

# ENROLMENT FORM

Intended Course of Study	
Course Code	Course Name
10118NAT	Diploma of Social Media Marketing

Personal Details			
<b>Your full name</b>			
Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please write your name <b>exactly</b> as written in the identity document, you choose to use.			
Title	Given names	Family Name (Surname)	
Enter your birth date (dd/mm/yy)		Gender	
		Male	Female Other
<b>Contact information</b>			
Home phone (including area code)		Mobile	
Email address			
<b>Emergency contact information</b>			
Emergency contact name	Relationship to you	Emergency contact number	

What is the address of your usual residence?		
Please provide the physical address (street number and name <b>not post-office box</b> ) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.		
If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.		
Building/Property name		
Flat/Unit details		
Street or lot number (e.g. 205 or Lot 118)		
Street name		
Suburb, locality or town		
State/territory	Postcode	

What is your postal address (if different from above or 'AS ABOVE')?			
Building/Property name			
Flat/Unit details			
Street or lot number (e.g. 205 or Lot 118)			
Street name			
Postal delivery information (e.g. PO Box 254)			
Suburb, locality or town			
State/territory		Postcode	

Language and Cultural Diversity		
<b>In which country were you born?</b>		
Australia	Other (please specify)	
<b>Do you speak a language other than English at home?</b> <i>(If more than one language, indicate the one that is spoken most often)</i>		
No – English only	Yes (please specify)	
<b>Are you of Aboriginal or Torres Strait Islander origin?</b>		
No	Yes, Aboriginal	Yes, Torres Strait Islander
Yes, both	Unsure	Prefer not to say

Disability	
<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>	
Yes	No (Go to the next section -Schooling)
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) <i>Please refer to the Disability supplement on the following page for an explanation of the following disabilities.</i>	
Hearing/deaf	Acquired brain impairment
Physical	Vision
Intellectual	Medical condition
Learning	Other:
Mental illness	
<b>If you answered YES to the above question do you require any assistance to participate in this course?</b>	
No	Yes (We'll arrange a meeting to discuss this with you)

### Disability Supplement

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.

#### **'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.

#### **'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.

#### **'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.

#### **'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.

#### **'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.

#### **'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.

#### **'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.

#### **'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.

#### **'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.

Schooling	
<b>What is your highest COMPLETED school level?</b>	
If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have <b>actually completed</b> 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. <b>(Tick ONE box only)</b>	
Completed Year 12	Completed Year 9 or equivalent
Completed Year 11	Completed Year 8 or lower
Completed Year 10	Never attended school
<b>Are you still enrolled in secondary or senior secondary education?</b>	
Yes	No

Previous Qualifications Achieved			
<b>Have you SUCCESSFULLY completed any of the qualifications listed below?</b>			
Yes	No		
If yes, please enter one of these Prior Education Achievement Recognition Identifiers (PEARI) any applicable qualification level:		Note: If you have multiple PEARI for any one qualification, use the following priority order to determine which identifier to use	
A	– Australian	1.	A – Australian
E	– Australian equivalent	2.	E – Australian equivalent
I	– International	3.	I – International
<b>LEVEL</b>	<b>A</b>	<b>E</b>	<b>I</b>
Bachelor’s Degree or Higher (Masters or PhD)			
Advanced Diploma or Associate Degree			
Diploma (or Associate Diploma)			
Certificate IV (or Advanced Certificate/Technician)			
Certificate III (or Trade Certificate)			
Certificate II			
Certificate I			
Certificates other than the above			

Employer Details			
<b>Enter your current employment information (where applicable)</b>			
Organisation name		Position held	
Supervisor/Manager name			
Employers street address			
Suburb, locality or town			
State/territory		Postcode	
Telephone			
Managers email			

## Employment

**Of the following categories, which BEST describes your current employment status?**

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (**35 hours or more per week**) or part-time employed (less than 35 hours per week). **(Tick ONE box only)**

Full-time employee	Employed – unpaid worker in a family business
Part-time employee	Unemployed – seeking full-time work
Self-employed – not employing others	Unemployed – seeking part-time work
Self-employed – employing others	Unemployed – not seeking employment

## Occupation level

**Which of the following classifications BEST describes your current or recent occupation?**

**(Tick ONE box only)** If unemployed, go to the next question.

Managers	Sales Workers
Professionals	Machinery Operators and Drivers
Technicians and Trade Workers	Labourers
Community and Personal Service Workers	Other:
Clerical and Administrative Workers	

## Industry

**Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only)** If unemployed, go to the next question.

Agriculture, Forestry and Fishing	Financial and Insurance Services
Mining	Rental, Hiring and Real Estate Services
Manufacturing	Professional, Scientific and Technical Services
Electricity, Gas, Water, Waste Services	Administrative and Support Services
Construction	Public Administration and Safety
Wholesale Trade	Education and Training
Retail Trade	Health Care and Social Assistance
Accommodation and Food Services	Arts and recreation Services
Transport, Postal and Warehousing	Other Services
Information Media and telecommunications	

**Study Reason**

**Of the following categories, which BEST describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only)**

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

### Unique Student Identifier

All Fluent Education applicants must obtain a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

1. Please note: Fluent Education can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment if you do not have a Unique Student Identifier (USI).
2. If you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

#### Enter your Unique Student Identifier (USI) (if you already have one)

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#### DECLARATION:

In providing my USI, you confirm Fluent Education is authorised to collect, use and disclose your student identifier for the purposes required under the *Student Identifiers Act 2014*.

You understand that you will receive a notice regarding Fluent Educations use of this information to confirm you USI.

You understand that Fluent Educations' name included in the notice may be different to the name they are familiar with – the name of the organisation verifying your USI is **Datum College Pty Ltd**.

### Learner Unique Identifier (QUEENSLAND STUDENTS ONLY)

#### Do you have a Learner Unique Identifier?

If yes, please provide the 10 digit number. If no, or don't know, tick box

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### Victorian Student Number (VICTORIAN STUDENTS ONLY)

#### Enter your Victorian Student Number (VSN)

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If you have entered your VSN you can skip the question below and go straight to the next section

#### Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No (Go to next section)

Yes – I have attended a Victorian school since 2009

#### Enter name of most recent Victorian school attended:

Yes – I have participated in training at a TAFE or other registered training organisation since the beginning of 2011

#### List the 3 most recent registered training organisations with which you have participated in Victoria since 2011:

1)

2)

3)

## Victorian Government VET Student Enrolment Privacy Notice (VICTORIAN STUDENTS ONLY)

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

### Collection of your data

Fluent Education is required to provide the Department with student and training activity data. This includes personal information collected in the Fluent Education enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Fluent Education provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at:

<http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

### Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by Fluent Education; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

### Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

### Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

### Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

### Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact Fluent Education in the first instance by phone 0447 573 472 or email [student.support@fluent.edu.au](mailto:student.support@fluent.edu.au)

### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

## Victorian Government VET Student Enrolment Privacy Notice (Victorian Students only)

### Declaration

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Applicant Signature:

Date:

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

Parent / Guardian Signature:

Date:



## Privacy Notice & Applicant Declaration

Under the *Data Provision Requirements 2012*, Fluent Education 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 Fluent Education for statistical, administrative, regulatory and research purposes. Fluent Education 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](http://www.ncver.edu.au)).

Fluent Education retains a record of personal information about all individuals with whom we undertake any form of business activity. Fluent Education must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

As a government registered training organisation, regulated by the Australian Skills Quality Authority, Fluent Education is required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the *National Vocational Education and Training Regulator Act 2011* and associated legislative instruments.

Fluent Education must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs. Other legal requirements, as noted earlier in this policy, also require considerable identification arrangements.

For information about how Fluent Education collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Fluent Education privacy policy which can be found within the Student Handbook and on the web at [www.fluent.edu.au](http://www.fluent.edu.au).

This Privacy Policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of, and understanding of these details, and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

## Applicant Declaration and Consent

### Declaration and Consent

- 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.
- In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Fluent Education.
- I have read and consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)

### Marketing Use Content

- I give Fluent Education permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.
- I authorise images of my participation in training to be used by Fluent Education for future marketing and business purposes.
- I understand that I retain the right to withdraw my consent at any time.

I choose to opt-out of this marketing and usage consent.

Date:

Applicant Signature:		Time:	
<i>*Parental/guardian consent is required for all students under the age of 18.</i>			
Parent / Guardian Name:			
Parent / Guardian Signature:		Date:	/ /
		Time:	