

<b>Student Enrolment Information</b>	
<b>Enrolment Procedure</b>	Fill out the enrolment application form provided by Booroongen Djugun College and await application acceptance. Booroongen Djugun College's staff will contact you by phone or email to confirm your enrolment.
<b>Orientation Procedure</b>	Please attend the course orientation that Booroongen Djugun College will conduct prior to commencement of studies. Students will be provided with information that will assist them in the successful completion of studies and achievement of industry competency.
<b>Course Content</b>	Booroongen Djugun College will provide training and assessment that leads to the achievement of competency in your choice of course. The course's units of study is outlined in the Assessment Plan, Learner's Guide, and other course documents that you will be given prior to your enrolment.
<b>Fees and Charges and refund policy.</b>	Fees paid in advance shall be placed in the Booroongen Djugun College's Training Transactions account at the first banking opportunity. The refund of course fees will only occur if Booroongen Djugun College is compelled to cancel a program and an acceptable alternative cannot be offered. If a student withdraws from a course, after the cooling-off period (15 working days from signing the enrolment form for Distance Education students – 10 working days for all other students) Booroongen Djugun College, will refund the student's fee less the administration charge which is non-refundable (provided all course materials supplied to the student has been returned); otherwise full course fees apply. Requests for refunds must be submitted in writing.
<b>Special learning needs including Language Literacy and Numeracy</b>	All students who advise Booroongen Djugun College staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by Booroongen Djugun College staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner.
<b>Welfare and Guidance</b>	Students experiencing any difficulty or concerns about their training experience should make contact with the trainer or Booroongen Djugun College Management. A range of solutions can be discussed and explored.
<b>Appeals and Complaints</b>	The complaints and appeals policy of Booroongen Djugun College provide an avenue for students to address their complaints and appeals to Booroongen Djugun College Management and have them dealt with in a constructive and timely manner.
<b>Disciplinary Procedures</b>	Students who are unruly, offensive or conduct themselves in a disrespectful manner toward Booroongen Djugun College staff or fellow students will be offered one warning to stop their behaviour after which continued unruly behaviour will result in their enrolment being cancelled.
<b>Access and Equity</b>	Booroongen Djugun College is committed to providing training and assessment services to all students regardless of race religion sex socio-economic status, disability, language, literacy or numeracy.
<b>Legislative Compliance</b>	Booroongen Djugun College Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTOs including but not limited to WHS, Harassment, Discrimination, Equal Opportunity and Vocational Education and Training legislation/s.
<b>RPL (Recognition of Prior Learning)</b>	Booroongen Djugun College recognises qualifications and statements of attainment issued by other RTOs. Where sufficient documentation is provided, Booroongen Djugun College will provide credit transfer to enrolling students. Booroongen Djugun College recognises all current competencies held by students regardless of how, where or when these competencies were learned.

Course Title ..... Course ID .....

USI No: ..... Course start..... Course finish .....

Family Name (surname) .....

Given name/s .....

\* 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.

Male  Female  Other

Date of birth ..... Place of birth .....

Address .....

Town ..... State ..... Postcode .....

Postal Address (if different to above.....

Town ..... State ..... Postcode .....

Phone: Home..... Mobile..... Work.....

Email: Home..... Email: Work.....

Emergency contact name..... Relationship:.....

Address:..... Phone No: .....

Do you consider yourself to have a disability or impairment? Yes  No  If 'yes' please tick below:

Visual impairment  Hearing impairment  Physical disability  Intellectual disability

Medical condition  Mental illness  Acquired brain impairment  Learning  Other

Have you studied previously with Booroongen Djugun College Yes  No

Do you wish to apply for 'Recognition of Prior Learning', 'Current Competencies' or 'Credit Transfer'. If yes, please contact us for further information and/or the application form. Yes  No

Are you Aboriginal? Yes  No  Are you Torres Strait Islander? Yes  No

Were you born in Australia? Yes  No  If 'No' specify country of birth .....

Do you speak a language other than English at home? Yes  No  If 'Yes', please specify .....

Will you need help with English? Yes  No

What was your highest completed school level: Year 12  11  10  9  8 or lower  Never attended

In which year did you complete that level of schooling? 19..... 20.....

Are you still enrolled in Secondary or Senior Secondary education? Yes  No

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Do you currently have paid employment? Please tick one:

- |                                                                        |                                                                       |
|------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> Yes, full time (30 or more hours per week)    | <input type="checkbox"/> Yes, part time (less than 30 hours per week) |
| <input type="checkbox"/> Yes, I am self-employed, not employing others | <input type="checkbox"/> Yes, I am self-employed, employing others    |
| <input type="checkbox"/> No, but I am looking for full time work       | <input type="checkbox"/> No, but I am looking for part time work      |
| <input type="checkbox"/> No, I am an unpaid family worker              | <input type="checkbox"/> No, I am unemployed and not seeking work     |
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### PRIOR EDUCATION

Since leaving school, have you SUCCESSFULLY completed any qualification? Yes  No   
If 'Yes', please tick the appropriate box(es),

- Bachelor Degree or higher Degree
  - Advanced Diploma and Associate Degree
  - Diploma (or associate diploma)
  - Certificate IV (or advanced certificate/technician)
  - Certificate III (or trade certificate)
  - Certificate II
  - Certificate I
  - Other education (including certificates or overseas qualifications not listed above)
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Are you registered with jobactive? No  Yes  If 'Yes', please provide information

jobactive name .....

Contact person ..... Phone number .....

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Study reason- please tick ONE box:

- |                                                                    |                                                                     |
|--------------------------------------------------------------------|---------------------------------------------------------------------|
| <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 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 or self-development | <input type="checkbox"/> To get skills for community/voluntary work |
| <input type="checkbox"/> Other reasons                             |                                                                     |
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### CLIENT DECLARATION

I am:  An Australian citizen or  A New Zealand citizen  
 A permanent Australian citizen  A temporary resident  
 None of the above – please specify .....

#### Enrolment Conditions

1. I must comply with the policies and rules of Booroongen Djugun College
2. I must complete set assessments and meet the requirements of the program
3. All fees are payable in advance
4. I understand that the course fees do not include resources and stationary
5. I have supplied identification as required
6. A \$50 fee will be incurred for reissue of a Certificate / Statement of Attainment
7. All student information collected will be used for statistical data to improve learning outcomes for students.

*The refund of course fees will only occur if Booroongen Djugun College is compelled to cancel a program and an acceptable alternative cannot be offered. If a client withdraws from a course within 15 working days from signing this form for Distance Education students and 10 working days for all other students, the College will refund the client's fee less the administration charge. Requests for refunds must be submitted in writing. Notice to withdraw must be given to the College in writing also.*

I, ..... declare that:

- a) I have read, understood and agree to the conditions of the enrolment, and
- b) The information I have provided is true and correct to the best of my knowledge.

Your signature ..... Date .....

**PRIVACY NOTICE**

Under the *Data Provision Requirements 2012*, Booroongen Djugun College] 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), may be used or disclosed by Booroongen Djugun College for statistical, administrative, regulatory and research purposes. Booroongen Djugun College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information;
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

**UNIQUE STUDENT IDENTIFIER (USI)**

From 1 January 2015, we, Booroongen Djugun College, 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.

**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/faws/i-have-forgotten-my-usi/>.

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

**APPLICATION FOR UNIQUE STUDENT IDENTIFIER (USI)**

If you would like us, **Booroongen Djugun College**, 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/documents/privacy-notice-when-rto-applies-their-behalf>. 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 **Booroongen Djugun College** 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 pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-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/documents/privacy-notice-when-rto-applies-their-behalf>.

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 \_\_\_\_/\_\_\_\_/\_\_\_\_ (month/year)  
Yellow Blue Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (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)**

Passport number \_\_\_\_\_ Country of issue \_\_\_\_\_

**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*, Booroongen Djugun College 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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**OFFICE USE ONLY**

Enrolment fee \$ ..... Date paid ..... Record No. ....

Preferred payment option: Course in full ..... Per package payment .....  
Weekly payment .....

Identifying document type ..... Document number .....

Enrolling officer's signature ..... Date .....

Notes .....  
.....  
.....

## Disability supplement

### 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'

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