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| **The Pivot Institute RTO#51586**(RGB) PIVOT LOGOSTUDENT ENROLMENT FORM 2018 | | | | | | | | | | | | | |
| **Course Enrolling In**: | | | | | | **Course Dates**: | | | | | | | |
| **Company Name & Address** (if applicable): | | | | | | | | | | | | | |
| **Title** (please circle)**:** Mr / Mrs / Ms / Dr **Preferred Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Full Name** (Please write the same name when you applied for your Unique Student Identifier (USI)): | | | | | | | | | | | | | |
| **Usual Residence Address**: | | | | | | **Suburb**: | | | | | **Postcode**: | | |
| **Postal Address**: Tick if it’s same as above | | | | | | **Suburb**: | | | | | **Postcode**: | | |
| **Phone**: | **Mobile**: | | | **E-mail**: | | | | | | | | | |
| **Work:** | | **Alternative Email Address:** | | | | | | | | | | | |
| **USI Number** (Note: You are required to provide us a valid USI in order to receive a qualification or statement of attainment from Pivot Institute) | | |  |  |  |  |  | |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| **Date of Birth**: | | | | **Gender**: MALE / FEMALE / OTHER  **(Please circle)** | | | | | | | | | |
| **In which country were you born**?   |  |  | | --- | --- | | Australia |  | | Other - Please specify |  | | | | | **Do you speak a language other than English at home?**   |  |  | | --- | --- | | NO, English only |  | | YES,  other - Please specify |  | | | | | | | | | | |
| **Are you Aboriginal or Torres Strait Islander origin?** (Tick one box only)   |  |  | | --- | --- | | Yes, Aboriginal |  | | Yes, Torres Strait Islander |  | | Yes both, Aboriginal and Torres Strait Islander |  | | None of the above |  | | | | | **Do you consider yourself to have a disability, impairment or long-term condition?** YES / NO  If YES tick any applicable boxes.   |  |  | | --- | --- | | Hearing/Deaf |  | | Physical |  | | Intellectual |  | | Learning |  | | Mental Illness |  | | Acquired brain impairment |  | | Vision |  | | Medical condition |  | | Other |  | | | | | | | | | | |
| **What is your highest COMPLETED school level?** (Tick one box only)   |  |  | | --- | --- | | Year 12 or equivalent |  | | Year 11 or equivalent |  | | Year 10 or equivalent |  | | Year 9 or equivalent |  | | Year 8 or lower |  | | Never attended school |  | | | | | | | | | **Are you still enrolled in secondary or senior secondary education?**  YES / NO | | | | | |
| **Have you successfully completed any of the following Qualifications:**   |  |  | | --- | --- | | Bachelor Degree or Higher Degree |  | | Advanced Diploma or 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) |  | | | | | **Of the following categories, which best describes your current employment status?** (Tick one box only)   |  |  |  | | --- | --- | --- | | Full-Time employee | |  | | Part-Time employee | |  | | Self Employed - not employing others | |  | | Self Employed – employing others | |  | | Employed – Unpaid worker in a family business | |  | | Unemployed – seeking full-time work | |  | | Unemployed – seeking part-time work | |  | | Not employed – not seeking employment | |  | | Job Seek Number |  | | | | | | | | | | | |
| **Of the following categories, which best describes your main reason for undertaking this training program?** (Tick one box only)   |  |  | | --- | --- | | To get a job |  | | To develop my existing business |  | | To start my own business |  | | To try for a different career |  | | To get a better job or promotion |  | | It was a requirement of my job |  | | I wanted extra skills for my job |  | | To get into another course of study |  | | For personal interest or self-development |  | | Other reasons |  | | | | | **Have you supplied / attached a copy of your ID that shows your date of birth?** (Tick one box only)   |  |  | | --- | --- | | Birth Certificate |  | | Driver’s License |  | | Passport |  | | Other |  | | | | | | | | | | |
| **Where did you hear about us?**   |  |  |  | | --- | --- | --- | | Online | |  | | Promotional Material | |  | | Recommendation | |  | | Others  Please Specify |  | | | | | | | | | | | |
| Under the *Data Provision Requirements 2012*, Pivot Solutions Pty Ltd trading as The Pivot Institute 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 Pivot Solutions Trading as The Pivot Institute for statistical, regulatory and research purposes. Pivot Solutions Pty Ltd trading as The Pivot Institute 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](http://www.ncver.edu.au/)). Student Declaration and Consent 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 [or electronic acknowledgement] ………………………………… DATE ……………………  PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]\* ……………………… DATE……..…………..  \*Parental/guardian consent is required for all students under the age of 18. | | | | | | | | | | | | | |

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| **STUDENT AGREEMENT**  **Please TICK below boxes to finalise the enrolment process:** | | **YES** | **NO** |
| I give my consent to The Pivot Institute to locate and verify my USI as part of the RTO procedure. I understand that I will not be awarded a Statement of Attainment or Qualification until I have provided my Unique Student Identifier Number (USI) to The Pivot Institute. The USI can be created at www.usi.gov.au. | |  |  |
| I acknowledge that I have reviewed a copy of The Client Handbook  *(enrolment can only be completed if this has been ticked).* | |  |  |
| I give my consent to The Pivot Institute that my feedback on course delivery may be used in Pivot marketing materials web and print based e.g. testimonial. | |  |  |
| I consent to be contacted and asked to participate in one or more surveys about this training program. | |  |  |
| I give my consent to The Pivot Institute to contact other RTO(s) where I have studied to confirm the authenticity of transcripts which may be used for credit transfer or RPL purposes. | |  |  |
| **Student Signature:** | **Date:** | | |