

Enrolment Form



1. QUALIFICATION / COURSE NAME (E.g. TLILIC0003 Licence to Operate a Forklift Truck)			
2. NAME (Name for credential must match your proof of ID)		3. DATE OF BIRTH	4. GENDER
Family Name:		___/___/___ dd/mm/yy	Male <input type="checkbox"/>
First Name:	Middle Name:		Female <input type="checkbox"/>
5. ADDRESS & CONTACT DETAILS			
Number & Street:		Suburb / Town:	
State:	Postcode:	Home Phone:	Mobile:
Email:			
6. ABORIGINALITY			
Are you of Aboriginal descent? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you of Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. DISABILITY		8. ETHNICITY	
Do you have a permanent or significant disability? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes</i> , please specify type of disability: _____		Were you born in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No City: _____ If NO, in which country were you born? _____	
Do you require special assistance because of this disability? <input type="checkbox"/> Yes <input type="checkbox"/> No			
9. CITIZENSHIP		10. LANGUAGE	
Student Declaration I am an:		Do you speak a Language other than English at home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident		If yes, please specify language spoken: _____	
<input type="checkbox"/> Australian Temporary Resident		How well do you speak English?	
None of the above, please specify: _____		<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all	
Residency: <input type="checkbox"/> NSW Resident <input type="checkbox"/> Work in NSW <input type="checkbox"/> Neither		Will you need help with English? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. SCHOOLING		12. CURRENT / PRIOR ACHIEVEMENTS	
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you currently undertaking study? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What is your highest level of schooling completed?		If YES, please specify: _____	
<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 or lower		Since leaving school, have you completed any Qualification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
In which year did you complete that school level? _____		If YES, tick applicable boxes:	
13. STUDY REASON		<input type="checkbox"/> Trade Certificate <input type="checkbox"/> Advanced/Technician Cert	
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business		<input type="checkbox"/> Certificate Level: _____ <input type="checkbox"/> Associate Diploma	
<input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career		<input type="checkbox"/> Undergraduate Diploma <input type="checkbox"/> Degree/Postgraduate Diploma	
<input type="checkbox"/> To get a better job/promotion <input type="checkbox"/> It was a requirement of my job		Please list: _____	
<input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course			
<input type="checkbox"/> For personal interest / self-development <input type="checkbox"/> Other			
14. EMPLOYMENT			
Of the following categories, which best describes your employment status? Specify one number []			
1 Fulltime 2 Part time 3 Self-employed – Not employing others 4 Employer 5 Employed – unpaid family worker			
6 Unemployed seeking fulltime work 7 Unemployed – seeking part time work 8 Not employed – Not seeking employment			
Employer Name:		Employment Commenced:	Job Title:
_____		___/___/___	_____
15. RECOGNITION OF PRIOR LEARNING			
Do you wish to apply for RPL? <input type="checkbox"/> Yes <input type="checkbox"/> No			
16. SIGNATURE			
I am aware that the information in this enrolment form may be provided to the National Register Authority and National Council of Vocational Education Research for Statistical purposes.			
I have been directed to www.ldo.com.au/forms to access the Policies & Procedures Student Handbook.			
I hereby give permission to LDO Group Training Pty Ltd to film or photograph me during training and assessment.			
I declare that all information given on this form is true complete and correct.			
Trainee Signature: _____		Date: ___/___/___	

UNIQUE STUDENT IDENTIFIER (USI)

The Student Identifiers Act 2014 was proclaimed by the Federal Government on 27 June 2014.

The purpose is to have a complete centralised record of students VET (Vocational Education Training) and achievements which will be accessible to students at any time (only post January 1 2015 records available).

This will require students to obtain a USI (only once).

A USI is effectively an account / reference number (10 alpha-numeric characters eg 3AW988YH9U5) which will make it easier for students to find, collate and authenticate their VET training from a single source.

From 1 January 2015 all RTO's will be required to collect and verify a USI for each student prior to issuing a qualification (Certificate) or Statement of Attainment.

The USI must be provided to the training provider before a person can receive a Statement of Attainment or Qualification post 1 January 2015.

ALREADY HAVE A USI?

ENTER THE NUMBER - _____

HOW TO APPLY FOR A USI

Option 1 – Personal Application

Before logging into the website ensure you have one of the following forms of identification available:

- Driver's license
- Medicare card
- Australian passport
- Visa (with non-Australian passport)
- Birth certificate (Australian)
- Certificate of registration by descent
- Citizenship certificate

Log into the USI website (available 24/7) <http://usi.gov.au/Students/Pages/steps-to-create-your-USI.aspx>

Complete required information

Providing valid information is entered it will take only a few seconds to receive your USI

Enter your USI number in the box above

Option 2 – Authorise LDO Training to obtain on your behalf

Authorise LDO Training to obtain a USI on your behalf by signing below

Supply one of the above forms of identification to LDO Training

This identification will be used solely for the purpose of obtaining a USI on your behalf and will be destroyed immediately after

Be sure to state your city and country of birth on Page 1 at Q8

You will receive notification by email, SMS or letter providing your USI and asking you to activate your account. Your training provider (LDO Training) will also be advised of your USI

Authorisation

I hereby authorise LDO Training to obtain a USI (Unique Student Identifier) on my behalf and have supplied one of the appropriate forms of identification for this purpose.

Student Signature

Date

ID MUST BE SIGHTED BY TRAINER

Type of Identification:

- Drivers Licence: (State _____)
- Passport
- Other: _____

Name on Identification:

ID Number:

Trainer to sight ID and sign to

confirm correct details written here:
