

STUDENT DETAILS – Please fill out ALL areas

LANGUAGE AND CULTURE	1. In which country were you born?	☐ Australia	☐ Other – Please specify:
	2. Do you speak a language other than English at home? <i>If more than one language, indicate the one spoken most often.</i>	☐ Yes other – Please specify: ☐ No, English only (Go to Question 4)	
	3. Are you of Aboriginal or Torres Strait Islander origin? <i>Persons from both origins, tick both Yes boxes.</i>	☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ No (Next Question)	
DISABILITY	4. Do you consider yourself to have a disability, impairment, or long-term condition? <i>If yes, you may indicate more than one area. Please refer to the disability supplement in the student handbook for an explanation of the following disabilities, located at allenstraining.com.au</i>	☐ Yes – Please tick area/s from below: ☐ No (Next Question)	
		☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Medical condition ☐ Acquired brain impairment ☐ Vision ☐ Mental Illness ☐ Other – Please specify:	
SCHOOLING AND PREVIOUS QUALIFICATIONS	5. What is your highest COMPLETED school level? <i>Tick ONE box only. If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.</i>	☐ Year 12 or equivalent ☐ Year 9 or equivalent ☐ Year 11 or equivalent ☐ Year 8 or below ☐ Year 10 or equivalent ☐ Never attended school	
	6. Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No – Please specify what year you left:	
	7. Have you SUCCESSFULLY completed any other qualifications? <i>Tick ANY box applicable.</i>	☐ Yes – Tick box/s below: ☐ No (Next Question) ☐ Bachelor Degree or Higher Degree ☐ Certificate IV (or Advanced Certificate/Technician) ☐ Advance Diploma or Associate Degree ☐ Certificate III (or Trade Certificate) ☐ Diploma (or Associate Diploma) ☐ Certificate II ☐ Certificate I ☐ Other education (including certificates or overseas qualifications not listed above)	
EMPLOYMENT	8. Of the following categories, which BEST describes your current employment status? <i>Tick ONE box only. 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).</i>	☐ Full time employee ☐ Employed – unpaid worker in a family business ☐ Part time employee ☐ Unemployed – seeking full time work ☐ Self-employed – not employing others ☐ Unemployed – seeking part time work ☐ Self-employed – employing others ☐ Not employed – not seeking employment	
	9. Of the following categories, select the one which BEST describes the main reason you are undertaking this course / traineeship / apprenticeship. <i>Tick ONE box only.</i>	☐ To get a job ☐ For personal interest or self-development ☐ To develop my existing business ☐ It was a requirement of my job ☐ To start my own business ☐ I wanted extra skills for my job ☐ To try for a different career ☐ To get into another course of study ☐ To get a better job or promotion ☐ To get skills for community/voluntary work ☐ Other reasons:	
PLEASE NOTE	There is a <u>student survey</u> which is a short questionnaire aimed at gathering feedback from course participants to be used in our continuous improvement processes. There is important information that may be relevant to you or your situation, which must be discussed and arranged <i>prior to undertaking the course and the assessment</i>. This includes special geographic financial or social needs, reasonable adjustments to assessment, recognised prior learning (RPL) and mechanisms for appeal against the assessment processes. Please go to: allenstraining.com.au and ensure you read the <u>student handbook</u> and the <u>course information</u> relevant to this course.		

STUDENT DETAILS

PRIVACY NOTICE

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. 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.

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.

For full information, the Privacy notice at Schedule 1 of the VET Data Policy is provided in the Allens Training Pty Ltd student handbook.

INFORMATION & DECLARATION

You must be aware of the specific requirements for this course before you start the course.

The student handbook contains information which must be read and understood before starting. Please go to allenstraining.com.au to locate the student handbook. We suggest you download and print this for easy reference.

To be awarded the statement of attainment for this course, you must have a USI, provide all of the information requested in this document and satisfactorily complete and be found competent in all physical/practical and theory assessments. Discuss any concerns about your capability with your trainer before beginning.

IMPORTANT - By continuing with this form, you agree to declare that you have been fully informed of, and understand, all of the specific assessment and physical requirements of this course and are able to meet those requirements, and you accept the terms and conditions as stated on the Allens Training Pty Ltd website.

**** COMPLETE ALL AREAS - USE A BLACK OR BLUE PEN - PRINT BLOCK LETTERS - CLEARLY AND NEATLY ****

USI

Under legislation you must have a Unique Student Identifier (USI) to be issued with a nationally recognised VET qualification or statement of attainment. We are also required to include your USI in the data we submit to NCVER (National Centre for Vocational Education Research). Forgotten your USI? Go to: usi.gov.au/faqs/i-have-forgotten-my-usi/

Unique Student Identifier (USI):

usi.gov.au/your-usi/create-usi

PERSONAL DETAILS

Please write the name used for your Unique Student Identifier (USI).

First name/s:

Last name:

Date of birth:
(day/month/year)

/

/

Gender: Tick ONE only ► ☐ Female ☐ Male ☐ Other (indeterminate/intersex/unspecified)

Gender information: ag.gov.au/rights-and-protections/publications/australian-government-guidelines-recognition-sex-and-gender

CONTACT

Mobile phone:

Landline phone:

*Email:

***PLEASE NOTE: Your certificate/statement of attainment will be provided to you via email.**

Each student must have their own individual email address. Students cannot share an email. It is imperative to provide an email address that is correct. Please double check that you have written it CORRECTLY AND IT IS CLEAR AND READABLE. Not providing an email address, or an incorrect or unclear email address, will mean you will not receive your certificate.

USUAL RESIDENTIAL ADDRESS

Provide your PHYSICAL ADDRESS (not post-office box) where you **USUALLY reside** e.g. not a temporary address whilst doing the course, work or other purposes before returning home. If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. *Building/property name* is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site. Only fill out relevant fields, **leave irrelevant areas blank**.

Building/property name: (if applicable)

Number: Flat or unit: (if applicable)

Street: (if applicable)

Lot: (if applicable)

Street name:

Suburb, locality, or town:

State or Territory:

Postcode:

Accredited Course Cancellation Policy

If You need to Cancel

- Cancel 48 hours or more before the course starts → Full refund
- Cancel less than 48 hours before the course → \$50 admin fee applies as a cancellation fee, unless you provide a medical certificate or have a serious reason

If We Cancel the Course

- You'll get a full refund or can transfer to another course
- We'll let you know at least 7 days before the start date

How to Request

Include:

- Your name and course
- Reason for cancelling
- Any documents (e.g. medical certificate)

Special Circumstances

If something serious happens (illness, loss, etc.), we'll look at your case individually. Just send us the details.