

Student Application Form



SDG COLLEGE PTY LTD T/A SDG College

Delivery Address: Unit 306 89 Overton Rd, WILLIAMS LANDING, VIC, 3027

Phone: 0406705649

Website: www.sdgcollege.edu.au

RTO Code: 46394

This confidential Enrolment Form asks for personal information about you. The main purpose for collecting this information is for administrative, regulatory and/or research purposes and to ensure our course is suitable for your needs.

All staff at SDG College Pty Ltd are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form.

Application for Enrolment	
Which course would you like to enroll in?	☐ Add course options here
Preferred start date:	☐ As soon as possible ☐ From: ____/____/____
Have you ever studied with SDG College Pty Ltd before?	☐ Yes ☐ No
Do you wish to apply for Credit? If YES, certified copies of transcripts from previous qualifications must be provided with this form, along with a Credit Application Form.	☐ Yes ☐ No ☐ Maybe - I'd like more information
Do you wish to apply for Recognition of Prior Learning? If you indicate YES, you will be contacted to discuss this further.	☐ Yes ☐ No ☐ Maybe - I'd like more information

Personal details

1. Enter your full name *

Single name only ☐ (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').

Family name (surname)

First given name

Second given name (middle)

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year

3. Gender (Tick ONE box only)

Male ☐

Female ☐

Other ☐

4. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

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Alternative email address (optional) _____

5. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

6. What is your postal address (if different from above)?

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

Language and cultural diversity

7. In which country were you born?

Australia

☐ 1101

Other – please specify

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

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

No, English only

☐ 1201

Yes, other – please specify

9. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

☐ 4

Yes, Aboriginal

☐ 1

Yes, Torres Strait Islander

☐ 2

3 (yes to both)

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Disability

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes ☐ Y

No ☐ N **No – Go to question 12**

11. 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) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	☐ 11
Physical	☐ 12
Intellectual	☐ 13
Learning	☐ 14
Mental illness	☐ 15
Acquired brain impairment	☐ 16
Vision	☐ 17
Medical condition	☐ 18
Other	☐ 19

Schooling

12. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	☐ 12
Year 11 or equivalent	☐ 11
Year 10 or equivalent	☐ 10
Year 9 or equivalent	☐ 09
Year 8 or below	☐ 08
Never attended school	☐ 02

Never completed any primary or secondary level education – go to question 14

Highest school level completed identifier

13. Are you still enrolled in secondary or senior secondary education?

Yes ☐ Y

No ☐ N

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes ☐ Y

No ☐ N **No – go to question 16**

15. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	☐ 008
Advanced diploma or associate degree	☐ 410
Diploma (or associate diploma)	☐ 420

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Certificate IV (or advanced certificate/technician)	☐ 511
Certificate III (or trade certificate)	☐ 514
Certificate II	☐ 521
Certificate I	☐ 524
Other education (including certificates or overseas qualifications not listed above)	☐ 990

Employment

16. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	☐ 01
Part-time employee	☐ 02
Self employed – not employing others	☐ 03
Self employed – employing others	☐ 04
Employed – unpaid worker in a family business	☐ 05
Unemployed – seeking full-time work	☐ 06
Unemployed – seeking part-time work	☐ 07
Not employed – not seeking employment	☐ 08

Study reason

17. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	☐ 01
To develop my existing business	☐ 02
To start my own business	☐ 03
To try for a different career	☐ 04
To get a better job or promotion	☐ 05
It was a requirement of my job	☐ 06
I wanted extra skills for my job	☐ 07
To get into another course of study	☐ 08
For personal interest or self-development	☐ 12
To get skills for community/voluntary work	☐ 13
Other reasons	☐ 11

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Unique Student Identifier (USI)

From 1 January 2015, we SDG College Pty Ltd 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 NCVER. 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.

18. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

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Unique Student Identifier (USI)

Advice to RTOs: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. You may remove the following section if you will not be applying for USIs for students.

Before creating a USI on behalf of a student, with their permission, use the 'Existing USI Search' tool to determine whether the student has an existing USI. For details, see the Existing USI Search/Locate USI information on the USI website at <https://www.usi.gov.au/providers/find-student-usi>.

Australian birth certificate: note that different details are required depending on the jurisdiction of issue. RTOs who wish to include the birth certificate option in their enrolment form should note the information items required set out at:

<https://www.usi.gov.au/about/forms-id/birth-certificate-australian/>

Alternatively, you may wish not to include 'birth certificate' in your form.

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USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us SDG College Pty Ltd to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME]authorise
SDG College Pty Ltd..... to apply pursuant to
sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/about-us/privacy>.

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please provide details for one of the forms of identity below (numbered 1 to 8).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. Australian Driver's Licence

State: _____ Licence Number: _____

2. Medicare Card

Medicare card number _____

Individual reference number (next to your name on Medicare card): ____

Card colour: (select which applies)

Green ☐ Expiry date ____/____ (format MM/YYYY)
(month/year)

Yellow ☐ Blue ☐ Expiry date ____/____/____ (format DD/MM/YYYY)
(day/month/year)

3. Australian Birth Certificate

State/Territory _____

Details vary according to State/Territory (see note above)

4. Australian Passport

Passport number _____

5. Non-Australian Passport (with Australian Visa)

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Passport number _____

6. Immicard

Immicard Number _____

7. Citizenship Certificate

Stock number _____ Acquisition date ____/____/_____
day/month/year)

8. Certificate of Registration by Descent

Acquisition date ____/____/_____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, SDG College Pty Ltd will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

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NCVER PRIVACY NOTICE

National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020

Under sections 21 and 22 of the National Vocational Education and Training Regulator Act 2011 (the Act), NVR registered training organisations must comply with the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020.

The term VET Quality Framework (section 3 of the Act) includes the requirements set out in this instrument; therefore, all obligations to comply with the VET Quality Framework include the requirements in this Data Provision Requirements Instrument.

As part of these requirements, SDG College Pty Ltd is required to collect personal information about you and disclose that information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including information collected on this enrolment form and your training activity data) may be used or disclosed by SDG College Pty Ltd for statistical, regulatory and research purposes.

SDG College Pty Ltd may disclose your personal information to the following third parties:

- Commonwealth and State/Territory government departments and authorised agencies
- NCVER
- Organisations conducting student surveys
- Researchers

NCVER may use or disclose your personal information for the following purposes:

- Issuing statements of attainment or qualifications, and populating authenticated VET transcripts
- Facilitating statistics and research relating to education and training, including surveys
- Understanding how the VET market operates for policy, workforce planning and consumer information
- Administering VET, including program administration, regulation, monitoring and evaluation

NCVER will collect, hold, use and disclose your personal information in accordance with:

- The Privacy Act 1988 (Cth)
- The VET Data Policy
- NCVER's policies and protocols (available at www.ncver.edu.au)

You may receive a student survey from NCVER, which may be administered by an NCVER employee, agent or third-party contractor. Participation is voluntary, and you may opt out at the time you are contacted.

Student Declaration and Consent please tick all

- ☐ 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 accordance with the Privacy Notice above.

Student Signature:

Date:

/ /

Student Name:

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Disability supplement



RTO No. 46394

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 – Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling, and/or sign language.

'12 – Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 – Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 – Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 – Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 – Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 – Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 – Medical condition'

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Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

19 – Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.