49 Condamine Street
DALBY QLD 4405
Ph: 07 4662 6860 – Option 2

Email: training@macnellies.com.au

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Module/s to be Enrolled	Course date:						
☐ Enter Confined Space ☐ Enter & Work in Confin ☐ Work in accordance w	☐ Gas Test Atmosphere (MSMWHS217) ☐ Operate Breathing Apparatus (MSMWHS216) (200)						
Personal Details (legal name as used to apply for your USI number)							
Family Name (Surname):			USI Number:				
First Name:	Middle	Name:	Preferred Name:				
Date of Birth:		Gender:	☐ Male ☐ Female ☐ Other			ег	
(dd	l/mm/yyyy)	Title: □ M	r □ Mrs [□ Ms	☐ Miss	☐ Other	
Permanent Residential Address:							
Suburb:	State:		Country:			Post Code:	
Postal Address (if different from above):							
Suburb:	State:		Country:			Post Code:	
Home Phone:	Phone: Work Phone:						
Mobile Phone:			Email:				
Alternate Email Addres	s (Optional):						
Employer Details							
Employer Trading Name	e:						
Employer's Contact Name: Phone:							
Do you give permission to be surveyed by – NCVER? (National Centre for Vocational Education Research)						ducation Research)	
☐ Available for survey us☐ Excluded from survey☐ Overseas (address or	use □ Co	 ☐ Invalid address / Itinerant student (very low likelihood of response) ☐ Correctional facility (address or enrolment) ☐ Minor – under age of 15 (not to be surveyed) ☐ Deceased student 					
Language and Cultural Diversity							
Country of Birth:			Town of Birth:	:			
Do you speak a language other than English at home?:			☐ No, English only ☐ Yes, other - please specify:				
Are you of Aboriginal o	☐ No ☐ Torres Stra	□ No □ Yes, □ Torres Strait Islander □ Both, ABTSI					

REF: RTO – Form: 021(a) MacNellie's Workplace Safety Certificate No.:

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Disability							
Do you have a disability, impairment or long term medical condition? ☐ No ☐ Yes							
If yes, please indicate: ☐ Hearing/deaf ☐ Physica ☐ Acquired brain impairment ☐ Vision ☐ Learning							
Do you require language or literacy assistance?	□ No □ Yes						
What is your highest COMPLETED school level? (Tick ONE box only)							
☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent	☐ Year 9 or equivalent☐ Year 8 or below☐ Never attended school						
Are you still enrolled in secondary or senior secondary education?							
□ No	☐ Yes						
Previous qualifications SUCCESSFULLY completed?	□ No □ Yes						
 □ Bachelor degree or higher degree □ Advanced diploma or associate degree □ Diploma (or associate diploma) □ Other education (including certificates or overseas qualifications not listed above) 	 □ Certificate IV (or advanced certificate/technician) □ Certificate III (or trade certificate) □ Certificate II □ Certificate I 						
Employment Status							
 ☐ Full-time Employee ☐ Part-time Employee ☐ Self-Employed – not employing others ☐ Self-Employed – employing others 	 ☐ Employed – unpaid worker in a family business ☐ Unemployed – seeking full-time work ☐ Unemployed – seeking part-time work ☐ Not employed – not seeking employment 						
Reasons for doing course							
☐ 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 ☐ Other reason	 □ 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 □ To get skills for community/voluntary work 						
Privacy Statement & Student Declaration (Please read carefully before signing)							
Why we collect your personal information As a registered training organization (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Failure to supply the requested information may result in us being unable to enroll you as a student. 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.							

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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). The NCVER is responsible for collecting, managing, analyzing 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 authority.

How the NCVER and other bodies 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, regulations, 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.

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 the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the details listed at the top of this page.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfill specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice.

<u>Surveys</u>

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 MacNellie's Workplace Safety to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled

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

- ask a question about this Privacy Notice
- www.macnellies.com.au

Student 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.					
Student Signature [or electronic acknowledgement]:	_ Date:				
Parent/Guardian Signature [or electronic acknowledgement]:	_ Date:				

REF: RTO – Form: 021A(a) MacNellie's Workplace Safety