

JMDR - Registered Training Organisation (RTO 45417)

010-13 JMDR RTO Enrolment Form

To assist JMDR to ensure our training and assessment is aligned to your learning needs, and to collect NCVER statistical information please complete all fields of the following sections.

Section 1 – Applicants Details, Section 2 – Payment Method

Section 3 - Privacy Notice, Terms & Conditions (Please read and sign)

Section 4 – NCVER Statistical Data Collection

Insert an “X” in applicable box where required. Write N/A where not applicable.

Course					
Training Date Required/Requested					
Medical Included?	Y	N	Requested Medical Date (where applicable)		
			<i>Note – Medical bookings can only be confirmed following payment of course fees (unless agreement otherwise).</i>		

1. Applicant

Family name (Surname)		First/Given Name			
Title (place "X" in applicable box.)	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
Enter your birth date (DD/MM/YYYY) <i>Must be 18 yrs or older</i>		Sex: Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>			

Unique Student Identifier USI (This must be provided before enrolment)

Please provide USI in the spaces provided									
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Please contact JMDR if you don't already have a USI and you need assistance to create one.

Residential Address			
Unit No	Street Number	Street Name	Suburb
Post Code	State/Territory	Phone	Email

Postal Address <small>Postal address (Mark with an "X" in the box if same as above.)</small>			
<input type="checkbox"/>			
Unit No.	Street Number	Street Name	Suburb

Post Code	State/Territory	Phone	Email

Emergency Contact	
Relationship	Phone

2. Payment Method - (please mark preferred method with an "X" below).

<p><i>Note –Except for approved ABN bookings, payment must be made before training day (&before confirmation of medical bookings where applicable) unless otherwise agreed. Please also refer to our Terms & Conditions on next page.</i></p>			
Direct Deposit <input type="checkbox"/> To BSB and A/C # <i>Available on request</i>	At our Office <input type="checkbox"/> <u>By Credit/debit card only</u> <i>Note-If payment is to be made on the day this must be agreed in advance otherwise enrolment will not be confirmed.</i>	Credit/Debit <input type="checkbox"/> Card By phone	By Invoice <input type="checkbox"/> (approved clients and ABN holders only)

How did you hear about JMDR Training? (Mark applicable box with an "X")

On line Search Engine - <input type="checkbox"/>	Training.gov.au website <input type="checkbox"/>	Transport for NSW website <input type="checkbox"/>	Word of Mouth (friend etc) <input type="checkbox"/>
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3. Privacy Notice, Declaration, Terms and Conditions

Under the *Data Provision Requirements 2012*, JMDR is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by JMDR for statistical, regulatory and research purposes. JMDR may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- 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 statistics 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.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

Student Declaration, Consent and agreement to Terms and Conditions

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I confirm that the information contained in this enrolment form is correct and complete.

Terms & Conditions I agree to the terms and conditions as set out in our student handbook which includes that classes may be rescheduled with at least 24hr notice (if insufficient enrolments are received for a specific class). Cancellations advised within 24hrs of the planned start time will incur a \$30 administration fee. We reserve the right to provide no refund for cancellations after 4pm on the business day before the scheduled date or for “no shows”. Individuals who are not recorded as competent following their first attempt at a course, will only have one additional opportunity to re-sit the training* and/or assessment without incurring a new course fee. (note-the opportunity to re-sit training only applies to one day courses).

STUDENT SIGNATURE [or electronic acknowledgement]DATE

[Category]

4. NCVER Statistical Data

4.1 Employment Status

Place an 'X' in **ONE** of the following categories, which BEST describes your current employment status. For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours per week or more) or part time (less than 35 hours per week).

Fulltime <input type="checkbox"/>	Part time <input type="checkbox"/>	Self-employed-not employing others <input type="checkbox"/>	Self employed – employing others <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"/>	Not employed – notseeking employment <input type="checkbox"/>

4.2 Reason for Study

Place an 'X' in **ONE** of the following categories, which BEST describes your main reason for undertaking this course?

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 promotion <input type="checkbox"/>	It is 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 or self development <input type="checkbox"/>
Other <input type="checkbox"/>		

[Category]

4.3 Education History

<p>What is your highest COMPLETED school level? (Place an 'X' in the cell adjacent to the correct option) If you haven't completed primary or secondary level place an "X" in "Never attended school" and go to 4.5</p>			
Year 12 or equivalent	<input type="checkbox"/>	Year 11 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	Year 8 or below	<input type="checkbox"/>
Year 10 or equivalent		Never attended school	
<p>In which YEAR did you complete that school level?</p>		<p>Still attending secondary school? Y <input type="checkbox"/> N <input type="checkbox"/></p>	

4.4 Qualifications

<p>Have you SUCCESSFULLY completed any of the following qualifications? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>(Place an 'X' in the cell adjacent to the relevant option(s) below. You may indicate more than one option)</p>			
Bachelor or higher degree	<input type="checkbox"/>	Advanced diploma	<input type="checkbox"/>
Certificate III	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>
Diploma		Cert IV	
Certificate I		other	

4.5 Disability

<p>Will you need any Special Assistance (place an 'X' if required) <input type="checkbox"/></p>				
<p>Do you have a disability, impairment or long-term condition, which requires support during training? If Yes, place an 'X' adjacent to the relevant area(s) below. (You may indicate more than one area)</p>				
Hearing	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision
Acquired Brain Impairment	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>	Mental Illness
Learning		Other		
Please include any assistance required for training				

[Category]

4.6 Language and Diversity

Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, place an 'X' in both cells adjacent to a 'Yes' option.)				
No, Neither <input type="checkbox"/>	Yes, Aboriginal <input type="checkbox"/>	Yes, Torres Strait Islander <input type="checkbox"/>		
In which country were you born? (Place an 'X' in the cell adjacent to the correct option)				
Australia <input type="checkbox"/>	Other – please specify <input type="checkbox"/>			
Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often. (Place an 'X' in the cell adjacent to the correct option)				
No, English only <input type="checkbox"/>	Yes, other – please specify <input type="checkbox"/>			
How well do you speak English?	Very Well <input type="checkbox"/>	Well <input type="checkbox"/>	Not Well <input type="checkbox"/>	Not at All <input type="checkbox"/>

4.7 Residency

Place an 'X' in the relevant cell below.

Australian Citizen <input type="checkbox"/>	Permanent Resident <input type="checkbox"/>	New Zealand Citizen <input type="checkbox"/>		
Temporary Resident Please note we cannot accept enrolments from persons on Student Visas				
Visa Type:	Visa Number:	Expiry date:	Nationality:	

4.8 Recognition Prior Learning (RPL)

If you consider you have relevant learning or work experience or require further information give details below.	Yes /No