



Enrolment Form

* Please Indicate required fields

*Course Details			
Course Title		Course Code	

Personal Details			
*Surname		*Date of birth	(Day/month/year) -----/-----/-----
*First name(s)		*Title	<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Preferred Name		*Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other

*UNIQUE STUDENT IDENTIFIER (USI) (please use the same name as given above when registering)											
How do I get a USI? Go to this page and fill out the online form: https://www.usi.gov.au/students/create-your-usi You will need a form of valid ID, such as Driver's Licence or a Passport. If you need more information about Unique Student Identifiers, please visit the government website pertaining to this initiative: http://usi.gov.au											
Note: AILS cannot confirm your enrolment until USI has been provided											
<input type="checkbox"/> My Unique Student Identifier (USI):	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

RESIDENTIAL ADDRESS			
Building / property name:			
Flat / unit details:		Street / lot details:	
*Street name:		*Suburb / town:	
*Postcode:		*State:	

POSTAL ADDRESS (Same as Residential <input type="checkbox"/>)			
Building / property name:			
Flat / unit details:		Street / lot details:	
*Street name:		*Suburb / town:	
*Postcode:		*State:	

*CONTACT INFORMATION			
Home:		Work:	
		Mobile:	
Email:			
Preferred Method of Contact:	<input type="checkbox"/> Mobile	<input type="checkbox"/> Email	
Do you give AILS permission to contact you as needed for the purposes of the course's conduct?			
<input type="checkbox"/> Yes, via phone	<input type="checkbox"/> Yes, via email	<input type="checkbox"/> No	

EMERGENCY DETAILS / NEXT OF KIN			
Name:		Phone(H/W):	
Relationship:		Mobile:	

*LANGUAGE AND CULTURAL DIVERSITY			
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other (specify)	Language other than English spoken at home:	<input type="checkbox"/> English only <input type="checkbox"/> Other(specify)
Proficiency in English:	<input type="checkbox"/> Very well <input type="checkbox"/> Well	<input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
Indigenous status:	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Aboriginal and Torres Strait Islander <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither Aboriginal nor Torres Strait Islander		

*DISABILITY IMPAIRMENT OR LONG TERM CONDITION	
You may indicate more than one area)	Please refer to the Disability supplement for an explanation <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other(specify)

*EDUCATIONAL BACKGROUND	
Highest school level completed: (Tick ONE box only)	<input type="checkbox"/> Did not go to school <input type="checkbox"/> Completed Year 8 or below <input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Currently in school <input type="checkbox"/> Completed Year 10 or equivalent <input type="checkbox"/> Completed Year 11 or equivalent <input type="checkbox"/> Completed Year 12 or equivalent Year higher school level completed: -----
Prior qualifications:	<input type="checkbox"/> No previous qualifications <input type="checkbox"/> Bachelor degree or higher degree level <input type="checkbox"/> Advanced diploma or associate degree level <input type="checkbox"/> Diploma level <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate IV The Name of your highest qualification indicated above:-----

*CURRENT EMPLOYMENT STATUS	
Of the following categories, which BEST describes your current employment status? (Tick one)	<input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employed – unpaid work in a family business <input type="checkbox"/> Unemployed – seeking part time work <input type="checkbox"/> Unemployed – seeking full time work <input type="checkbox"/> Not employed – not seeking work <input type="checkbox"/> Employer

*STUDY REASON	
Of the following categories, which BEST describes your main reason for undertaking this course?	<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"/> For personal interest or self-development <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"/> Other reasons

How did you find AILS Training?	<input type="checkbox"/> Word of mouth <input type="checkbox"/> Search engine <input type="checkbox"/> Print ad <input type="checkbox"/> Forum <input type="checkbox"/> Website link <input type="checkbox"/> Employer <input type="checkbox"/> Trained with previously <input type="checkbox"/> Other:
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STUDENT INDEMNITY AGREEMENT

IN CONSIDERATION of the Organiser permitting me to participate in the training course I agree with it as follows:

1. **I UNDERSTAND** that participating in any type of training or course or activity may be present varying forms of **RISK** and possible hazards and I voluntarily **ACCEPT** the risk of damage consequent upon or arising from my entry as a student, and the use of the Organiser's facilities.
2. **I WILL NOT SUE** the Organisers for any negligence, tort, breach of contractual or any other legal or equitable rights howsoever caused, and this indemnity will extend to and include any damage arising from my participation in a training course and from my use of the Organiser's facilities and **I INDEMNIFY** the Organisers in respect of the same.
3. **I WILL** abide by the Rules and Regulations of the Organisers as to the training and to the use of the Organiser's facilities and the directions of the Organiser's officials including the right to terminate or cancel my training and the use of the Organiser's facilities at any time and for any reason.
4. **THE PERSONAL INFORMATION** I have supplied to the Organiser regarding my qualifications, experience and any other matter associated with the training is true and correct and I have **READ AND UNDERSTOOD** all of the clauses of this agreement before accepting the same and before my use of the Organiser's facilities or before any participation in training.

IN THIS AGREEMENT the following words shall respectively mean:

"**The Student**" - the person named as such on this application form on this paper over the page.

"**The Organiser**" – Australian Institute of Leadership and Safety Pty Ltd (any campus or organisation associated with a Australian Institute of Leadership and Safety Pty Ltd (school, Registered Training Organisation or company), Australian Institute of Leadership and Safety Pty Ltd (and any teachers, lecturers, instructors, directors, officers, managers, advisors, employees, agents, licensees, subcontractors, subsidiaries, holding companies, associates and assignees, or any person associated with the company in any way; the course participation venue, company in control of the venue or any company or person authorising the use of the training venue, its directors, officers, managers, advisors, employees, agents, licensees, subcontractors, subsidiaries, holding companies, associates and assignees or any person or company associated with the company or person in any way.

"**The Organiser's facilities**" - the land and buildings associated with any training or any part of the training, training resources, accommodation or training venue.

"**use of the Organiser's facilities**" - the use by the student or his / her attempted use of the Organiser's facilities whether such use or access is in breach of this agreement or the Organiser's Rules and Regulations or authorised or otherwise and whether intended to be so used or not.

"**damage**" - all loss or damage, costs or expenses, whether direct or indirect flowing from any legal liability, claim, demand, right of action, proceedings or judgment of whatever nature and whether arising at law or in equity and whether suffered to the person or property of the Organiser, the Student, or any other person or corporation and whether arising out of or consequent upon the negligence of the Organiser, the Student or otherwise.

"**Rules and Regulations**" - the Rules and Regulations are the Rules and Regulations relating to any Training which is available from the Organiser and includes all amendments or alterations to the Rules and Regulations made from time to time.

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, **Australian Institute of Leadership and Safety (AILS) Pty Ltd** 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 **AILS** for statistical, administrative, regulatory and research purposes. **AILS** 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; and
- 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). For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>

STUDENT DECLARATION

I have read and understood the Student Indemnity Agreement and the Privacy Notice above and I have been given access to and have read the contents of the Australian Institute of Leadership and Safety Pty Ltd Student Handbook, which outlines the conditions and rights and responsibilities as a candidate of Australian Institute of Leadership and Safety Pty Ltd.

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 NAME		DATE:	
STUDENT SIGNATURE: [or electronic acknowledgement]			

If you are under the age of 18, parental/guardian is required:

PARENT/GUARDIAN NAME:		PARENT/GUARDIAN SIGNATURE:	
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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 disability types in combination. Autism spectrum disorders are reported under this category.