



Registered Training Organisation: 45445

CRICOS Provider: 03728B

ST BASIL'S RTO STUDENT ENROLMENT FORM

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|-------------|---------|-------------|------------------------------|--|
| Policy code | SEF-001 | Version 3.2 | Effective date: January 2021 | |
|-------------|---------|-------------|------------------------------|--|

| QUALIFICATION | | PLEASE TICK THE COURSE YOU WANT TO ENROL IN |
|---------------|------------------------------------|---|
| BSB51918 | DIPLOMA OF LEADERSHIP & MANAGEMENT | |
| CHC43015 | CERTIFICATE IV IN AGEING SUPPORT | |
| HLTAID003 | PROVIDE FIRST AID | |
| ELICOS | GENERAL ENGLISH | |

STUDENT DECLARATION & COMPETENCY INFORMATION (HLTAID003 PROVIDE FIRST AID - STUDENTS ONLY)

Towards the end of this document, the student declaration and competency form provide a list of physical assessment requirements which **MUST** be successfully completed to pass this course. Please make sure that you are able to perform **ALL** tasks required and that you discuss any concerns with your trainer prior to commencement of course. By proceeding with this enrolment form, you agree to declare that you have been fully informed of **ALL** the specific assessment requirements of this course and are able to meet those requirements.

PERSONAL DETAILS

| | | | |
|---|-----------------------|-----------------------|---|
| Applicant Status | Apprentice / Trainee | Fee For Service | Other |
| Are you applying as a/an | DOMESTIC STUDENT | | INTERNATIONAL STUDENT |
| Preferred title: Mr / Miss / Mrs / Ms | First Name/s: | Middle Name/s: | Surname: |
| Gender: | Date of Birth: | | |
| Residential Address: | | | P/Code: |
| Postal Address (if different from above) | | | P/Code: |
| Contact Details: | Home: | | Fax: |
| | Mobile: | | Work: |
| | Email: | | |
| What is your current employment status? | Full time Employee | Self Employed | Employer |
| | Part Time Employee | School Based | Other |
| What is your HIGHEST completed school level? | Year 12 | Year 9 | In what year did you complete this level? |
| | Year 11 | Year 8 or below | |
| | Year 10 | Did not go to school | |

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|---|---|----|-------------------------------------|--|----------------------------------|----|
| What BEST describes your main reason for undertaking this training? (please select most appropriate) | To get a job | | It was a requirement for my job | | To develop my business | |
| | To start my own business | | To get into another course | | To get a better job or promotion | |
| | For personal interest | | To try a different career | | For self-development | |
| Country of birth (if not Australia): | | | | Town of birth: | | |
| | | | | | | |
| Are you of Aboriginal or Torres Strait Islander Origin? | Yes | No | Aboriginal | | Torres Strait Islander | |
| | | | Aboriginal & Torres Strait Islander | | | |
| How well do you speak English? | Very Well | | Well | Not Well | Not at all | |
| Do you speak a language other than English at home? | Yes | No | Specify Language: | | | |
| | | | | | | |
| Do you consider yourself to have a disability, impairment or long-term condition? | | | | | Yes | No |
| If yes, please indicate area | Hearing/Deaf Physical Intellectual Medical Condition Mental Illness Learning Vision Acquired Brain Impairment Other | | | | | |
| Will you require additional assistance with English, Maths, reading or writing? | | | | | Yes | No |
| Have you SUCCESSFULLY completed any qualifications? | | | | | Yes | No |
| If Yes, please circle applicable qualifications | Certificate I Certificate II Other Certificates Certificate III or Trade Certificate Bachelor Certificate IV or Advanced Certificate Other | | | Diploma or Associate Diploma Advanced Diploma or Associate Degree Degree or Higher Certificates | | |
| If Yes, what is the name of the Qualification you hold? | 01. | | | | | |
| | 02. | | | | | |

| | | |
|--|-----|----|
| Do any of the following apply to you: | | |
| Your qualification cannot be used due to injury/disability? | Yes | No |
| You are an intensive assistance client? | Yes | No |
| You are currently registered as unemployed and have been so for 12 months? | Yes | No |
| Do you wish to apply for Recognition of Prior Learning (RPL) or Credit Transfer (CT)? | Yes | No |

EMERGENCY CONTACT DETAILS

| | | |
|--|----------------------|-----------------|
| Preferred Title: Mr. / Miss / Mrs. / Ms. | First Name/s: | Surname: |
| Relationship: | | |
| Contact Details: | Phone H/W: | Mobile: |
| | Email: | |

EMPLOYERS DETAILS / IF APPLICABLE

| | |
|---------------------------|--|
| Employer Name: | |
| Workplace Address: | |

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| UNIQUE STUDENT IDENTIFIER – (USI) | | | | | | | | | |
|---|---------------|----------|--|--|--|--|--|-----|----|
| Preferred Title: Mr. / Miss / Mrs. / Ms. | First Name/s: | Surname: | | | | | | | |
| Do you currently have a Unique Student Identifier (USI)? A USI is a reference number made up of numbers and letters that provides you with access to your authentic VET related records. | | | | | | | | Yes | No |
| If YES, please supply your USI number here: | | | | | | | | | |
| | | | | | | | | | |

| UNIQUE STUDENT IDENTIFIER |
|---|
| <p>If you do not already have a Unique Student Identifier (USI) St Basil's RTO can apply for one on your behalf. Alternatively, if you do have one but do not know the details, St Basil's RTO can locate it from the Student Identifiers Registrar (Registrar) on your behalf. We will provide to the Registrar the following personal details about you:</p> <ul style="list-style-type: none"> ▪ Your full name ▪ family name as they appear in an identification document. ▪ Your date of birth, as it appears, if shown, in the chosen document of identity, Your city or town of birth. ▪ Your country of birth. ▪ Your gender; and ▪ Your contact details. <p>When we apply for a USI on your behalf, or locate your USI, the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver license, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa. If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar, we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf, and you should contact the Student Identifiers Registrar.</p> <p>In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose unless we are required by or under any law to retain it.</p> |

| PRIVACY STATEMENT |
|--|
| <p>The Privacy Act 1988 Cth (Privacy Act) protects the personal information about you that we provide to the Registrar, including your identity information. The collection use and disclosure of your USI are protected by the USI Act. If you ask St Basil's RTO to make an application for a student identifier on your behalf, or to locate your USI, we will have to declare that we have complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that we have given you the following privacy notice: You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI):</p> <ul style="list-style-type: none"> • Is collected by the Registrar for the purposes of: Applying for, verifying and giving a USI; • Resolving problems with a USI; and • Creating authenticated vocational education and training (VET) transcripts. <p>Your information may be disclosed to Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:</p> <ul style="list-style-type: none"> ▪ Training (VET), VET providers and VET programs. ▪ Education related policy and research purposes; and ▪ to assist in determining eligibility for training subsidies. ▪ VET Regulators to enable them to perform their VET regulatory functions. ▪ VET Admission Bodies for the purposes of administering VET and VET programs. ▪ current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies; ▪ schools for the purposes of delivering VET courses to the individual and reporting on these courses; ▪ the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics; ▪ researchers for education and training related research purposes; ▪ any other person or agency that may be authorised or required by law to access the information; any entity contractually engaged by the Student Identifiers Registrar to assist in the performance ▪ of his or her functions in the administration of the USI system; and <p>will not otherwise be disclosed without your consent unless authorised or required by or under law. The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.</p> |

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PRIVACY POLICIES AND COMPLAINTS / NOTIFICATION OF COLLECTION STATEMENT

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy or by contacting the Registrar on usi@education.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with. You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs. For information about how St Basil's RTO collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Institute's privacy policy which can be found at www.stbasils.edu.au

NOTIFICATION OF COLLECTION STATEMENT

This is the Notification of Collection Statement that St Basil's RTO is required to provide you with at the time of obtaining your personal information. This forms part of our Privacy Policy, available at www.stbasils.edu.au. St Basil's RTO collects and holds personal information about you for the purposes of delivering training and assessment services under/in line with the VET Quality Framework for Registered Training Organisations (RTO).

SENSITIVE INFORMATION

In some circumstances St Basil's RTO may collect personal information that is sensitive. This may include information such as any physical or mental illnesses or disabilities you may have, your language, and literacy and numeracy (LLN) level. We collect this information as it is reasonably necessary to enable St Basil's RTO to provide training and assessment services to cater for your individual needs and requirements. St Basil's RTO will only collect your sensitive information with your consent and will ensure that it is stored securely. If you do not wish for your sensitive information to be collected by St Basil's RTO, you should discuss this with a member of St Basil's RTO Student Services team. St Basil's RTO employees will act strictly in accordance with this policy and will be happy to discuss the reasons for seeking to collect your sensitive information. They will also discuss with you any consequences of not providing your sensitive information which may include an effect on the services St Basil's RTO can provide to you.

FAILURE TO PROVIDE INFORMATION

If you do not wish for your personal information to be collected you should discuss this with a Student Services team member. St Basil's RTO employees will act strictly in accordance with St Basil's RTO Privacy Policy and will be happy to discuss the reasons for seeking to collect your personal information. They will also discuss with you any consequences of not providing your personal information, or providing incomplete or inaccurate personal information, which may include an effect on what services St Basil's RTO can provide to you.

USE AND DISCLOSURE

Third party service providers, who assist us in operating our business (including credit reporting bodies, collection agencies, legal advisors and technology service providers). We will take all reasonable steps to ensure these service providers do not breach the Australian Privacy Principles. These providers may be based overseas or use overseas infrastructure to perform services for us, including in the USA, Singapore and New Zealand

- a purchaser of the asset and operations of our business or a part of it, provided those assets and operations are purchased as a going concern (i.e. the purchaser buys the whole business of St Basil's RTO)
- State and Federal Government departments, ministries, agencies, councils, or authorities where reporting of students and their academic progression and results is required by law for St Basil's RTO to continue operating as a Registered Training Organisation (RTO).

St Basil's RTO will not otherwise use or disclose personal information to a third party for any other purpose without your consent unless it is authorised or required by law.

ACCESS AND CORRECTION

You may request access to your personal information at any time in writing. Ordinarily, St Basil's RTO employees other than the Privacy Officer are not generally able to provide you with access. If at any time you believe St Basil's RTO record of your personal information is incorrect, please let St Basil's RTO know. We will take reasonable steps to correct the information so that it is accurate, complete and up-to-date. In some circumstance which are prescribed by the Privacy Act 1998 (Cth), such as where to do so might put a person at risk of harm or have an unreasonable impact on the privacy of others.

COMPLAINTS AND FEEDBACK

If you wish to make a complaint about a breach of the Privacy Act, Australian Privacy Principles or a privacy code that applies to us, please contact us as set out below and we will take reasonable steps to investigate the complaint and respond to you. If you are not happy with our response, you may complain directly to the Australian Information Commissioner. If you have any queries or concerns about our privacy policy or the way we handle your personal information, please contact St Basil's RTO using the contact details on this form.

MORE INFORMATION

For more information about privacy in general, you can visit the Australian Information Commissioner's website at www.oaic.gov.au

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Terms and Conditions

I have read and understood the Enrolment Form, the Privacy Policies and Complaints, Fee Payment and Refund Policy and this Form (together the Student Agreement), therefore I agree to the terms and conditions of the Student Agreement.

I understand that I am required to comply with St Basil's RTO, regulations (statutes, regulations, policies and procedures) and acknowledge that these have been made available for me to read on the St Basil's RTO Website www.stbasil's.edu.au and therefore I agree to abide by St Basil's RTO Regulations.

I declare and warrant that all of the information provided on this form and all of the information and documents provided in support of my enrolment is correct and complete in every material way. I understand that incorrect, false or misleading information may lead to my enrolment being rejected or cancelled.

I agree to pay all fees (including upfront fees) charged to me arising from this enrolment and in accordance with the Student Agreement.

ACKNOWLEDGEMENT and DECLARATION TO BE SIGNED BY PARTICIPANT

I acknowledge that I have received and/or accessed the Student Information Handbook and RTO fee schedule available from St Basil's RTO website www.stbasils.edu.au and I hereby acknowledge that I have read, understood and agree to the terms and conditions outlined including the terms of the RTO's refund policy. I understand that St Basil's RTO is required to share personal information about its students with the Australian Government and other designated authorities.

I declare that:

- I have received and/or accessed and read the Student Information Handbook and understand my rights and responsibilities as a student.
- My decision to complete and submit this enrolment form has been without coercion.
- I have received and/or accessed the RTO's fee schedule.
- I have read and understand the RTO's refund policy.
- I have been given sufficient information on the delivery and assessment arrangements for this qualification.
- I consent to having my personal information being used in accordance with the RTO's privacy policy.
- I have been informed of, and hereby agree to abide by, the RTO policies and procedures relating to fees, charges, rules and regulations of the organisation.
- I understand that my current USI number, or that created on my behalf as authorised will be used to collect and report my VET related data.
- I grant permission for the RTO to utilize photos or videos of myself in marketing material including social media accounts, the RTO's website and printed publications including assessment items and training material.
- I declare that the information supplied on this form is correct and complete.

HLTAID003 PROVIDE FIRST AID - Statement for applicants

It is a requirement of this unit that students are to perform a minimum of 2 minutes of uninterrupted CPR on a manikin placed on the floor under the new standards post declaration of COVID-19. This is a mandatory requirement as stated in the Training Package and there are no exceptions that can be made. If for any reason students are unable to perform these physical requirements, students cannot be deemed competent or issued with a Statement of Attainment and will be issued with a Certificate of Attendance.

Participant Full Name:

Signature: Date:

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INFORMATION & CHECKLIST

| ITEM | Please tick |
|--|-------------|
| FLYER FOR COURSE | |
| STUDENT ENROLMENT FORM COMPLETED | |
| 100 POINTS OF ID – (PASSPORT / DRIVER'S LICENCE / MEDICARE CARD / OVERSEAS HEALTH COVER) | |
| LANGUAGE, LITERACY AND NUMERACY TEST | |
| UNIQUE STUDENT IDENTIFIER (USI) | |
| STUDENT HANDBOOK FOR DOMESTIC STUDENT | |
| STUDENT HANDBOOK FOR INTERNATIONAL STUDENT | |
| COPIES OF PREVIOUS QUALIFICATIONS | |
| REFUND POLICY | |
| CREDIT TRANSFER FORM (IF ELIGIBLE) | |

Full Name.....

Signature:

Date.....

For further information, please contact:

Student Liaison Officer

+61 2 9049 6001

rto@stbasils.edu.au

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