

Student Enrolment Form

Applicant's Details

Family Name:		Title:	
First name:			
Second Name (if applicable)			
Preferred Name:			
Gender:	☐ Male ☐ Female	Date of Birth:	
Phone Number:		Home Number:	
Address:			
Postal Address:			

Course Details

Course being applied for:			
Training location:	☐ In my workplace (on the job) ☐ At RTO Sample (off the job)		
Starting date:		Date must be complete by:	

Emergency Contact Details

Full name:			
Daytime Number:		Mobile Number:	
Night time Number:		Relationship:	

Personal Details

Which country were you born in?	☐ Australia	☐ Other (Please specify):
Do you speak another language at home besides English? (If more than one language is spoken at home, state which one is used the most.)	☐ No, English only	☐ Yes (please specify):
How well do you communicate in English? (tick)	☐ Very well ☐ Well ☐ Not well ☐ Not at all	
Do you identify as Aboriginal or Torres Strait Islander? (tick one)		
☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, Both Aboriginal & Torres Strait Islander		
Do you consider yourself to have been disabled? (Please mark the box)		
☐ No ☐ Yes, Hearing/Deaf ☐ Yes, Intellectual ☐ Yes, Vision		

☐ Yes, Learning ☐ Yes, Physical ☐ Yes, Medical ☐ Other	
Please specify:	
What is your most RECENTLY COMPLETED school level? (Only check ONE box.)	
☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent	☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school
What year did you finish school?	
Do you still go to secondary school?	
☐ Yes ☐ No	
Have you fulfilled any of the credentials listed below?	☐ No ☐ Yes - Bachelor's Degree or Higher Degree ☐ Yes - Advanced Diploma or Associate Degree ☐ Yes - Diploma (or Associate Diploma) ☐ Yes - Certificate IV (or Advanced Certificate/Technician) ☐ Yes - Certificate III (or Trade Certificate) ☐ Yes - Certificate II ☐ Yes - Certificate I ☐ Yes - Certificates other than the above

Which of the following categories best reflects your present employment situation?	☐ Full-time employee ☐ Part-time employee ☐ Self-employed - not employing others ☐ Employer ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment
Which of the following categories best represents your primary motive for doing this course / traineeship / apprenticeship? (Only check ONE box.)	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try for a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To get into another course of study ☐ For personal interest or self-development ☐ Other reasons
It is important that you supply us with 100 points of identification. Please describe your proof of identification and attach a copy to this enrolment application form. Please see the recommendations for submitting 100 points of identification at the bottom of the enrolment form.	

Applicant's Personal Statement

Why are you taking this course?	
Do you have a specific future professional goal or position in mind?	
Do you believe you have adequate literacy and numeracy skills to complete the course:	☐ Yes ☐ No ☐ Not sure
Are you looking for credit or recognition for earlier training?	☐ Yes ☐ No ☐ Not sure
Are there any special requirements you have that we should be aware of so that we can design your training accordingly:	☐ Yes ☐ No ☐ Not sure
If so, please provide us with the following additional information:	

Unique Student Identifier

From 1 January 2015, you will be obliged to have a Unique Student Identifier (USI) if you are taking nationally recognised training in Australia. Your USI is linked to an online account that contains all of your training records and results (transcript) since January 1, 2015. Your 2015 results will be available on your USI account in 2016.

When applying for a job or enrolling in more education, you will frequently be asked to present your training records and outcomes (transcript). The ability to provide students with simple access to their training data and outcomes (transcript) throughout their lives is one of the key advantages of the USI. You can access your USI account online at any time using a computer, tablet, or smartphone. Fact sheets are available for downloading. Information for USI Students.

Creating your own USI is free and simple, and it will only take a few minutes of your time. Alternatively, we may build your USI for you. We will need some additional identity information from you, such as your driver's licence number, to complete this.

Do you already have a Uniform Student Identifier?	☐ Yes ☐ No ☐ Not sure
Please write your USI explicitly in this space if you have one:	USI:
If you say no, do you want us to build your USI on your behalf?	☐ Yes ☐ No
If you answered yes, which state or territory granted your driver's licence:	
What is the number on your driver's licence?	

If you do not have a Driver's Licence, there are a range of other Proof of ID options including:

- Medicare Card
- Australian Passport
- Visa (with a Non-Australian Passport)
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient – Certificate Of Registration By Descent
- Citizenship Certificate

- ImmiCard

You can examine Proof of ID examples at
<http://www.usi.gov.au/help-centre/proof-of-ID/Pages/proof-of-ID.aspx>.
Please select one of the other ID options.

Employer details (if applicable)

Trading Name:			
Contact Name:			
Contact Number:		Fax Number:	
Workplace Address:			
Starting Date:		Date of Completion:	

Enrolling Student

I certify that the information provided is true and correct by signing this form. I also attest that: I have read the Student Handbook that was provided to me and am aware of my rights and responsibilities. I have read the Schedule of Fees and Payments and am aware of the refund policy.

I have examined the applicable course booklet and have been informed of the training and assessment services that will be given, as well as the units of competency that must be completed. This form contains genuine and correct information from me.

Full name: _____

Signature: _____ Date: ____ / ____ / ____

AHETI Representative

By completing this form, I certify that I will make every effort to offer the services described to students and give students every opportunity to fulfil their planned qualification.

Full name: _____

Signature: _____ Date: ____ / ____ / ____

100 Point Identification Guide

Each candidate is required to present 100 points of identification from the list below.

Use of Identity

Document	Explanation/description	Points
Defence Discharge Papers	Australian Defence Force discharge papers, in your name/former name.	70
Shooter or Firearm Licence	Current shooter or firearm licence showing signature and/or photo and same name as claim. Cannot accept: minor or junior permit and/or licence.	70
Security Licence	Current security protection industry or crowd control licence, showing signature and/or photo and same name as claim.	70
Bank/Financial Institution card, statement or passbook	Current ATM, credit or debit card showing your name and signature. Statement or passbook from current savings or cheque account showing your name and same address (if applicable) as your claim. Cannot accept: cards issued by organisations other than banks, credit unions or building societies, ATM or internet receipts/statements or account documentation issued by banks/financial institutions outside Australia.	40
Child's Birth Certificate	Australian birth certificate for a child showing your name as parent/guardian. Cannot accept: sibling's certificate.	40
Defence Force Identity Card	Identity Card issued by the Australian Defence Force, showing same name as claim, and photo or signature.	40
Australian Driver Licence – Motor Vehicle	Current state or territory issued driver licence, learner permit or provisional licence showing signature and/or photo and same name as claim.	40
Australian Divorce Papers	Australian divorce papers in your name/former name (e.g. Decree Nisi, Decree Absolute).	40
Educational Certificate	Up to 3 school/education qualification certificates for different years in your name/former name (school/TAFE/university/Registered Training Organisation [RTO]).	40
Australian Marriage Certificate	Marriage certificate issued by a state or territory government agency. Cannot accept: church or celebrant issued certificates.	40
Mortgage Papers	Legally drawn mortgage papers for an Australian residence in your name/former name.	40
Name Change	Legal change of name certificate or deed poll certificate.	40
Passport issued outside Australia	Current passport issued by a country other than Australia, with a valid entry stamp or visa.	40
Proof of Age Card	Current proof of age or photo identity card issued by a government agency in your name with photo and/or signature.	40
Registration Certificate from a Professional Board	Registration certificate from a national or state/territory professional registration board (e.g. doctors, nurses, dentists, physiotherapists, accountants).	40
Trade Certificate	Current Australian trade certificate in your name/former name. Must be signed by issuer or claimant.	40
Veterans' Affairs Gold Card	Current Department of Veterans' Affairs Gold Card issued in your name.	40
Reference from Indigenous Organisation	Reference from an Aboriginal/Torres Strait Islander organisation showing referee's full details and length of time they have known you.	20
Educational Report or Reference	Up to 3 school/education reports or references, including enrolment confirmations for different years or semesters, in your name/former name (school/TAFE/university/RTO).	20
Student ID Card	Current student ID card issued in your name with signature and/or photo (school/TAFE/university/RTO).	20
PAYG Payment Summary	PAYG payment summary, less than 2 years old, with tax file number. Cannot accept: Centrelink issued payment summaries.	20
Insurance Renewal	Current insurance renewal for house, contents, vehicle, boat, crop insurance in your name and showing same address as claim.	20
Tenancy Agreement or Lease	Current formal residential tenancy agreement or lease in your name and showing same address as claim.	20
Medicare Card	A current Medicare card showing your name.	20
Motor Vehicle Registration	Current motor vehicle registration showing your name, same address as claim and proof of payment.	20
Documents issued outside Australia	Up to 3 documents issued by a country other than Australia (equivalent to Australian documents listed of at least 20 points value), including lapsed foreign passports.	20
Other Licence	Up to 3 current Commonwealth, state or territory licence for coxswain, boat, aircraft etc. Must have your photo and/or signature and same address as claim (if applicable). Cannot accept: recreational fishing licence.	20
Rates Notice	Paid rates notice in your name and showing same address as claim, less than 12 months old.	20
Utility Account	Up to 3 paid utility accounts (e.g. gas, water, electricity or phone) in your name and showing receipt number and same address as claim, less than 12 months old.	20
Electoral Enrolment	Proof of electoral enrolment card issued in your name and same address as claim.	10
Other Financial Documents	Up to 3 current financial documents, such as superannuation, shares, life insurance, credit card statement or managed investment documents issued in your name. Cannot accept: hire or lease agreement.	10
Health Insurance Card	Current health insurance card showing your name.	10
Motoring Association Card	Current membership card or documents issued in your name.	10
Notice of Assessment	Taxation notice of assessment in your name less than 2 years old.	10
Employment Records	Termination notice, separation certificate, report or reference from employer in your name. Cannot accept: payslips.	10