

## STUDENT ENROLMENT FORM

Please read the Privacy Notice and complete **ALL** details on this enrolment form. This will be used to enrol you in the qualification you are seeking. Some of the information contained herein will be keyed into a database and used for statistical and other reporting purposes.

Please contact Complete Qualifications on 03 4829 9940 for any assistance that you may require.

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### ***Privacy Notice***

#### **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.

#### **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 NCVER and other bodies handle your personal information**

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.

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.

## COMPLETE QUALIFICATIONS

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how 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:

03 4829 9940 or [info@cq.edu.au](mailto:info@cq.edu.au)

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>.

### **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 Complete Qualifications 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

<b>COURSE AVAILABLE</b>	
<b>CPC Construction Course</b>	
<input type="checkbox"/> CPC31311 Certificate III in Wall and Floor Tiling	<input type="checkbox"/> CPC31320 Certificate III in Wall and Floor Tiling
<input type="checkbox"/> CPC31411 Certificate III in Construction Waterproofing	<input type="checkbox"/> CPC31420 Certificate III in Construction Waterproofing
<input type="checkbox"/> CPCCWHS1001 Prepare to work safely in the construction industry	<input type="checkbox"/> CPC10120 Certificate I in Construction  <input type="checkbox"/> Owner builder license  CPCCCM1011 Undertake basic estimation and costing  CPCCOM1013 Plan and organise work  CPCCOM1014 Conduct workplace communication  CPCCOM2001 Read and interpret plans and specifications  CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry
<b>CPP Real Estate Course and FNS Finance Course</b>	
<input type="checkbox"/> CPP41419 Certificate IV in Real Estate Practice  <input type="checkbox"/> FNS40821 Certificate IV in Finance and Mortgage Broking  <input type="checkbox"/> CPP51119 Diploma of Property (Agency Management)	<input type="checkbox"/> Certificate of Registration (COR)  CPPREP4001 Prepare for professional practice in real estate CPPREP4002 Access and interpret ethical practice in real estate CPPREP4003 Access and interpret legislation in real estate CPPREP4004 Establish marketing and communication profiles in real estate  CPPREP4005 Prepare to work with real estate trust accounts

**COMPLETE**   
**QUALIFICATIONS**

<b>PERSONAL DETAILS</b>			
<b>1) Preferred Title</b>	<b>Family Name (Surname)</b>	<b>First Given Name</b>	<b>Middle Name</b>
Mr / Miss / Mrs / Ms			
<input type="checkbox"/> <b>Single Name Only</b> (Tick this box if you have one name only that cannot be written in the above format. Write your single name in the 'Family name section')			
<b>2) Date of Birth</b> (Day/month/year)                    /                    /			
<b>3) Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			
<b>4) Contact Information</b>			
Contact Phone:		Mobile:	
Email Address:			
Emergency Contact Name:		Contact Number:	
<b>5) Residential Address</b>			
Flat / Unit Number:	Street Number:	Street Name:	
Suburb:		State:	Postcode:
<b>6) Postal Address:</b> <input type="checkbox"/> <i>Please Tick if Postal address is the same as Residential Address</i>			
Flat / Unit Number:	Street Number:	Street Name:	
Suburb:		State:	Postcode:

**LANGUAGE AND CULTURAL DIVERSITY**

**7) In which country were you**

Australia

Other – please specify: **born?**

**8) Do you speak a language other than English at home?**

*If more than one language, indicate the one that is spoken most often*

English only – **Go to Question 10**

Yes – please specify:

**9) Are you of Aboriginal or Torres?**

*For persons of both Aboriginal and Torres Strait Islander origin, make both 'Yes' boxes.*

No

Yes, Aboriginal

Yes, Torres Strait Islander

**10) Do you have special needs?**

Yes

No

Allergies

Medical Condition

Literacy difficulties

Numeracy difficulties

Language difficulties

Other

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

**DISABILITY**

**11) Do you consider yourself to have a disability, impairment or long-term condition?**

Yes

No – **Go to Question**

**13**

**12) If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (you may indicate more than one area)**

Hearing/Deaf

Physical

Intellectual

Learning impairment

Mental illness

Acquired brain

Vision

Medical condition

Other

**SCHOOLING**

**13) What is your highest COMPLETED school level? (Tick ONE box only)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 10 or equivalent                            |
| <input type="checkbox"/> Year 9 or equivalent  | <input type="checkbox"/> Year 12 or below      | <input type="checkbox"/> Never attended school – <b>Go to Question 15</b> |

**14) Are you still enrolled in secondary or senior secondary education?**

- Yes     No

**PREVIOUS QUALIFICATIONS ACHIEVED**

**15) Have you SUCCESSFULLY completed any of the following qualifications listed below?**

- Yes     No – **Go to Question 17**

**16) If YES, then tick ANY applicable boxes:**

- |  |   |
|--|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree                    | <input type="checkbox"/> Certificate III (or Trade Certificate)   |
| <input type="checkbox"/> Advanced Diploma or Associate Degree                | <input type="checkbox"/> Certificate II   |
| <input type="checkbox"/> Diploma (or Associate Diploma)                      | <input type="checkbox"/> Certificate I  |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) |

## EMPLOYMENT

17) Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employed – unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Unemployed – seeking full-time work           |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work           |
| <input type="checkbox"/> Self-employed –employing others      | <input type="checkbox"/> Unemployed – not seeking employment           |

## STUDY REASON

18) Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)

- |   |   |
|---|---|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It was a requirement of my job               |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I wanted extra skills for my job             |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study          |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development    |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get skills for community / voluntary work |
| <input type="checkbox"/> Other reasons                    |   |

**UNIQUE STUDENT IDENTIFIER (USI)**

From 1 January 2015, we Complete Qualifications 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.

**19) Do you currently have a Unique Student Identifier (USI)?**

Yes     No

**If YES, please supply your USI number below:**

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**STUDENT DECLARATION**

- I declare that the information I have provided on this form is true and correct.
- I declare that I have provided with access of Complete Qualifications Student Handbook. By signing this declaration, I have read and understood all the information included in the Student Handbook.
- I have read and agreed with Complete Qualifications Privacy policy
- I have read and agreed with Complete Qualifications Refund policy and Booking Terms and Conditions.
- I agree that if I provide false, misleading or inaccurate information, Complete Qualifications reserves the right to cancel my enrolment.
- I also understand and agree and consent that my personal information may be made available to Commonwealth and State agencies for compliance purposes and to other law enforcement agencies as required by the law.
- I understand Complete Qualifications will not provide or disclose your personal information to outside parties without your consent.
- I understand that my photograph may be used in Complete Qualifications' s promotional material and give consent for this to occur. I will notify Complete Qualifications via email if wish to change my mind.
- I give permission to Complete Qualifications to apply for my Unique Student Identifier (USI)

number if I do not have one.

- I am fully aware that I must inform the college when my personal or contact details change.

***Student Name:***

***Signature:***

***Date:***