

## TAFE ENROLMENT FORM

TAFE101

**SECTION 1 - PERSONAL DETAILS - All students must complete** USE BLACK OR BLUE PEN ONLY

Student Number

When completing the below section, please ensure you use the same personal details used to create your USI.

Title  Mr  Mrs  Ms  Miss  Mx  Dr

Family name

Given names

Single name only

Preferred name

Gender  Male  Female  Indeterminate/Intersex/Unspecified

Date of Birth (dd/mm/yyyy)

Former Family Name  If Applicable

Tick status where applicable

CDU Staff  Apprentice

**Domestic** **International Visa holder\***

NT  Student Visa  
 Interstate  Other Visa

\* Please note if you have indicated that you are on a visa, you will be required to provide a copy of your passport/visa to assess your eligibility before your enrolment can be processed.

**Have you previously provided CDU with a USI number?**

Yes  No

If no, please provide your USI number in the space provided below. If you do not have a USI, visit W:[usi.gov.au](http://usi.gov.au) to apply for your USI and activate your USI account.

If you are unable to create your USI, please request the Application for USI form and CDU will be able to create a USI on your behalf.

**Mailing Address (during training) – All students must complete**

Number & Street or PO Box

Suburb/Town

State  Post Code

Country

Home Phone (including area code)

Work Phone (including area code)

Mobile Phone

Email\*

**Usual Residential Address – If different to your Mailing Address**

Number & Street (Cannot be a PO Box)

Suburb/Town

State  Post Code

Country

Fax number (including area code)

**Emergency Contact – All students must complete**

Contact Name

Contact Phone 1 (including area code)

Contact Phone 2 (including area code)

\*Email correspondence issued by CDU will be sent to your official CDU email address once your CDU student account is activated. To set up your preferred email address go to MyStudentInfo . All hard copy correspondence will be posted to your nominated mailing address. For more information refer to the TAFE Student Guide W:[cdi.edu.au/student-central/forms-guides](http://cdi.edu.au/student-central/forms-guides)

**SECTION 2 - EXEMPTION FROM TUITION FEES - Complete if you are seeking an exemption from fees**

**Domestic students enrolled in TAFE courses that are not subsidised by the NT Government will attract full fees, and NO fee exemption will apply.**

You may seek an exemption from tuition fees if your course is subsidised by the Northern Territory Government and: (Please check relevant box)

You are in receipt of a current Centrelink or Veteran’s Affairs benefit  I require proof of enrolment and a study plan for Centrelink  
 You have Refugee status or a Humanitarian Visa

If you have ticked either of the boxes above you MUST attach a certified copy of your current Visa, Passport, Centrelink or Veteran’s Affairs card to this enrolment form before the tuition fee exemption can be applied.

OFFICE USE ONLY	
Date received:	Date processed:
Team Code:	Processed by:

**SECTION 3 - Credit Transfer (CT) or Recognition of Prior Learning (RPL)**

**Credit Transfer** - Charles Darwin University as a Registered Training Organisation (RTO) recognises the Australian Quality Framework qualifications and Statements of Attainment issued by other Australian RTO's. If you are seeking a Credit Transfer please complete the [TAFE110 - Application for Credit Transfer](http://W:cdu.edu.au/student-central/forms-guides) form available at W:[cdu.edu.au/student-central/forms-guides](http://cdu.edu.au/student-central/forms-guides).

**Recognition of Prior Learning (RPL)** - The University offers RPL as a form of assessment, if you think you may qualify, please discuss this with your course lecturer. For further information on RPL please visit W: [cdu.edu.au/study/tafe/rpl](http://cdu.edu.au/study/tafe/rpl)

**SECTION 4 - COURSE DETAILS – Must be completed with a Team Leader/Delegate at the time of enrolment**

Course code  Commencing course in TP1  TP2  TP3  TP4

Course name

Unit Set Descriptor

Course mode Internal  External  Mixed  Team code

Campus where most of your studies in this course will be delivered

Alice Springs  Casuarina  Jabiru  Katherine Town  Waterfront

Katherine Rural  Palmerston  Nhulunbuy  Tennant Creek  Other

Other delivery location (please specify)

**SECTION 5 - UNIT DETAILS – Must be completed with a Team Leader/Delegate at the time of enrolment**

List all the units you plan to start or seek RPL for in 2024. Teaching periods indicate the period in which you are starting a particular unit.  
**Teaching periods in 2024 start on: Teaching/VFH Period 1 – 1 January; Teaching/VFH Period 2 – 1 April; Teaching/VFH Period 3 – 1 July; Teaching/VFH Period 4 – 1 October.**

Unit Code	Teaching/ VFH Period	Delivery Location	Mode (I/E/M)	Seeking RPL(X)	Unit Name	Training start date	Training end date

**TEAM USE ONLY**

Fee category (EO to complete)  Learnline  AFB  Funding source: 11H  11J  11K  20A  Other (specify)

Lecturer Name  Lecturer Signature  Date

**SECTION 6 - STATISTICAL INFORMATION - All students must complete**

**Q1. Citizenship and Residence status during this teaching period?**

- Australian citizen including Australian citizens with dual citizenship
- Permanent Australian residency visa
- New Zealand citizen
- Temporary Australian residency visa\*

\*If you have indicated you are on a visa you will be required to provide a copy of your passport/visa to assess your eligibility before your enrolment can be processed.

**Q2. What is the postcode of the residential area in which you usually live? (Not a PO Box Postcode)**

- Australian postcode
- Overseas address (You do not need to provide a postcode)

**Q3. Do you speak a language other than English at home?**

- 1201  No, English only. Proceed to Q4.  
 Yes, other. Name the language that is spoken most often.

**How well do you speak English?**

- 1  Very well    2  Well    3  Not well    4  Not at all

**Q4. In what country were you born?**

- 1101  Australia     Other Country

(please specify)

**Q5. Are you of Australian Aboriginal or Torres Strait Islander origin?**

- 1  Yes, Aboriginal
- 2  Yes, Torres Strait Islander
- 3  Yes, Aboriginal and Torres Strait Islander
- 4  Neither Aboriginal nor Torres Strait Islander

**Q6. Which of the following categories, best describes your current employment status? (Tick one box only)**

- 01  Full-time employee
- 02  Part-time employee
- 03  Self-employed - not employing others
- 04  Employer
- 05  Employed - unpaid worker in a family business
- 06  Unemployed - seeking full-time work
- 07  Unemployed - seeking part-time work
- 08  Not employed - not seeking employment

**Q7. Are you still attending secondary school?**

- No
- Yes, Name of school

**Are you an International Secondary School Student Visa holder?**

- Yes
- No

**Q8. In which year did you complete your highest school level?**

- Years 8 - 12 ONLY     (Leave blank if you did not go to school)

**Q9. What is your highest completed school level?**

- Year 12 Completed
- Year 11 Completed
- Year 10 Completed
- Year 9 or equivalent Completed
- Year 8 or lower Completed
- Did not go to school

**Q10. Have you successfully completed any of the following qualifications? Please tick all applicable boxes:**

- 008  Doctoral Degree (111)
- 008  Master Degree (112)
- 008  Graduate Diploma or Graduate Certificate (200)
- 008  Bachelor Degree (300)
- 410  Advanced Diploma or Associate Degree
- 420  Diploma
- 511  Certificate IV
- 514  Certificate III
- 521  Certificate II
- 524  Certificate I
- 000  None of the above

**Q11. Do you consider yourself to have a disability, impairment or long-term medical condition which is likely to affect your study? Disclosing a disability is confidential.**

- Yes
- No. Proceed to Q12.

**If yes, then please indicate the areas of disability, impairment or long-term condition.**

- Hearing/deaf
- Physical
- Intellectual
- Learning
- Mental illness
- Acquired brain impairment
- Vision
- Medical condition
- Other

**Students are encouraged to contact the Disability Liaison Officer if adjustments are required to undertake studies. Please indicate if you would like to be contacted in regards to services available for students with disabilities.**

- Yes
- No

**Q12. Of the following categories, which best describes your main reason for undertaking this study. (Tick one box only)**

- 01  To get a job
- 02  To develop existing business
- 03  To start my own business
- 04  To try for a different career
- 05  To get a better job/promotion
- 06  It was a requirement of my job
- 07  I wanted extra skills for my job
- 08  To get into another course of study
- 11  Other reasons
- 12  For personal interest or self-development
- 13  To get skills for community/voluntary work

**Q13. Do you intend to complete the whole qualification\*/course or do you intend to complete a set of units? (Tick one box only)**

- Qualification
- Units

**\*Enrolments for VET for Secondary School students MUST always have the complete qualification indicator, this includes short courses**

## SECTION 7 - Current and Former Australian Defence Force (ADF) Personnel

**I am a current serving member of the ADF.**

I am applying for the veterans' fee-exemption for this course (due to being a recipient of a Department of Veterans Affairs payment). \*Remember to check if your course has this option on its webpage.

**I am not applying for the fee exemption due to:**

The course I want does not offer a fee-exemption.

The fee-exempt places are no longer available at this time.

**I am an ex-ADF member or currently preparing to transition.**

I am applying for the veterans' fee-exemption for this course (due to being a recipient of a Department of Veterans Affairs payment). \*Remember to check if your course has this option on its webpage.

**I am not applying for the fee exemption due to:**

The course I want does not offer a fee-exemption.

The fee-exempt places are no longer available at this time.

I am using Career Transition Assistance Scheme (CTAS) funds to pay for the course.

**I am not using CTAS funds, due to:**

I have expended the funds.

The funds have expired (it's over two years since I discharged)

I'm reserving the funds for other training.

**Would you like CDU to contact you to discuss other training options or any of the questions above?**

## SECTION 8 - THIRD PARTY SPONSORSHIP

If your course fees are going to be sponsored by a Third Party, the Third Party Authorisation form must be completed. The form is available at W:[cdu.edu.au/current-students/student-admin/forms-guides](https://www.cdu.edu.au/current-students/student-admin/forms-guides): submit the completed form as soon as possible to E:[TAFE@cdu.edu.au](mailto:TAFE@cdu.edu.au).

If you are an apprentice, please complete the TAFE105 - Apprentices Third Party Authorisation for Studies form, all other students must complete the TAFE104 - Third Party Authorisation for Studies form.

**NOTE: Payment for CDU staff undertaking approved training should be handled by Journal Transfer**

**Privacy Statement**

Charles Darwin University ("CDU") is committed to protecting the privacy of every individual and handling personal information an appropriate way. Personal information is defined under the Privacy Act 1988 (Cth) to mean information or an opinion about an identified individual or an individual who is reasonably identifiable. Types of personal information include sensitive information (racial or ethnic orientation, political opinion, religious beliefs, sexual orientation, criminal record, etc.), health information (which is also sensitive information), credit information, employee record information and tax file number information ("personal information").

As a registered training organisation (RTO), CDU collects your personal information to process and manage your enrolment in a vocational education and training (VET) course. CDU uses your personal information to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

CDU is 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). NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. The NCVER privacy notice is attached or available at: [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

The Department of Employment and Workplace Relations (DEWR) is authorised by law, including the Privacy Act 1988 (Cth) and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. Information on how the DEWR handles your personal information, is available in the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

For further information on how CDU will manage and use your personal information please see our Privacy Notice at [cdu-privacy-notice.pdf](#) and our GDPR Privacy Notice at [Microsoft Word - cdu-gdpr-notice.docx](#); as well as our Privacy and Confidentiality Policy at <https://policies.cdu.edu.au/view-current.php?id=1>.

For further information on privacy at CDU, please contact the Privacy Officer at [privacy@cdu.edu.au](mailto:privacy@cdu.edu.au)

**Student Declaration**Enrolment and Fees

1. I declare that I have read the instructions for completing my enrolment and that the information I have provided in connection with this enrolment is true and complete.
2. I will promptly notify CDU of any change to my personal details and acknowledge that a failure to do so will not be an accepted reason for failing to respond to correspondence from CDU.
3. I accept that CDU will contact me via email, SMS and/or phone throughout the duration of my study and after I leave CDU for a variety of purposes.
4. I acknowledge that I must ensure that my enrolment and withdrawal is correctly managed in line with CDU policy.
5. I understand that I am responsible for notifying Centrelink of study load or changes to study load where applicable.
6. I acknowledge that CDU provides integrated student support throughout training, and authorise CDU to enrol me in student support modules as part of the enrolment process or on commencement of training if required.
7. I acknowledge that it is my responsibility to enrol correctly and that I must only enrol in units that comply with the requirements of my course. I have also read the recommended study plan for my course, which can be found at <http://www.cdu.edu.au/courses>.
8. I agree to meet all enrolment deadlines and make payment of all fees arising from this enrolment by their due date. I understand that I must accept the consequences of not meeting these due dates in accordance with instructions either published by CDU or sent to me in any correspondence from CDU relating to my enrolment.
9. I declare that if this course is supplied under NTG recurrent funding (including the entitlement) and if I am an NT or Commonwealth Government employee, I am undertaking this training for personal reasons and it is not professional development requested by my employer.
10. I acknowledge that, unless I withdraw from a unit prior to the census date, I will be liable for the relevant tuition fee or student contribution amount, student services and amenities fees, and any other fees or charges applicable to my enrolment.
11. I agree to provide my Australian Government issued Unique Student Identifier (USI) within the required timeframe (if applicable). I authorise Charles Darwin University to verify a USI supplied by me; or search for and locate an existing USI; or obtain a USI on my behalf, and view my training records and results on the USI website. I understand that if my USI is not recorded, no qualifications or statements of attainment can be issued.

CDU Rules

12. I agree to be bound by CDU's policies and procedures.
13. I agree to act in accordance with the lawful instructions of the officers of CDU.

## Communication and Notices

14.I acknowledge that CDU correspondence, including formal notices and other communications, may be issued to me electronically and/or via my CDU email account and I agree to check these announcements and CDU emails on a regular basis.

## Surveys

15.I acknowledge that I 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. I may opt out of the survey at the time of being contacted.

## Marketing/Promotional Material

16.I acknowledge that I may be photographed, recorded and/or filmed while I am enrolled at CDU. I hereby consent to the use of any photographs, films, videos and audio recordings of my appearance for promotional, commercial and marketing purposes on any present or future media or means known or unknown by CDU. CDU will, wherever possible have regard to my cultural, family and personal sensitivities. I also acknowledge that I may cancel this consent at any time by contacting [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au).

## Information Sharing

17.I acknowledge that CDU may share my personal information with third parties when they have a valid reason to do so, for example:

- agents or appointed representatives;
- partnered universities or organisations;
- regulators which may include, Australian Skills Quality Authority (ASQA), Independent Commission Against Corruption (ICAC), Information Commissioner NT, Australian Government Department of Education, Skills and Employment (DESE), and the National Centre for Vocational Education Research Ltd (NCVER); as well as other regulators and law enforcement agencies in Australia and around the world;
- solicitors (who may be legal representatives for you, CDU, or a third party) and other professional services firms (including CDU's auditors); and
- CDU's insurers who work with CDU to help manage the insurance claims process.

18.I acknowledge that CDU may also make my personal information available to their controlled and associated entities and service providers who assist CDU in providing services to me.

## Academic Integrity

19.I agree to maintain the highest ethical standards of academic integrity. CDU's Student Academic Integrity Policy can be viewed at <https://policies.cdu.edu.au/view-current.php?id=50>.

20.I acknowledge that I have a responsibility to appropriately acknowledge the contribution of others in all academic work I complete.

21.I recognise that plagiarism, cheating, collusion, fraud, fabrication or falsification of data are not acceptable.

## CDU Alumni

22.I acknowledge that upon completion of my course, my CDU student account and associated email address will become a CDU Alumni account and email address. CDU will continue to contact me as an Alumni of CDU post-graduation and I understand that I can opt-out from an Alumni account at any time by contacting [alumni@cdu.edu.au](mailto:alumni@cdu.edu.au).

CDU - Student Central  
Orange Building Level 1.1 | P. 1800 061 963 | E. [student.central@cdu.edu.au](mailto:student.central@cdu.edu.au)

For more information on how CDU will handle your personal information please refer to CDU's privacy policy at [W. cdu.edu.au/about-cdu/leadership-structure/strategic-services-governance/legal/privacy-confidentiality](http://W.cdu.edu.au/about-cdu/leadership-structure/strategic-services-governance/legal/privacy-confidentiality)

**I declare that I have understood and accept the above privacy statement and student declaration terms and conditions.**

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

*\*Parental/guardian consent is required for all students under the age of 18.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **NCVER Privacy Notice**

### Why we collect your personal information

As a registered training organisation (RTO), we collect your 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 the NCVER and other bodies handle your personal information

The 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 relation to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purpose 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at

W. [ncver.edu.au/privacy](http://ncver.edu.au/privacy).

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

DESE 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 the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at W. [dese.gov.au/national-vet-data/vet-privacy-notice](http://dese.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 Charles Darwin University 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