

A PERSONAL DETAILS

TITLE	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify)		
STUDENT NAME <i>Use your legal name</i>	Surname		Preferred Name
	First name		Middle Name
HOME ADDRESS	Property Name		
	Flat/Unit Number		Street Number
	Street Name		
	Suburb		Postcode
POSTAL ADDRESS <i>if different to home address</i>	Property Name		
	Flat/Unit Number		Street Number
	Street Name		
	PO Box (if applicable)		
	Suburb		Postcode
PHONE CONTACT	Home		Work
EMAIL			
PREFERRED CONTACT	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> In Person		
GENDER	<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth
EMERGENCY CONTACT	Name		
	Relationship		
	Address		
	Phone (home)		Mobile
EMPLOYMENT STATUS <i>Which best describes your current employment status? Select only one.</i>	<input type="checkbox"/> full-time employee <input type="checkbox"/> part-time employee <input type="checkbox"/> employed – unpaid worker in a family business <input type="checkbox"/> unemployed, seeking full-time work		<input type="checkbox"/> unemployed, seeking part-time work <input type="checkbox"/> unemployed, not seeking employment <input type="checkbox"/> self-employed, not employing others <input type="checkbox"/> employer

B COURSE DETAILS

COURSE CODE		COURSE NAME	
START DATE		DURATION	
DELIVERY MODE	<input type="checkbox"/> in class <input type="checkbox"/> by distance <input type="checkbox"/> blended <input type="checkbox"/> RPL		
ATTENDANCE TYPE	<input type="checkbox"/> part-time <input type="checkbox"/> traineeship		
APPLYING FOR	<input type="checkbox"/> recognition of prior learning <input type="checkbox"/> credit transfer		
HOW DID YOU FIND OUT ABOUT US?	<input type="checkbox"/> website	<input type="checkbox"/> my employer	<input type="checkbox"/> flyer
	<input type="checkbox"/> newsletter	<input type="checkbox"/> social media post	<input type="checkbox"/> word of mouth
	<input type="checkbox"/> network meeting	<input type="checkbox"/> advertisement	<input type="checkbox"/> job network provider

C OTHER PERSONAL DETAILS (required by Government Authority)

LANGUAGE AND DIVERSITY	Are you of Aboriginal or Torres Strait Islander origin?		
	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, both Aboriginal and Torres Strait Islander		
	What language do you mainly speak at home?	<input type="checkbox"/> English only <input type="checkbox"/> Other (please specify)	
	How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not very well <input type="checkbox"/> Not at all	
RESIDENCY	Were you born in Australia	<input type="checkbox"/> Yes <input type="checkbox"/> No, I was born in	
	What is your residency status?	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Humanitarian Visa	
STUDY REASONS	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or a promotion		<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest <input type="checkbox"/> For self-development <input type="checkbox"/> Other reasons

D LEARNING SUPPORT

SUPPORT NEEDS	Do you have a disability, impairment or long-term condition which may affect your studies?				
	<input type="checkbox"/> no	<input type="checkbox"/> hearing/deaf	<input type="checkbox"/> learning	<input type="checkbox"/> intellectual	<input type="checkbox"/> medical condition
	<input type="checkbox"/> acquired brain impairment	<input type="checkbox"/> vision	<input type="checkbox"/> physical/mobility	<input type="checkbox"/> mental health condition	
Would you like to receive advice on learning support that may assist you?					<input type="checkbox"/> no <input type="checkbox"/> yes

E EDUCATION DETAILS

PRIOR EDUCATION	What is your highest completed school level?	
	<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 8 or lower <input type="checkbox"/> I did not go to school
	In which year did you complete that school level?	
	Are you still attending secondary school?	<input type="checkbox"/> no <input type="checkbox"/> yes
	Do you hold any of the following qualifications?	
	<input type="checkbox"/> bachelor degree or higher degree <input type="checkbox"/> advanced diploma or associate degree <input type="checkbox"/> diploma or associate diploma <input type="checkbox"/> certificate IV or advanced certificate/technician	<input type="checkbox"/> certificate III or trade certificate <input type="checkbox"/> certificate II <input type="checkbox"/> certificate I <input type="checkbox"/> certificates other than the above
When did you gain the above qualification?	<input type="checkbox"/> while still at school <input type="checkbox"/> after leaving school	

F UNIQUE STUDENT IDENTIFIER [USI]

DO YOU HAVE A USI?	<input type="checkbox"/> yes (please enter your USI)																			
	<input type="checkbox"/> no (you may create your USI at www.usi.gov.au), OR																			
	<input type="checkbox"/> I give the Business Growth Centre my permission to create a USI on my behalf. I have read and agree to the Privacy Notice at Appendix A of this Enrolment Form.																			

G SMART & SKILLED SUBSIDY ELIGIBILITY – FULL QUALIFICATION

ARE YOU ELIGIBLE?	Complete this section if you are 15 years or older, have left school, live or work in NSW and are an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen	
EXEMPTION DETAILS <i>You must provide evidence to claim a course fee exemption. Please see Appendix A for more information on what you must produce before we can confirm your exemption</i>	<input type="checkbox"/> I am an Australian Aboriginal or Torres Strait Islander	You are exempt from paying fees
	<input type="checkbox"/> I receive a Commonwealth Disability Support Pension, or <input type="checkbox"/> I am a dependent child, spouse or partner of a person receiving a Commonwealth Disability Support Pension	You are exempt from paying fees
	<input type="checkbox"/> I will be under the age of 30 when my course starts and I receive one of the following Commonwealth benefits or allowances: <input type="checkbox"/> Age pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment [not carer allowance or carer adjustment payment] <input type="checkbox"/> Disability Support Pension <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> Family Tax Benefit Part A [maximum rate] <input type="checkbox"/> Newstart Allowance <input type="checkbox"/> Parenting Payment [single] <input type="checkbox"/> Special Benefit <input type="checkbox"/> Sickness Allowance <input type="checkbox"/> Veterans' Children Education Scheme <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Widow B Pension <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Wife Pension <input type="checkbox"/> Youth Allowance	You are exempt from paying fees on one full qualification per financial year if you: <input type="checkbox"/> live in public housing; <input type="checkbox"/> live in community housing; <input type="checkbox"/> live in Aboriginal housing; <input type="checkbox"/> receive crisis or supported accommodation [Specialist Homelessness Services]; <input type="checkbox"/> are on the waiting list for public housing; or <input type="checkbox"/> receive private rental assistance such as private rental subsidy, rental bond loans or tenancy guarantees. If you do not meet any of the condition in the list above, you may still be eligible for a fee exemption if there are places remaining. We will advise you before you complete your enrolment.

G SMART & SKILLED SUBSIDY ELIGIBILITY – FULL QUALIFICATION - *continued*

CONCESSION DETAILS	<input type="checkbox"/> I will be over the age of 30, when my course starts and I receive one of the Commonwealth benefits or allowances listed in the Exemption details section above. <input type="checkbox"/> I am a dependent child, spouse or partner of a person receiving one of the Commonwealth benefits or allowances listed in the Exemption details section above. <input type="checkbox"/> I have been unemployed for longer than 12 months	You are eligible for the Concession Fee rate for courses up to and including Certificate IV level. <i>You must provide evidence to claim a course fee concession. Please see Appendix A for more information on what you must produce before we can confirm your concession.</i>
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H SMART & SKILLED SUBSIDY – PART QUALIFICATION

ARE YOU ELIGIBLE	<input type="checkbox"/> I am enrolling in a skill set or a part qualification, and I am 15 years or older, have left school, live or work in NSW and am an Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen	There is no fee payable for your enrolment
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I STUDENT PRIVACY NOTICE AND CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION

Protecting Your Privacy

We collect and store your personal details to maintain our participant records and to issue you with credentials or qualifications. We have a legal obligation to provide your personal details and identification to the National Centre for Vocational Education Research (NCVER) for audit, verification, research, statistical analysis, program evaluation, post-completion surveys and internal management purposes.

We do not share, rent or sell personal information you provide. We protect and maintain your confidentiality under the *Privacy Act*.

Student Declaration:

By signing this enrolment form I:

- confirm that I have read the Information Package for this course and the Student Handbook, and I understand the Fees and Refund information;
- declare the information on this form is true and correct;
- agree to keep my details up to date by notifying the Business Growth Centre of any changes to my information; and
- consent to the Business Growth Centre releasing my information to the National Centre for Vocational Education Research (NCVER).

Declaration for Students accessing Smart & Skilled Fee Subsidies

- I understand and agree that 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, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by the Business Growth Centre may be disclosed to the Department of Industry, Skills and Regional Development (Department);
- 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 consent to the collection, use and disclosure of my Personal Information in the manner outlined above; and
- 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 the Business Growth Centre for the purposes of evaluating and assessing my subsidised training.

PRINT YOUR FULL NAME			
SIGNATURE		DATE	

Note: If you are under 18 years of age at the time of giving consent, then the consent of your parent or guardian is required

PRINT FULL NAME of GUARDIAN			
SIGNATURE of GUARDIAN		DATE	

J PAYMENT DETAILS [ONLY COMPLETE THIS SECTION AFTER WE PROVIDE YOU WITH A FINAL QUOTE]

Please select	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Invoice for Bank Transfer <input type="checkbox"/> Debit Card <input type="checkbox"/> Credit Card													
Payment amount	Must not be more than \$1,500 unless paid by employer											\$		
Credit Card Details <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard	Name on card													
	Card number													
	Signature											Expiry Date		

K OFFICE USE ONLY			
Enrolment Type	<input type="checkbox"/> Exemption <input type="checkbox"/> Concession <input type="checkbox"/> Fee-Free Scholarship <input type="checkbox"/> S&S first <input type="checkbox"/> S&S subsequent <input type="checkbox"/> Traineeship <input type="checkbox"/> Full Fee		
Application Date		Student Number	
NOE Completed		Commitment ID/TCID	
Payment Plan		Evidence on file	<input type="checkbox"/> Identity <input type="checkbox"/> Exemption <input type="checkbox"/> Concession <input type="checkbox"/> Fee-Free Scholarship
Notes:			

Documents you will need to complete your enrolment

You will need to provide some documentation to complete your enrolment. You may bring your original documents to the Centre, or you may provide certified copies of your documents with your enrolment, via email or post.

1 Proof of identity	
Your USI	If you provide your USI, you will not need any further evidence of identity
Drivers Licence	We will need to sight your drivers' licence or a certified copy of your drivers' licence if you ask us to apply for a USI on your behalf
2 Citizenship	
Australian or New Zealand Citizen	<p>Your signature on the enrolment form is acceptable if you have answered the "Residency" section. We may request further evidence if necessary. This evidence may include:</p> <ul style="list-style-type: none"> Your Australian or New Zealand birth certificate; or Your Australian or New Zealand passport; or Green Medicare card; or Citizenship certificate
Australian permanent resident or humanitarian visa holder	<p>You must provide:</p> <ul style="list-style-type: none"> a Certificate of Evidence of Resident Status [CERTS], which confirms status as an Australian permanent resident; or your permanent resident passport; or your humanitarian visa
3 Fee exemption for Aboriginal and Torres Strait Islander students	
Proving your status	<ul style="list-style-type: none"> You need to declare your status on your enrolment form and sign the form. You must be able to provide documentary evidence of community identification if required by the Department.
4 Fee exemption or concession on the basis of disability	
You must provide	<ul style="list-style-type: none"> Centrelink evidence of proof of the Disability Support Pension that shows your Centrelink reference number [CRN]; or A current Centrelink income statement for the Disability Support Pension, which shows that income is for the Disability Support Pension and shows the CRN; or Any other evidence that clearly shows the CRN and confirms receipt of the Disability Support Pension Documentary evidence of training support needs due to your disability. You may provide a letter or a statement from: <ul style="list-style-type: none"> your medical practitioner; or a TAFE NSW teacher or consultant for students with a disability, a school counsellor or special education coordinator, Centrelink, a Disability Service Provider, or a Job Capacity Assessor; or a specialist allied health professional [including a rehabilitation counsellor, psychologist, speech pathologist or occupational therapist] Students seeking an exemption as a dependent of someone who is receiving the Disability Support Pension must provide documentary evidence that Centrelink recognises the individual as a dependent. This evidence should show the CRN of the Disability Pension Recipient.
5 Fee concession as a recipient of a specified Commonwealth Benefit or Allowance	
You must provide	<ul style="list-style-type: none"> A letter from Centrelink confirming receipt of the benefit, that shows your Centrelink reference number [CRN]; or A current concession card that shows the CRN; or A current Centrelink income statement that shows the benefit or allowance category and the CRN Any other evidence that shows the benefit or allowance category and the CRN Students seeking an exemption as a dependent of someone who is receiving a specified Commonwealth benefit or allowance must provide documentary evidence that Centrelink recognises the individual as a dependent. This evidence should show the CRN of the benefit or welfare recipient A letter from your Employment Service Provider confirming you have been unemployed for longer than 12 months

Who can certify my documents?

Any person who is listed below and who has a connection to Australia can certify your documents as a true copy of the original:

1. a person who is currently licensed or registered under a law of a State or Territory to practise in one of the following occupations:
 - Chiropractor
 - Dentist
 - Legal practitioner
 - Medical practitioner
 - Nurse
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trade marks attorney
 - Veterinary surgeon
2. a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
3. a person who is in the following list:
 - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 - Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
 - Bailiff
 - Bank officer with 5 or more continuous years of service
 - Building society officer with 5 or more years of continuous service
 - Chief executive officer of a Commonwealth court
 - Clerk of a court
 - Commissioner for Affidavits
 - Commissioner for Declarations
 - Credit union officer with 5 or more years of continuous service
 - Employee of the Australian Trade Commission who is:
 - a. in a country or place outside Australia; and
 - b. authorised under paragraph 3(d) of the Consular Fees Act 1955; and
 - c. exercising his or her function in that place
 - Employee of the Commonwealth who is:
 - a. in a country or place outside Australia; and
 - b. authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - c. exercising his or her function in that place
 - Fellow of the National Tax Accountants' Association
 - Finance company officer with 5 or more years of continuous service
 - Holder of a statutory office not specified in another item in this list
 - Judge of a court
 - Justice of the Peace
 - Magistrate
 - Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
 - Master of a court
 - Member of Chartered Secretaries Australia
 - Member of Engineers Australia, other than at the grade of student
 - Member of the Association of Taxation and Management Accountants
 - Member of the Australasian Institute of Mining and Metallurgy

- Member of the Australian Defence Force who is:
 - a. an officer; or
 - b. a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
 - c. a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of:
 - a. the Parliament of the Commonwealth; or
 - b. the Parliament of a State; or
 - c. a Territory legislature; or
 - d. a local government authority of a State or Territory
- Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - a. the Commonwealth or a Commonwealth authority; or
 - b. a State or Territory or a State or Territory authority; or
 - c. a local government authority; with 5 or more years of continuous service who is not specified in another item in this list
- Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
- Police officer
- Registrar, or Deputy Registrar, of a court
- Senior Executive Service employee of:
 - a. the Commonwealth or a Commonwealth authority; or
 - b. a State or Territory or a State or Territory authority
- Sheriff
- Sheriff's officer
- Teacher employed on a full-time basis at a school or tertiary education institution

For further assistance

Please contact our Training Administration Officer
Business Growth Centre (NSW)
48 Oakdale Road
Gateshead NSW 2290
P: 02 4942 3133
E: admin@mybgc.org.au

Smart & Skilled

State Training Services
P: 1300 772 104
E: enquiries@smartandskilled.nsw.gov.au

Privacy notice for students who ask us to create a USI on their behalf

Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- is collected by the 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;
- 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 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 delivering 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
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar's Privacy Policy](#) or by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the *Privacy Act 1988*, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs.