



AAC: \_\_\_\_\_

Employer: \_\_\_\_\_

NSW

Stanborough Wemyss Contracting Pty Ltd 09.01.2023

TOID: 4567

Melbourne Office

Level 5 (East Tower)

608 St Kilda Road

Melbourne Victoria 3004

Phone: (03) 9510 5030

Fax: (03) 9510 0300

Freecall: 1800 464 454

Sydney Office

Suite C4, 119 Willoughby Road

Crows Nest NSW 2065

www.swc.com.au

info@swc.com.au

### ENROLMENT FORM

#### Personal Information

3.1 Surname \_\_\_\_\_ Given Names \_\_\_\_\_

3.2 Home Address \_\_\_\_\_ Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

3.3 Email address \_\_\_\_\_

3.4 Telephone Home \_\_\_\_\_ Mobile \_\_\_\_\_ Work \_\_\_\_\_

DAY MONTH YEAR

3.5 Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Male  Female  Not specified

3.6 Were you born in Australia? Yes  No  If no, country you were born in \_\_\_\_\_  
Citizenship (Tick applicable box)  Australian citizen  
 Permanent resident  
 a foreign national with Australian permanent residency; or  
 a New Zealand passport holder who has been resident in Australia for at least 6 months; or  
 a Humanitarian refugee; or  Other/Visa \_\_\_\_\_

Town/City of birth \_\_\_\_\_

3.7 Are you living in NSW social housing or have anyone in your household on the NSW Housing Register?  
Yes  No

#### Employment Details

3.8 Full Time  Part Time  Hours per Week \_\_\_\_\_ Employment Start Date: \_\_\_\_\_

#### Education, Employment and Training

3.9 Are you still attending secondary school? Yes  No

3.10 If you have left school, what is the highest **completed** school level (or equivalent)?  
Did not go to school  Year 8 or lower  Year 9  Year 10  Year 11  Year 12  Year completed \_\_\_\_\_

3.11 Since leaving school, have you **completed** any qualification?  
Certificate III or Trade Certificate  Certificate IV or Advanced/Technician Certificate   
Certificate II  Certificate I  Certificate other than previous   
Diploma or Associate Diploma  Bachelor Degree or Higher Diploma   
Advanced Diploma or Associate Degree  Name and level of Qualification: \_\_\_\_\_

3.12 Do you have a record of previous training as an apprentice and/or trainee? Yes  No   
If yes, provide previous registration number: \_\_\_\_\_

3.13 Are you seeking recognition of current competencies or skills? Yes  No  If yes, attach details

3.14 Are you a welfare recipient? No  Yes  If yes, type of welfare \_\_\_\_\_

3.15 Learner Worksite: \_\_\_\_\_

3.16 Are you of Aboriginal or Torres Strait Islander origin? Yes, Aboriginal  Yes, Torres Strait Islander  No

3.17 Do you speak a language other than English at home? Yes  No  If yes, specify \_\_\_\_\_

- 3.18 Reason for study?      Extra skills for my job       Job requirement       Not stated       Get a job   
 To develop my existing business       To start my own business       To try a different career   
 To get a better job or promotion       To get into another course of study       For personal interest or self-development
- 3.19 Do you consider yourself to have a disability, impairment or long-term condition? Yes  No  If yes tick below  
 Visual/Sight  Hearing/Deaf  Physical  Intellectual  Learning  Mental Illness   
 Acquired brain impairment  Medical condition  Other
- 3.19 Have you undertaken any other Smart and Skilled qualification this calendar year?      Yes       No
- 3.20 Do you already have a Unique Student Identifier (USI)? \_\_\_\_\_

**Employer and Learner Signatures**

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand and agree that, under the *Data Provision Requirements 2012*, SWC Training is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and disclose that Personal Information to the National Centre for Vocation Education Research Ltd (NCVER).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by SWC Training for statistical, regulatory and research purposes. SWC Training may disclose my personal information for these purposes to third parties, including:-

- School - if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer - if I am enrolled in training paid by my employer
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (Department);
- NCVER
- Organisations conducting student surveys; and
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating standards and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose my Personal Information in accordance with the *Privacy Act 1998* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

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 also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with SWC Training for the purposes of evaluating and assessing subsidised training.

I declare that the information I have provided to the best of my knowledge is true and correct.

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

For more information in relation to how student information may be used or disclosed please contact SWC Training's Privacy Officer on phone 03 9510 5030 or email [info@swc.com.au](mailto:info@swc.com.au)

I acknowledge that I will no longer be eligible for a government subsidised training place once I complete this qualification level target through the program.

I acknowledge and agree to the terms described in this privacy statement.

I acknowledge that I have received a copy of the SWC Learner Materials.

I have truthfully disclosed information about my highest prior qualification. SWC will verify the declaration against its own records and other public sources of information where practicable and relevant.

I have truthfully disclosed information about my Citizenship Status.

I authorise SWC to apply for a Unique Student Identifier (USI) on my behalf. I have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rt0-applies-their-behalf>

**Learner Signature** \_\_\_\_\_      **Date** \_\_\_\_\_

**Employer/Mentor Name** \_\_\_\_\_      **Employer/Mentor Signature** \_\_\_\_\_      **Date** \_\_\_\_\_  
 (if applicable)