STUDY TYPE

What is your preferred study type / course delivery method?

<input type="checkbox"/> Online / Distance Learning	<input type="checkbox"/> Face to Face / Zoom	<input type="checkbox"/> Face to Face in the Workplace
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## SECTION 10 – UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, ICQA 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.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Enter your Unique Student Identifier (USI)  
(if you already have one)

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Your USI is made up of 10 numbers and letters

## USI Application through your RTO (if you do not already have one)

### Application for Unique Student Identifier (USI)

If you would like ICQA 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/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this page so that we can apply for a USI on your behalf.

I [NAME] ..... authorise ICQA to apply, pursuant to sub-section 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/documents/privacy-notice-when-rto-applies-their-behalf>

Town/City of Birth \_\_\_\_\_  
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please ensure that the name written in the 'Personal Details' section of the Enrolment Application is the same as written in the document you provide from below.

**Please provide a copy of ONE (1) of the forms of identity below (numbered 1 to 8).**

**Please tick one (1)**

1. Australian Driver's Licence	<input type="checkbox"/>
2. Medicare Card	<input type="checkbox"/>
3. Australian Birth Certificate	<input type="checkbox"/>
4. Australian Passport	<input type="checkbox"/>
5. Non-Australian Passport (with Australian Visa)	<input type="checkbox"/>
6. Immicard	<input type="checkbox"/>
7. Citizenship Certificate	<input type="checkbox"/>
8. Certificate of Registration by Descent	<input type="checkbox"/>

In accordance with section 11 of the *Student Identifiers Act 2014*, ICQA 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 11 – RECOGNITION OF PRIOR LEARNING (RPL)

### What is RPL?

RPL is the process of evaluating the skills and knowledge someone has obtained through work and life experience and then assessing it against the requirements of a nationally recognised qualification. Suitable candidates for RPL may not need to complete an entire training program if they already possess some or all of the competencies of the relevant qualification.

Applicants who have worked in a job role that's enabled them to gain experience in a relevant industry or completed training through a company they have previously worked for in Australia or overseas; may be eligible to apply for RPL.

### RPL Suitability Check

Applicants wishing to check their suitability for RPL must complete the RPL Suitability Questionnaire below and provide as much information as possible of current and/or previous work experience (within the last 5 years).

Completion of the questionnaire will allow for an initial assessment of the applicants experience and to check whether they can demonstrate the required skills and knowledge to be assessed via the RPL process. Previous qualifications and training may also be considered, please ensure that you have completed Section 5 – Previous Qualifications Achieved on the Enrolment Application.

If it is decided that a Student is a suitable candidate for RPL, a list of suggested evidence that could be used to demonstrate competence will be provided. If you do not believe that you have access to any suitable evidence, your Assessor will discuss other possible options with you.

Students must be able to provide evidence against the criteria for the relevant unit/s of competency. It is not enough to simply state that you possess the skills and knowledge required, you must be able to demonstrate competence.

## RPL Suitability Questionnaire

Please refer to your Learner Handbook for information about RPL/Credit Transfer.

### QUESTION 1 (please tick)

How many years of relevant work experience do you have in total?

- 1-2 years
  3-4 years
  5-9 years
  10 years or more

### QUESTION 2 (please tick)

Where did you complete your work experience?

- Australia
  Overseas
  Both Australia and overseas

### QUESTION 3 (please tick)

Have you previously completed any relevant study or qualifications?

- No
  Yes, details provided in **Section 5**

See Question 4 on next page.

### QUESTION 4 – Previous Employment History

Please provide details of all work experience in the last five (5) years:

Employer	Period of employment (DD/MM/YYYY)	Job Role / Position	Description of typical duties or tasks
1.			
2.			
3.			
4.			

## QUESTION 4 – Previous Employment History

Please provide details of all work experience in the last five (5) years:

5.

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## QUESTION 5 (please tick)

Have you completed the above questions 1-4 on your own or did you require assistance?

Yes, I completed the questionnaire myself

Someone helped me to complete the questionnaire

Thank you for taking the opportunity to complete the RPL Suitability Questionnaire.

Your responses will be evaluated, and you will be provided with feedback in regard to suitability to complete all or some of the qualification via the RPL method of assessment.

## SECTION 12 – CORE SKILLS ASSESSMENT (INITIAL)

Please complete the below:

**Reading**  
ACSF  
3.03

*Read the paragraph below and answer the questions that follow:*

In warehouses and freight terminals across NSW, forklifts are used to lift, stack and transfer loads. WorkSafe NSW has a zero-tolerance approach to the unsafe use of forklifts, considered one of the most dangerous pieces of equipment found at NSW workplaces. To be effective, a forklift must be manoeuvrable.

To achieve manoeuvrability, forklifts are designed to be compact, making them less stable than other vehicles and mobile plant. Forklifts have a range of limitations, from maximum load weight to speed. These factors affect the operator and the forklift itself.

## SECTION 12 – CORE SKILLS ASSESSMENT (INITIAL)

Please complete the below:

**Writing**  
ACSF  
2.06

*Answer the following questions in your own words:*

**Why does WorkSafe NSW have a zero-tolerance approach to the unsafe use of forklifts?**

.....

.....

.....

**To be manoeuvrable a forklift has certain characteristics compared with other vehicles and plant. What are these?**

.....

.....

.....

**Numeracy**  
ACSF  
A) 2.09  
B) 3.03

*The table below shows the minimum braking distance for common forklifts.*

*Use the information in the table to provide estimated answers to the following questions.*

Reaction distance and total stopping distance					
Speed (km/h)	6	12	16	18	20
Distance travelled while driver reacts and applies brakes (m)	2.5	5	6.7	7.5	8.3
Maximum stopping distance (m)	2.9-3.2	7-8	9.5-12	11-14	13-16.5

**A) What is the maximum stopping distance if the forklift is travelling at 20 km/h?**

.....

**B) Even at 6km/h, a forklift driver will take ..... metres to react and apply the brakes.**

**He will need at least ..... metres to stop.**



## Important Information – Privacy Notice

Please read the following Privacy Notice prior to signing and submitting your Enrolment Application

INTERNATIONAL COLLEGE OF QUEENSLAND AUSTRALIA PTY LTD has a responsibility to collect, use and store personal and sensitive information on our students in compliance with the relevant laws and regulations:

- As a Registered Training Organisation (RTO), we collect your personal information so that we can process and manage your enrolment in accordance with our obligations as an RTO.
- Your information is collected through administrative tools such as the Enquiry Form on our website, the Enrolment Form, Recognition of Prior Learning Application Form, Credit Transfer Form, Complaint Form, Appeals Form, Payment Refund Form, surveys and questionnaires. Information is also collected through your completed assessment submissions.
- The personal information collected about you will enable us to deliver the training program you have enrolled into.
- We will retain personal information about you relating to your enrolment with us for a period up to 30-years. This includes your personal details and your training and assessment outcomes.
- We will also retain records of your training activity and are required to do this in accordance with the National Vocational Education and Training Regulator (NVETR) Act 2011.
- Personal information about you along with information about your training and assessment activity is entered and retained within our secure computer network and software systems. The data is protected and backed up frequently to our secure server located in Australia, in accordance with relevant legislation.
- Where personal information is collected in hard copy formats, the responses are entered into our software systems, the information reviewed and/or analysed (where required), and the hard copies are then destroyed.
- INTERNATIONAL COLLEGE OF QUEENSLAND AUSTRALIA PTY LTD is required by law to make student information available to Government bodies and agencies such as the National Centre for Vocational Education and Research, the Australian Skills Quality Authority, or any relevant State or Territory Training or Funding Authority.
- Under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, we are required to collect personal information about you and disclose that personal information to the National Centre for Vocational Education Research (NCVER). NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.
- NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 and the NVETR Act 2011. This information may be used and disclosed by NCVER 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:
  - Populating authenticated VET transcripts;
  - Administering vocational education training, including program administration, regulation, monitoring and evaluation;
  - Facilitation of statistics and research relating to education, including surveys and data linkage; and
  - Understanding the VET market, such as how the VET industry operates, for policy development purposes, workforce planning and consumer data.
- NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf and NCVER does not intend to disclose your personal information to any overseas recipients. You can refer to NCVER's Privacy Policy here for more information on how NCVER handles your personal information.
- You may receive a student survey which may be run by an Australian government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note, you have the right to opt-out of the survey at the time of being contacted.
- You have the right to access information we retain that relates to you. You can do so by viewing the information on your online learning platform, or by completing a Student Information Release Form and we will action your request within 2 business days.
- Where a third-party requests for personal information about you, we will seek written permission from you before disclosing any information. The only exception is where an employer or a job network provider has paid for your training and they have requested for your training activity information and outcomes, or where we require the services of an organisation for the purposes of our operations such as a Compliance Consultant and sharing your personal information is required, or where we are bound to by law such as with the national regulator – ASQA, and with NCVER.
- At any time, you may contact us to correct any personal information we hold about you, this includes your legal name and your contact information.

- Where we receive any unsolicited personal or sensitive information, it will be treated and managed according to the Australian Privacy Principles.
- INTERNATIONAL COLLEGE OF QUEENSLAND AUSTRALIA PTY LTD uses Google Analytics and Cookies on our website which provides us with the ability to track and report website traffic, and the tools we would need to better understand our website visitors and users. This information would help us strategise and help inform our future operations. These cookies are stored on Google's servers in the United States and may transfer this information on to third-parties, if required by law, or for information processing on its behalf.
- It is important to note that no personal information is recorded and this data is only used for website management and improvement purposes. You can choose to disable cookies by changing your web browser's settings and to opt-out of Google Analytics. It is important to note that by disabling the Google Analytics function may affect a user's experience on our website.
- If you have concerns about this Privacy Notice, or about how we are managing your personal and sensitive information, we encourage you to reach out to us.
- Under the Privacy Act 1988, you have the right to make a complaint to the Office of the Australian Information Commissioner (OAIC) about the handling of your personal information by us.

Please sign below to acknowledge:

### 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 do not wish to provide your personal information, ICQA may not be able to enrol you 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 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](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 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 you are unable to access the DESE Privacy Notice, please advise us so we can provide you with a downloaded hard copy.

## Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 ICQA on +[6142 045 7883](tel:61420457883) or [ETSA@educ8u.com](mailto:ETSA@educ8u.com) 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

I confirm and understand the following:

- I have read the ICQA Learner Handbook including the Fees and Refunds Policy, Complaints and Appeals Policies and Processes, my rights as a learner, and TVET School Asia ICQA's obligations as the RTO;
- I have read and agree to the USI Privacy Notice as published in the ICQA Learner Handbook;
- I have read the Privacy Notice and Privacy Protection Policy and understand how my personal information will be collected, used and disclosed;
- I have been provided with information about my chosen qualification including the code, title and currency;
- Any applicable entry requirements and/or specific requirements needed to successfully complete the program have been explained to me;
- Arrangements for any applicable mandatory work placements have been discussed with me;
- I have been provided with information about the course content, delivery mode, training location and expected duration of my course;
- The study requirements and training and assessment methods been explained to me;
- I have been provided with information and available options for credit transfer and/or Recognition of Prior Learning (RPL);
- Information about available student support services has been provided to me;
- I have been provided with information about course fees and any additional costs involved for mandatory vocational placement (if applicable);
- I have been provided with information about how and when my fees must be paid and any available payment plan options;
- I understand that if I agree to a payment plan, my training may be affected if I do not make the agreed payments at the agreed intervals;
- I agree to notify ICQA if my personal details and/or contact details change whilst I am enrolled; and,
- I understand that my enrolment will not be confirmed and training will not commence until my Enrolment Application and supporting documents have been evaluated and accepted as complete.

**I declare that the information I have provided in this Enrolment Application form, and any other documents submitted are true and correct at the time of my application. I understand and agree to all the statements above**



# RTO Enrolment Application

**Applicant Signature:** .....

**Date:** .....

**Applicant Name:** .....

IF APPLICANT IS UNDER 18

**Parent/Guardian Signature:** .....

**Date:** .....

**Parent/Guardian Name:** .....

**Applicant Declaration**