

Welcome to TABMA Training

Our Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact TABMA Training to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

TABMA Training RTO # 5343

1800 822 621

info@tabmatraining.edu.au

ENROLMENT APPLICATION

Course Information

Qualification Code

Qualification Title

Personal Details

Title

Family Name (surname)

Frist Given Name

Second Given Name (middle)

Date of Birth
Day/Month/Year

 / /

Gender

 Male Female Other

Contact Details

Home Phone

Mobile

Work Phone

Email Address

Home Address

Postal Address
(If different from home address)

Language and cultural diversity

In which country were you born?

- Australia
 Other
 Please Specify _____

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
 Yes, Other
 Please Specify _____

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

- No Yes, Aboriginal Yes, Torres Strait Islander Yes, Aboriginal and Torres Strait Islander

Disability

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

- Yes
 No – Go to Schooling

ENROLMENT APPLICATION

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.

- | | |
|---|--|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Mental illness | |

Schooling

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
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below

Previous qualifications achieved

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

- Yes
- No - go to Employment

If YES, tick ANY applicable boxes.

- | | |
|--|---|
| <input type="checkbox"/> Bachelor degree or higher degree | <input type="checkbox"/> Certificate III (or trade certificate) |
| <input type="checkbox"/> Advanced diploma or associate degree | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Diploma (or associate diploma) | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) |

Study reason

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

- | | |
|--|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To get a better job or promotion |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> Other reasons |
| <input type="checkbox"/> To get skills for community or voluntary work | |

ENROLMENT APPLICATION

Unique Student Identifier (USI)

From 1 January 2015, we TABMA Training 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/faqs/i-have-forgotten-my-usi/>

Unique Student Identifier (USI)

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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 TABMA Training 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 TABMA Training 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 4).

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): _____

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

3. Australian Passport

Passport number _____

4. Non-Australian Passport (with Australian Visa)

Passport number _____

In accordance with section 11 of the Student Identifiers Act 2014, TABMA Training 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.

ENROLMENT APPLICATION

Agreements

Unique Student Identifier

I have been provided with and accept TABMA Training's Unique Student Identifier (USI) Privacy Notice. The USI Privacy Notice can be accessed: <https://www.usi.gov.au/documents/privacy-notice>

- USI privacy notice has been reviewed.
- I do not have a Unique Student Identifier and request TABMA Training to provide assistance to obtain one.
- I have provided my Unique Student Identifier.

Information Provision

Please tick the following to show that you have understood the following.

The Student Handbook can be accessed [Here](#)

- Prior to enrolment I was given all the course information including Student Information, and TABMA Training Fees and Refund Policies.
- I have read and acknowledged the TABMA Training Student Handbook

Enrolment Process

Please tick the following to show that you have understood the following.

- I understand that my application for enrolment may not proceed without my necessary consents.
- That enrolment may only be completed following acceptance by TABMA Training subject to the terms of any contractual requirements.
- I state that the above enrolment information is correct and complete.
- I acknowledge that providing incorrect or misleading information may lead to cancellation of any offer by TABMA Training.
- I acknowledge that I have been provided and have access to a copy of the NCVET Privacy Policy.
- I acknowledge that I have been provided and have access to a copy of TABMA Training's Privacy Policy.

Training and Assessment

Please tick the following to show that you have understood the following.

- I understand that if I breach safety requirements relating to this course, the trainer/assessor may stop the training or assessment.
- I have been informed of additional assistance available to me, should this be necessary (e.g. language, disability)
- I have been informed of the training and assessment process to be used during the program, including Recognition of Prior Learning and opportunities for reassessment, if necessary.
- I have been advised that competencies obtained during this course may need renewal in the future, dependent upon State or employer licensing requirements.
- I understand the training and assessment provided will necessarily relate to a range of local variables. I will seek further training and assessment if I need to extend the range of variables for which I am competent.
- I understand that I may need additional licensing to operate with competencies obtained on this course.

Media Release

Please tick the following to show that you have understood the following.

I, hereby authorise TABMA Training to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions).

- Yes
- No

ENROLMENT APPLICATION

Smart and Skilled Consent

Consent to use and disclosure of personal information to the Department of Education and Communities and other Government agencies

Print Full Name

I, _____

Print Current Residential Address

Of _____

Print Date of Birth

Born _____

Understand and agree that personal information (information or an opinion about me, collected from me, my parent or guardian, such as my name, unique student identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by TABMA Training Pty Ltd may be disclosed to the Department of Education and Communities (Department).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories, outside New South Wales. The above government agencies may disclose my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties in required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with TABMA Training Pty Ltd for the purposes of evaluating and assessing my subsidised training.

Applicant Acknowledgement And Signature

I, the applicant in this enrolment and confirm the details I have supplied are true and correct.

I have read, understood and consent to the Agreements in this Application, including the Unique Student Identifier Declaration, Media Release and Smart and Skilled Consent Form.

Signature required _____

Date _____

For applicants under 18 years of age

I am the parent/guardian of the applicant in this enrolment and confirm my acceptance and support for the application

I have read, understood and consent to the Agreements in this Application, including the Unique Student Identifier Declaration

Print Parent/Guardian Name _____

Signature required _____ Date _____