

This Enrolment form is used in accordance with ATCO's procedures and processes for all Nationally Recognised Training under RTO Provider Number 45651.

To enable ATCO to deliver its Nationally Recognised Training to External Participants, (i.e., where the employer has engaged ATCO to provide training to its employees), each External Participant must enrol by completing all parts of this enrolment form.

Section 1 – Your Details

PARTICIPANT NAME	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).						
	(First Given Name)		(Second Given Name [middle])		(Family Name [surname])		
	Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not have a USI, write your name exactly as it is on the identity document you will use when applying for a USI. Refer to Section 2 for details about USI.						
COURSE TITLE							
DATE OF BIRTH	DD / MM / YYYY	GENDER	M	F	O	NATIONALITY	
TOWN OF BIRTH			COUNTRY OF BIRTH				
PHYSICAL ADDRESS	Street Number and Name of Usual Residence						
	Town/City				State	Post Code	
POSTAL ADDRESS <small>(If different from above)</small>	Street Number and Name						
	Town/City				State	Post Code	
CONTACT NUMBER/S	(Business Hours Number)		(After Hours Number)		(Mobile)		
EMAIL							
EMERGENCY CONTACT	(Name)		(Contact Number)		(Relationship)		
EMPLOYER	(Company Name)		(Business Number)		(Contact Name)		
IMPORTANT - When attending training, you must present an original driver's licence or other Photo Identification* to verify your identity. You will not be permitted to participate without suitable photographic identification. ATCO will not accept copies or photos of licences or ID.							
Trainer has seen a valid original photo ID/ Licence appropriate to the course?					Yes <small>Provide details below</small>	No	N/A
Photo ID Witnessed							
*IMPORTANT NOTICE <ul style="list-style-type: none"> Not all licences issued overseas are accepted in Australia. If your licence was issued in a non-approved country, you will not be permitted to undertake driver training Where a clear photo of the owner is not contained on the licence, photo identification will be required prior to commencing training. 							

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Please tick all the appropriate boxes in the table below

PREVIOUS QUALIFICATIONS ACHIEVED			
Have you successfully completed any of the following qualifications?		Yes	No
Bachelor degree or higher degree		Certificate III (or trade certificate)	
Advanced diploma or associate degree		Certificate II	
Diploma (or associate diploma)		Certificate I	
Certificate IV (or advanced certificate/ technician		Other Education (Certificates or overseas qualifications not listed above)	
STUDY REASON			
Which best describes your main reason for undertaking this course? (Tick any applicable boxes)			
To get a job		I wanted extra skills for my job	
To develop my existing business		To get into another course of study	
To start my own business		For personal interest or self-development	
To try for a different career		To get skills for community/ voluntary work	
To get a better job or promotion		Other reasons	
It was a requirement of my job			
LANGUAGE AND CULTURAL DIVERSITY			
Do you speak a language other than English at home? (If yes, please specify)--		Yes	No
How well do you speak English?		Are you of Aboriginal or Torres Strait Islander origin?	
Very well		No	
Well		Yes, Aboriginal	
Not well		Yes, Torres Strait Islander	
Not at all		Yes to both	
EMPLOYMENT			
Which best describes your current employment status?			
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	
SCHOOLING			
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	
Are you still enrolled in secondary, senior secondary education, or school-based VET course?		Yes	No
DISABILITY			
Do you consider yourself to have a disability, impairment or long-term condition?		Yes	No
Hearing/ deaf		Acquired brain impairment	
Physical/ Mobility/ Balance		Vision	
Intellectual		Medical condition	
Learning		Other	
Mental illness			

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LANGUAGE, LITERACY AND NUMERACY REQUIREMENTS			
<p>It is a prerequisite that all participants undertaking training and assessment conducted by ATCO Gas Australia have conversational level English language and basic numeracy skills.</p> <p>It is the responsibility of the participant to advise ATCO Gas Australia forty-eight (48) hours prior to commencing training or assessment if he/she does not have the minimum skills required.</p> <p>Those who have reading and/or writing issues may undertake written assessments verbally.</p>			
FITNESS FOR WORK			
<p>Participants are required to be physically capable to undertake training.</p> <p>If you are using any medication, it is your responsibility to advise ATCO Gas Australia and supply written advice from a Doctor that the medication will not interfere with your ability to perform work safely.</p> <p>If you feel any signs of fatigue during training, you must advise the Trainer immediately.</p>			
TRAINING AND ASSESSMENT GUIDELINES			
Please answer the following:		Yes	No
1	I acknowledge that if required, and I knowingly present an invalid licence/ Identification or a licence that is issued to another person prior to commencing training, I may be immediately removed from all training programs.		
2	I acknowledge that ATCO has a zero-tolerance policy to drugs and alcohol. I accept that I may be required to undertake a Breath Analysis. Should that analysis present any result other than negative I understand that I will not be permitted to continue training until further tests have been completed and evidence of a negative result provided.		
3	I acknowledge that a detailed explanation of the assessment methods to measure competency, and when these will occur, have been described to me and that the Training and Assessment Strategy is available for review upon request at any time.		
4	I understand that the Assessor is obliged to conduct a fair assessment, and that I have the right of appeal through the ATCO Gas Australia Registered Training Organisation and that all <i>appeals must be submitted in writing within thirty (30) days of the date of assessment.</i>		
5	I understand that the activities being undertaken may be dangerous and that to ensure my own safety and that of others I shall comply with all reasonable directions given to me by the Training and Assessing staff.		

PERSONAL INFORMATION HANDLING PRACTICE	
<p>ATCO may collect personal information to be able to carry out its functions and activities under the <i>National Vocational Education and Training Regulator Act 2011</i> and <i>Data Provision Requirements 2012</i>.</p> <p>Why we collect your personal information:</p> <p>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.</p> <p>How we use your personal information:</p> <p>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.</p> <p>If you are an External Participant, ATCO may be required to disclose your personal information to your employer if the disclosure relates to your training progress or if you submit a formal complaint to ATCO.</p> <p>How we disclose your personal information:</p> <p>We are required by law (under the <i>National Vocational Education and Training Regulator Act 2011</i> 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.</p>	

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PERSONAL INFORMATION HANDLING PRACTICE

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 relating to education, including surveys and data linkages; 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 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.

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>.

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.

If you would like to seek access to or correct your information, in the first instance, please contact ATCO tmailbox@atco.com or 08 6163 5000.

Contact information

At any time, you may contact ATCO 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.

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Section 2 – Unique Student Identifier (USI)**Do you have a Unique Student Identifier?**

YES (Please provide) _____ NO

If you do not already have a USI, please apply for a USI on <https://www.usi.gov.au/students>.

If you need any assistance with applying for a USI Number, please ask the Trainer/ Assessor or Training Coordinator.

Please note: ATCO may be unable to issue 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.

Privacy Notice and Consent for application or verification of a Unique Student Identifier:

In accordance with the *Privacy Act 1988*, *Student Identifiers Act 2014* and the Student Identifiers Registrar's Privacy Policy, you are advised that and agree that you understand the consent that the personal information you provide in connection with an application for a USI:

Details collected by the Student Identifiers Registrar for the purposes of:

- applying for, verifying and giving a USI
- resolving problems with a USI, and
- creating authenticated vocational education and training (VET) transcripts.

These details may be disclosed to:

- Commonwealth and State/ Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET Programs
 - education-related policy and research purposes, and
 - to assist in determining eligibility for training subsidies.
- VET Regulators to enable them to perform their VET regulatory functions
- VET Admission Bodies for the purposes of administering VET and VET programs
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies
- schools for the purposes of delivery VET courses to the individual and reporting on these courses
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics
- researchers for education and training-related research purposes
- any other person or agency that may be authorised or required by law to access the information
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system, and
- these details will not otherwise be disclosed without your consent unless authorised, or required by, or under law.

Please refer to the Student Identifiers Registrar's Privacy Policy at <http://www.usi.gov.au/Students/Pages/student-privacy.aspx> to:

- access and seek correction of the personal information held about you, and
- complain about a breach of privacy and how such complaints will be dealt with.

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ACKNOWLEDGMENT AND DECLARATION TO BE SIGNED BY PARTICIPANT

I acknowledge that I have received and/or accessed the ATCO RTO information and the RTO fee schedule available from ATCO Training Scope of Services document and I hereby acknowledge that I have read, understood and agree to the terms and conditions outlined including the terms of the RTO's refund policy.

I understand that ATCO is required to share personal information about its students with the Australian Government and other designated authorities.

I declare that:

- (for External Participants) my employer has provided me with a copy of the ATCO Training Scope of Services document;
- I have read the ATCO Training Scope of Services document from ATCO and understand my rights and responsibilities as a student
- my decision to complete and submit this enrolment form has been without coercion
- I have received and/or accessed the RTO's fee schedule outlined in ATCO Training Scope of Services
- I have read and understand the RTO's refund policy outlined in ATCO Training Scope of Services
- I have been given sufficient information on the delivery and assessment arrangements for this qualification
- I consent to having my personal information being used in accordance with the RTO's privacy policy
- I have been informed of, and hereby agree to abide by, the RTO policies and procedures relating to fees, charges, rules and regulations of the organisation outlined in ATCO Training Scope of Services
- I understand that my current USI number or any USI I create will be used to collect and report my VET-related data
- I grant permission for the RTO to utilise photos or videos of myself in marketing including social media accounts, the RTO's website and printed publications including assessment items and training material, and
- I declare that the information supplied on this form is correct and complete.

Participant Full Name: _____

Signature: _____

Date: _____

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