

# Course Participant Enrolment Form

PLEASE FILL IN ALL SECTIONS CLEARLY AND CAREFULLY BY WRITING IN 'BLOCK LETTERS' USING BLACK PEN

## Course Details

Course Name		Course Code	
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## Personal Details

### PERSONAL DETAILS (PLEASE FILL IN BLOCK LETTERS)

Title		Surname	
Given Name/s			
Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
Date of Birth (dd/mm/yy)		Preferred Name	
Mobile		Work Phone	
Email Address			

### WHAT IS YOUR RESIDENTIAL ADDRESS?

Address			
Suburb / City		State	
		Post Code	

### WHAT IS YOUR POSTAL ADDRESS? (Only complete if different from Residential address above)

Address			
Suburb / City		State	
		Post Code	

## Electrical Licence

Do you have an Electrical Licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	If Yes, which classification (Circle below)
	ELECTRICAL FITTER	ELECTRICAL MECHANIC	ELECTRICAL JOINTER	ELECTRICAL LINESMAN	
Licence Expiry Date			Certificate / Licence / Number		

### DIVISION OF WORKPLACE HEALTH AND SAFETY LICENCE

Do you have an EWP Licence?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Licence Expiry Date		Number	
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## Employment Details

Job role			
Employer		Telephone	
Contact Person / Supervisor			
Employer Address			
Suburb / City		State	
		Post Code	

## Emergency Contact Details

Contact Name		Phone	
Relationship		Mobile	

## Student Identification

ALL PARTICIPANTS UNDERTAKING NATIONALLY RECOGNISED TRAINING MUST PROVIDE A UNIQUE STUDENT IDENTIFIER (USI)

Do you have a USI Indicate number below

USI	
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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

### VICTORIAN PARTICIPANTS ONLY

I am new to the Victorian Education System.  I have never attended a Victorian School, TAFE or other Training Provider.

VSN	
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## Study Reason

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE? PLEASE TICK

To get a job	<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>	To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	To get a better job / promotion	<input type="checkbox"/>	It's a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>

EMPLOYMENT – OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR EMPLOYMENT STATUS?

Full Time Employee	<input type="checkbox"/>	Part-Time Employee	<input type="checkbox"/>
Self-employed (not employing others)	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>	Unemployed – seeking full time work	<input type="checkbox"/>
Unemployed – seeking part time work	<input type="checkbox"/>	Not employed – not seeking employment	<input type="checkbox"/>

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Study Reason cont.

## CLIENT INDUSTRY OF EMPLOYMENT

Agriculture, Forestry and Fishing		Mining	
Electricity, Gas, Water and Waste Services		Construction	
Transport, Postal and Warehousing		Information Media and Telecommunications	
Public Administration and Safety		Education and Training	
Health Care and Social Assistance		Other Services	

## Language and Cultural Diversity

Country of birth	Australia	Other (please specify)	
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DO YOU SPEAK ANOTHER LANGUAGE OTHER THAN ENGLISH WHEN AT HOME? (INDICATE THE LANGUAGE THAT IS SPOKEN MOST OFTEN)

No, English only		Other (please specify)	
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## HOW WELL DO YOU SPEAK ENGLISH?

Very Well		Well		Not Well		Not at all	
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Are you of Aboriginal and / or Torres Strait Islander Origin?	NO		Yes, Aboriginal		Yes, Torres Strait Islander	
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## Schooling

Are you still attending secondary school	YES		NO		Year Completed	
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## SCHOOL LEVEL COMPLETED

Year 12 or equivalent		Year 11 or equivalent		Year 10 or equivalent	
Year 9 or equivalent		Year 8 or Below		Never attended school	

## Disability

Do you have a disability	YES		NO		IF YES, then please indicate the areas of disability, impairment or long-term condition: (YOU MAY INDICATE MORE THAN ONE AREA)
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Physical		Intellectual		Learning		Mental Illness		Hearing/Deaf	
Acquired Brain Impairment		Vision		Medical Condition		Other			

## Qualifications

Have you successfully completed any of the following qualifications?	YES		NO	
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IF YES, THEN TICK ANY APPLICABLE BOXES

Bachelor Degree or Higher		Advanced Diploma or Associate Degree		Certificate II	
Diploma or Associate Diploma		Certificate IV or Advanced		Certificate I	
Certificate / Technician		Certificate III or Trade Certificate		Certificates other than above	

PLEASE TICK TYPE OF QUALIFICATION

AUSTRALIAN QUALIFICATION		AUSTRALIAN EQUIVALENT		INTERNATIONAL QUALIFICATION	
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## Payment

WHO WILL BE PAYING FOR THIS COURSE?

You		Job Services Australia Provided		Employer	
Government Funded		Other (please specify)			

**PLEASE NOTE:** All students will submit a completed enrolment form together with payment of the required course fees before attending their first session of a course. Fees can be paid by cash, EFT, credit card (VISA or MasterCard) or cheque.

**REFUND POLICY:** Our refund policy is detailed in the student handbook on Interlink Training's website.

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### Declaration

Interlink Training as a Registered Training Organisation is required to provide some government agencies with information regarding training that has been undertaken for the purpose of statistical data collection. Also, some employers request records of training outcomes on completion of courses.

Furthermore, InterLink Training may on occasions for compliance purposes, record video footage of Course Participants whilst they are undertaking practical assessments. The video footage will not be used for any other purpose other than demonstrating competency, unless prior authorisation has been obtained in writing from the individual Course Participant.

In the collection, handling and storage of personal information, Interlink Training complies with the requirements of the Privacy Act 1988, the Privacy Amendment (Enhancing Privacy Protection) Act 2012, and the Australian Privacy Principles.

I (Print Name) \_\_\_\_\_

- Understand that Interlink Training will not disclose the information provided by me on this form to third parties, without my written consent, except to other educational institutions, to government bodies, as required or authorised by law or in accordance with the Interlinks Privacy Policy,
- Understand the information contained in this form, and that records of my training may be provided to State and Federal Government Agencies and my employer (where applicable), and I give consent to that occurring.
- Give consent to the Assessor to video record my practical demonstration of competency where it is deemed a compliance requirement.
- Have been made aware of the Student Handbook which contains important information such as:
  - InterLink Refund Policy
  - Grievance Resolution Procedure
  - RPL policy
  - Privacy and Personal Information Policy.
- I authorise Interlink Training to verify a USI supplied by me and view my training records and results on the USI website.
- I understand that if my USI is not recorded, no certificates or documents can be issued.
- I understand that when directed to do so by the National Regulator (Australian Skills Quality Authority - ASQA), InterLink Training will have no option but to cancel or withdraw any Qualification or Statement of Attainment it has issued. Should the Regulator (ASQA) decide to take this course of action, you will be notified in writing of their intention to do so. Course participants will then have the opportunity to respond in writing to ASQA, prior to the decision to cancel a Qualification or Statement of Attainment is implemented.
- I agree to accept the decisions of InterLink Training
- I also declare that the information I have given above is true and correct.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Caregiver signature to be signed if under the age of 18 years

Parent/Guardian/Caregiver Signature: \_\_\_\_\_ Date: \_\_\_\_\_

From time to time Interlink Training may contact you to advise of upcoming courses. If you do not wish to be contacted, or have your

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employer obtain your training records, please advise our administration team.