



Student Application Form

Step 1: Personal Details

TasTAFE Student ID (if known):

Unique Student Identifier (USI):

To obtain a USI for the first time, or retrieve a forgotten USI, visit www.usi.gov.au/students.

If you are experiencing difficulties with retrieving your USI, please contact your local Client Services for assistance.

1. Student details

Family name:

Previous family name (if applicable):

Given name:

Other given names (if applicable):

Preferred name:

Date of birth (DD-MM-YYYY)

Title (Mr, Mrs, Ms, Miss, Dr, Other):

Gender:

☐

Female

☐

Male

☐

Gender diverse/Non-binary

2. Citizenship/Residency status

Are you an Australian Citizen?

☐

Yes

☐

No

If NO, are you a Permanent Resident?

☐

Yes

☐

No

If NO, are you a New Zealand Citizen?

☐

Yes

☐

No

If NO, are you a full fee paying international student?

☐

Yes

☐

No

If YES, to any of the above, proceed to Section 3.

If NO, please select a Visa category (tick one box):

☐

Humanitarian Visa

☐

Skilled Region Visa (include a copy of your State Sponsorship Confirmation)

☐

Partner (spouse) / Dependant Visa

☐

Other (please specify):

Non-permanent residents should contact a Student Counsellor on a TasTAFE campus or call 1300 655 307. Failure to properly declare your residency status will mean your enrolment could be reviewed or cancelled.

3. Student under 18 (skip this section if you are 18 or over)

Are you an independent student?

Independent students live away from home, support themselves and meet the criteria for independence, as specified by Centrelink.

☐

Yes

☐

No

If YES, please provide evidence.

If NO,

a)

Please ensure your parent/guardian signs the Declaration on the last page.

b)

If you intend to apply for a VET Student Loan your parent/guardian will be required to complete the VET Student Loan parental consent form.

4. Address of your usual Australian Residence

Please provide the Australian physical address where you usually reside rather than any temporary address at which you reside for training, work or other purposes.

Building or property name:

Residential address:

Town/suburb:

State:

Postcode:

Postal address (if different from residential):

Town/suburb:

State:

Postcode:

5. Contact details

Mobile:

Phone (home):

Phone (work):

Personal email:

Alternative email:

6. Emergency contact

Contact name:

Phone number:

7. Disability and/or medical information

Do you have a disability or medical condition?

☐

Yes

☐

No

If YES, please tick the applicable area(s) below:

☐

Hearing/deaf

☐

Physical

☐

Intellectual

☐

Learning

☐

Autism

☐

Mental health

☐

Acquired brain injury

☐

Vision

☐

Neurological

☐

Other (please specify):

☐

Medical condition (please specify):

Do you have a medical condition which may require First Aid of which your teacher should be made aware?

☐

Yes

☐

No

If YES, please complete a Medical Advice/Alert form.

Do you require assistance in case of emergency evacuation?

☐

Yes

☐

No

If YES, please complete a Personal Emergency Evacuation Plan.

8. Indigenous status

Are you of Australian Aboriginal and/or Torres Strait Islander origin?

☐

Australian Aboriginal

☐

Torres Strait
Islander

☐

Australian Aboriginal and Torres Strait Islander

☐

No

9. Cultural diversity (if born overseas)

Country of birth:

Year of arrival in Australia:

Do you speak another language other than English at home?

☐

No, English only

☐

Yes, please indicate the language which is spoken most often:

10. Schooling

Are you still attending secondary school/college? (Does not include TasTAFE.)

☐

Yes

☐

No

What is your highest completed school level?

☐

Did not go to school

☐

Year 8 or below

☐

Year 9 or equivalent

☐

Year 10 or equivalent

☐

Year 11 or equivalent

☐

Year 12 or equivalent

11. Employment status (tick one box only)

Which best describes your current employment status?

☐

Full-time employee

☐

Part-time employee

☐

Self-employed - not employing others

☐

Unemployed - seeking full-time work

☐

Employer

☐

Unemployed - Seeking part-time work

☐

Employed - unpaid work in a family business

☐

Not employed - not seeking work

12. Occupation (If unemployed or not seeking work, go to question 14)

Which of the following classifications BEST describes your current occupation? (Tick one Box)

- | | |
|-----------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Clerical and Administrative Workers | <input type="checkbox"/> Other |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Professional |
| <input type="checkbox"/> Labourers | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Machinery Operators and Drivers | <input type="checkbox"/> Technicians and Trade Workers |
| <input type="checkbox"/> Managers | |

13. Industry (tick one box only)

Which of the following classifications BEST describes the Industry of your employer?

- | | |
|---------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Administrative and Support Services | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Agriculture, Forestry and Fishing | <input type="checkbox"/> Other Services |
| <input type="checkbox"/> Arts and Recreation Services | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Public Administration and Safety |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Retail Trade |
| <input type="checkbox"/> Financial and Insurance Services | <input type="checkbox"/> Transport, Postal and Warehousing |
| <input type="checkbox"/> Health Care and Social Assistance | <input type="checkbox"/> Wholesale Trade |
| <input type="checkbox"/> Information Media and Telecommunications | |

14. Prior achievements

Have you successfully completed any of the following qualifications?

- | | |
|--------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Bachelor or higher degree | <input type="checkbox"/> Certificate III |
| <input type="checkbox"/> Advanced diploma or associate level | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma level | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV | <input type="checkbox"/> Certificates other than above (e.g. TCE) |

Privacy Notice

Why we collect your personal information

Under the *Personal Information Protection Act 2004* (Tas) and 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.

TasTAFE is a custodian of personal information and subject to the requirements of that Act in regard to the collection, use and disclosure of personal information. TasTAFE collects your personal information in order to enable it to perform its functions and activities.

Your personal information (including the personal information contained in your enrolment) may be used or disclosed by TasTAFE for statistical, administrative, regulatory and research purposes. TasTAFE may disclose your personal information for these purposes to:

- Schools – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employers – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies including Services Australia (the Agency);
- Organisations conducting research on behalf of TasTAFE

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).

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. Information about your enrolment may be disclosed if you are claiming or receiving a payment from Services Australia.

How the NCVER and other bodies including Services Australia 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 relating 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 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.

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

Privacy Notice (continued)

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 [NCVER's Privacy Policy](http://www.ncver.edu.au/privacy) [<http://www.ncver.edu.au/privacy>]

TasTAFE will not share information with Services Australia unless you have claimed or received a payment to or from them. They will keep your information safe and secure.

Personal information disclosed to Services Australia is protected by law, including the *Privacy Act 1988*.

More information about the way that Services Australia handles personal information can be found on their '[Your Right To Privacy](https://www.humanservices.gov.au/individuals/privacy)' page [<https://www.humanservices.gov.au/individuals/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.

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 TasTAFE at apply@tastafe.tas.edu.au 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

Student Declaration and Consent

I understand that TasTAFE, by law, must hold a Unique Student Identifier for each student undertaking nationally accredited training. I provide TasTAFE permission to search for my USI and I acknowledge and agree to the USI Privacy Statement available to me at the [Government USI website](https://www.usi.gov.au/) [<https://www.usi.gov.au/>]

If, and for so long as, my education and training is paid for by a parent, guardian

or sponsor, or I am under a training contract with an employer, I consent to the release by TasTAFE of information relevant to my progress and results to such parent, guardian, sponsor or employer.

I agree to adhere to;

- the relevant [Student Code of Conduct](https://www.tastafe.tas.edu.au/students/learning/code-of-conduct)

[<https://www.tastafe.tas.edu.au/students/learning/code-of-conduct>]

- the [Department of Education's Conditions of Use Policy](https://publicdocumentcentre.education.tas.gov.au/library/Document%20Centre/Conditions-of-use-Policy-for-all-users-of-information-and-communications-technology.pdf)

[<https://publicdocumentcentre.education.tas.gov.au/library/Document%20Centre/Conditions-of-use-Policy-for-all-users-of-information-and-communications-technology.pdf>]

- and [TasTAFE's Student Internet Usage Conditions](https://www.tastafe.tas.edu.au/students/apply-and-enrol/student-internet-usage-conditions)

[<https://www.tastafe.tas.edu.au/students/apply-and-enrol/student-internet-usage-conditions>].

I consent to TasTAFE contacting me in accordance with the contact details provided on this form.

I consent to the collection, use and disclosure of my personal information, in accordance with the Privacy Notice above.

I understand confirmation of course enrolment will be subject to viable numbers.

I understand a refund of tuition fees may only be made in accordance with the [refund policy](https://www.tastafe.tas.edu.au/students/fees) [<https://www.tastafe.tas.edu.au/students/fees>].

I understand that after passing the date where I am no longer eligible for a refund I cannot claim a discount for credit transfers.

I agree that all fees incurred are to be paid in full, and should I default in full or in part, the total value of outstanding fees may be passed on to a Collection Agency for further action and costs may be added to outstanding fees, and my enrolment may be cancelled.

I agree that I am required to notify Services Australia of any change in circumstances that may affect my payment.

I understand that I will not be eligible for my testamur or Statement of Attainment for this course until all fees are paid.

I declare that the information I have provided, to the best of my knowledge, is true and correct.

Student signature:

Date:

If you are under the age of 18 and have not indicated you are an independent student, a parent/guardian must sign below granting permission for you to undertake your training at TasTAFE and attend minor off-campus day excursions as required.

Parent/guardian signature:

Date:

Parent/guardian name:

Step 2: Course Selection Form

Please complete a Course Selection Form to finalise your application. If no Course Selection Forms are available please enter:

Course Code:

Course title:

Campus

(Office use only) Please check that you have:

USI Verified:

(date/initial)

Application Entered:

(date/initial)

Converted to Enrolment:

(date/initial)

☐

Evidence of Visa (if required)

☐

Evidence of Independence (if required)

☐

Evidence of State Sponsorship (if applying for Regional Visa)

☐

Course Selection Form