

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

Student Number

Title  Mr  Mrs  Ms  Miss  Dr

Surname

Given Names

Gender  Male  Female  
 Indeterminate/Intersex/Unspecified

Date of Birth (dd/mm/yyyy)

Former Surname

**Tick status where applicable**

CDU Staff  Apprentice

**Domestic**  NT  Interstate  
**International Visa holder**  Student Visa  Other Visa

**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 [www.usi.gov.au](http://www.usi.gov.au) to apply for your USI and activate your USI account.

If you are unable to create your USI, please complete the attached 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 VET Student Guide [www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide)

I require proof of enrolment and a study plan for Centrelink

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

**Domestic students enrolled in VET 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
- 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 Visa, Passport, current Centrelink or Veteran's Affairs card to this enrolment form.

- Your course is conducted in the Northern Territory and more than 50kms away from Darwin, Palmerston, Alice Springs, Jabiru, Nhulunbuy, Katherine, Batchelor and Tennant Creek (R2).

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

**SECTION 3 - Complete if you are seeking 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. Please indicate below if you are seeking a Credit Transfer.

I intend to seek credit transfer/s for previous studies completed. (Please complete the VET110 - Application for Credit Transfer form)

**RPL** - The University offers RPL as a form of assessment, if you think you qualify, please discuss with the Team Leader/Lecturer. If you are seeking RPL through the self assessment process, you must have completed the VET121 - RPL Application form before completing this enrolment form.

Please tick the box if you are currently undertaking the RPL self assessment.

**SECTION 4 - COURSE DETAILS – Must be completed with a Team Leader/Lecturer 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 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 2019. Teaching periods indicate the period in which you are starting a particular unit.

**Teaching periods in 2019 start on: Teaching Period 1 – 1 January; Teaching Period 2 – 1 April; Teaching Period 3 – 1 July; Teaching Period 4 – 1 October.**

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

**TEAM USE ONLY**

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

Lecturer Name  Lecturer Signature  Date

**Student RPL Request recorded on Team Register**

## 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 Resident  
 Temporary Entry Permit including student visa or diplomat or a dependant of a diplomat  
 Status other than one of the above

### 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?

- 1100  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

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

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

- 008  Bachelor Degree or Higher Education  
410  Advanced Diploma or Associate Degree  
420  Diploma (or Associate Diploma)  
511  Certificate IV (or Advanced Certificate/Technician)  
514  Certificate III (or Trade Certificate)  
521  Certificate II  
524  Certificate I  
990  Certificate other than the above  
 No, I have not completed any of the above qualifications.

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

### 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

## SECTION 7 - 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: [cd.edu.au/current-students/adminforms](http://cd.edu.au/current-students/adminforms); forward the completed form as soon as possible to your industry team CSO.

If you are an apprentice, please complete the VET105 - Apprentices Third Party Authorisation for Studies form, all other students must complete the VET104 - Third Party Authorisation for Studies form.

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

## SECTION 8 - PRIVACY STATEMENT & DECLARATION - All students must complete

### Student Declaration

1. I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.
2. I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.
3. I am aware of what is required for entry into this course.
4. I have been informed of fees & charges associated with this course, including the requirements and timelines to withdraw without incurring fees.
5. I further undertake to pay the prescribed fees and charges (if any) within the time allowed by Charles Darwin University for such payment.
6. I understand that I am responsible for notifying Centrelink of study load or changes to study load where applicable.
7. I acknowledge that I have access to, and have read the information supplied in the VET Student Guide.  
[www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide)
8. I acknowledge that I have access to, and have read the information regarding VET Student Loans schemes, if applicable.
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 while I am enrolled I will comply with the rules, policies, procedures and by-laws of Charles Darwin University.
11. I understand that Charles Darwin University will not disclose the information provided by me on this form to third parties, without my written consent, in accordance with Charles Darwin University's Privacy Policy, which is available at:  
[www.cdu.edu.au/governance/doclibrary/pol-032.pdf](http://www.cdu.edu.au/governance/doclibrary/pol-032.pdf)
12. I agree to be contacted via electronic means while I am a student at Charles Darwin University.
13. I acknowledge that it is my responsibility to provide a Unique Student Identifier (USI).  
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.
14. I acknowledge that I may be photographed, recorded and/or filmed while I am enrolled at Charles Darwin University (CDU). I hereby consent to the use of any photographs, film, videos and audio recording 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  
[vet-enquiries@cdu.edu.au](mailto:vet-enquiries@cdu.edu.au).
15. 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.

### Privacy Notice

I understand that under the *Data Provision Requirements 2012* Charles Darwin University is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement, and that the information contained on my enrolment form may be used by Charles Darwin University or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am secondary student undertaking VET, including school-based apprenticeship or traineeship.
- Employer - if I am enrolled in training paid by my employer.
- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys.
- 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;
- administering VET, including program administration, regulation, monitoring and evaluation.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey which may be administered by a NCVER employee, agent or third party contractor, and that I 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))

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

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

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

# Application for Unique Student Identifier (USI)

Complete this form to allow Charles Darwin University to apply for a USI on your behalf

## PERSONAL DETAILS - \* indicates a mandatory field

First Name \*

Middle Name

Family Name \*

Date of Birth \*   
(dd/mm/yyyy)

Country of Birth \*

Town/City of Birth\*

Gender \*  Male  Female

Country in which you are studying\*

## CONTACT DETAILS - \* indicates a mandatory field

Preferred Contact Method \*  Email  Mobile  Mail  
*Please provide contact details for preferred contact method*

Email Address

Mobile Phone

Home Phone   
(including area code)

Country of Residence\*

Postal address

Suburb/Town/City

State  Post Code

Preferred method of contact\* - This is required by the USI office so your USI number and account activation instructions can be sent to you. It is recommended that all four contacts (email, mobile phone, home phone and postal address) are completed where possible to assist in circumstances where one contact method fails. Email is the best option for contact because of the speed of contact and ability to easily access and store information in this format.

## EVIDENCE OF IDENTITY

Please indicate which form of ID you would like to use to create your Unique Student Identifier, and attach a certified copy with the application form (CDU staff can authenticate a copy of the original document)

- Australian Driver's License
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Citizenship Certificate
- ImmiCard
- Australian birth certificate (A birth certificate extract will not be accepted)
- Certificate of Registration by Descent

**NOTE** - If you do not have one of the above Evidence of Identity documents, you will need to provide an acceptable alternate document as Evidence of Identity with your application (see page 2).

This form and any copy of ID provided will be securely destroyed once your USI has been applied for and verified

## Document Verification Service (DVS) override

Please indicate which form of Alternative ID you would like to use to create your Unique Student Identifier, and attach a certified copy with the application form (CDU staff can authenticate a copy of the original document)

### Alternative ID documents

- Proof of Age Card
- Centrelink Concession and Health Care Cards
- Department of Veterans Affairs concession and Health Care Cards
- State Seniors Card

### VET Secondary School (VSS) Students

- May provide a statement from the Secondary School submitted on a School Letterhead verifying the students identity, and **must** be signed by the Principal

### Indigenous Students

- Indigenous ID card (eg. Larrakeyah Nation and East Arnhem Shire Council)
- May provide a letter from an Indigenous organisation or Indigenous Community Elder verifying the students identity (complete and attach the Document Verification Service (DVS) override - Alternative ID letter. The Alternative ID letter is available from your industry team )

**If none of these documents is available, please contact your VET team**

## Student Declaration

- I authorise Charles Darwin University to apply for a Unique Student Identifier on my behalf.
- I authorise Charles Darwin University to search for and locate an existing Unique Student Identifier.
- I declare that I do not have, and cannot reasonably obtain within a reasonable time any of the listed Evidence of Identity documents, and have provided an acceptable alternative form of ID. (only required if providing alternative ID)
- I declare that I have read the attached USI privacy information sheet, and consent to the collection, use and disclosure of my personal information.

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

This form and any copy of ID provided will be securely destroyed once your USI has been applied for and verified

# Privacy Notice

## Consent for collection, use or disclosure of personal information

The following is provided to you on behalf of the Student Identifiers Registrar (Registrar).

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):

- is collected by the Registrar as authorised by the *Student Identifiers Act 2014*.
- 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;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing 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
- 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.

### Privacy policies and complaints

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](mailto:usi@education.gov.au) or telephone 1300 857 536, international enquiries +61 2 6240 8740. 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.

Source - <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>