

School										Current year Level						
Student USI					Student LUI											
Student Details																
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs		<input type="checkbox"/> Ms <input type="checkbox"/> Miss		First and Middle Names					Family Name / Surname							
Please List all Previous Names																
Preferred Name				Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of Birth/...../.....			Mobile Phone			Home Phone				
Email Address																
Residential Address (not PO box)																
Street Number					Street Name											
Suburb					State					Postcode						
Postal Address (if different from above)																
Street Number					Street Name											
Suburb					State					Postcode						
Country of Birth			<input type="checkbox"/> Australia		<input type="checkbox"/> Other		If other, please specify									
Are you an:																
Australian		<input type="checkbox"/> Citizen		<input type="checkbox"/> Resident		<input type="checkbox"/> Temporary Visa			If Temporary, please list type							
New Zealand		<input type="checkbox"/> Citizen		<input type="checkbox"/> Resident												
What is the language you speak at home?				<input type="checkbox"/> English only			<input type="checkbox"/> Other, please specify									
Do you identify as			<input type="checkbox"/> Aboriginal		<input type="checkbox"/> Torres Strait Islander			<input type="checkbox"/> Neither								
To establish the level of support or reasonable adjustment that may be required for you to successfully complete your qualification please indicate if you consider yourself to have a disability, impairment, long term condition or language, literacy and or numeracy support needs. Please see Disability Supplement.																
<input type="checkbox"/> Hearing / deaf			<input type="checkbox"/> Physical			<input type="checkbox"/> Intellectual			<input type="checkbox"/> Learning							
<input type="checkbox"/> Mental illness			<input type="checkbox"/> Acquired brain injury			<input type="checkbox"/> Vision			<input type="checkbox"/> Medical condition							
<input type="checkbox"/> Other			Please provide details of any special learning needs													
Have you previously enrolled or completed any vocational training? YES / NO										if Yes, list the qualification and level below						
Employment <i>Of the following categories, which BEST describes your current employment status?</i>																
<input type="checkbox"/> Full time employee					<input type="checkbox"/> Part-time employee					<input type="checkbox"/> Self-employed – not employing others						
<input type="checkbox"/> Self-employed – employing others					<input type="checkbox"/> Employer – unpaid in family business					<input type="checkbox"/> Unemployed – seeking full-time work						
<input type="checkbox"/> Unemployed – seeking part-time work					<input type="checkbox"/> Not employed – not seeking work											
Study Reason <i>Of the following categories, which BEST describes the main reason you are undertaking this course?</i>																
<input type="checkbox"/> To get a job					<input type="checkbox"/> To develop my existing skills					<input type="checkbox"/> To start my own business						
<input type="checkbox"/> To get skills for voluntary work					<input type="checkbox"/> To try a different career					<input type="checkbox"/> To get a better job or promotion						
<input type="checkbox"/> Requirement of my job					<input type="checkbox"/> Other reasons					<input type="checkbox"/> I wanted extra job skills						
<input type="checkbox"/> To get into another course					<input type="checkbox"/> For personal interest											

PRIVACY

Why we collect your personal information.

As a registered training organisation (RTO), Leichhardt Education and Training (RTO 32368) collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Should you not wish to provide us with your personal information, we will be unable 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 and Workplace Relations, (DEWR), 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

If you would like to seek access to or correct your information, in the first instance, please contact Leichhardt Education and Training using the contact details listed below. DEWR 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 DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

If you are unable to access the Privacy Notice electronically, please contact us using the details below and we can send you a hard copy of this notice. Leichhardt Education and Training provides student information to DESBT as required under the Skills Assured Supplier Policy.

https://desbt.qld.gov.au/_data/assets/pdf_file/0027/11889/sas-policy.pdf

Surveys

You may receive a student survey which may be run by a government department or an NCVER 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 Leichhardt Education and Training 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.

Leichhardt Education and Training Contact Details

Email office@ledt.com.au

Phone 0418 995 730

Leichhardt Education Privacy Policy <http://ledt.com.au/privacy-policy/>

DECLARATION

- I declare that to the best of my knowledge the information I have provided is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice outlined this enrolment form.
- I have read, understood the information provided and wish to participate in Leichhardt Education and Trainings Vocational Training in Schools program
- I am aware MSL20122 Certificate II in Sampling and Measurement is funded under VETIS ie funded through the Queensland Government and I will only be funded for one qualification under the VETIS program.
- I have been referred to the following documents:
 - + Department of Employment, Small Business and Training Vocational Education and Training in School fact sheet
 - + <https://desbt.qld.gov.au/training/training-careers/incentives/vetis>
 - + Information about policies, student support, complaints and refund policy http://ledt.com.au/wp-content/themes/leichhardt2014/files/Student_Manual.pdf
 - + Information about terms and conditions <http://ledt.com.au/terms-and-conditions/>
- I have read the Leichhardt Education and Training Certificate II in Sampling and Measurement MSL20122 Information Sheet.
- I understand my eligibility will be checked prior to acceptance of enrolment.
- I give my permission for my certificate to be provided to my school.

Student acknowledgement		
Student full name		
Student Signature		Date
Office use only	VETIS Funding confirmed / date	Enrolment completed / date