49 Condamine Street
DALBY QLD 4405
Ph: 07 4662 6860 – Option 2
Email: training@macnellies.com.au

THE COMPLETE PACKAGE

Make Work Safe (MWS) Pty Ltd RTO 46201

Module/s to be Enrolled in (please indicate)	**Course date:**
☐ Work Safely at Heights (RIIWHS204E)	
Please tick if you require a Printed copy of your certificate ☐	Please tick if you require a wallet ID Card ☐

Unique Student Identifier (USI)

From 1 January 2015, we MacNellie's Workplace Safety can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI).
In addition, we are required to include your USI in the data we submit to NCVER.
If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi

USI Number:	
Country of Birth:	**Town of Birth:**

Personal Details (legal name as used to apply for your USI number)			
Family Name (Surname):			
First Name:	**Middle Name:**	**Preferred Name:**	
Date of Birth: / / (dd/mm/yyyy)	**Gender:** ☐ Male ☐ Female ☐ Other		
	Title: ☐ Mr ☐ 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:		**Work Phone:**	
Mobile Phone:		**Email:**	
Alternate Email Address (Optional):			

Employer Details	
Employer Trading Name:	
Employer's Contact Name:	**Phone:**

I, Authorise Make Work Safe to send a copy of my Certificate to my employer ☐ Yes ☐ No

Do you give permission to be surveyed by – NCVER? (National Centre for Vocational Education Research)		
☐ Available for survey use	☐ Invalid address / Itinerant student (very low likelihood of response)	
☐ Excluded from survey use	☐ Correctional facility (address or enrolment)	
☐ Overseas (address or enrolment)	☐ Minor – under age of 15 (not to be surveyed)	☐ Deceased student

Language and Cultural Diversity

Do you speak a language other than English at home?: ☐ No, English only ☐ Yes, other - please specify:_____

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes,
☐ Aboriginal ☐ Torres Strait Islander ☐ Both, ABTSI

Disability (This is required to Support your training)

Do you have a disability, impairment or long-term medical condition? ☐ No ☐ Yes

If yes, please indicate: ☐ Hearing/deaf ☐ Physical ☐ Medical Condition ☐ Mental Illness
☐ Acquired brain impairment ☐ Vision ☐ Learning ☐ Intellectual ☐ Other:_____

Please supply additional details, so we can support your training:

_____

_____

Do you require language or literacy assistance? ☐ No ☐ Yes
What supports do you need?

_____

_____

What is your highest COMPLETED school level? (Tick ONE box only)	
☐ Year 12 or equivalent	☐ Year 9 or equivalent
☐ Year 11 or equivalent	☐ Year 8 or below
☐ Year 10 or equivalent	☐ 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	☐ Certificate IV (or advanced certificate/technician)
☐ Advanced diploma or associate degree	☐ Certificate III (or trade certificate)
☐ Diploma (or associate diploma)	☐ Certificate II
☐ Other education (including certificates or overseas qualifications not listed above)	☐ Certificate I

Employment Status	
☐ Full-time Employee	☐ Employed – unpaid worker in a family business
☐ Part-time Employee	☐ Unemployed – seeking full-time work
☐ Self-Employed – not employing others	☐ Unemployed – seeking part-time work
☐ Self-Employed – employing others	☐ 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 of 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.

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 (DEWR), 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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice.

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 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
- ask a question about this Privacy Notice

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.

I declare I have read the Student Handbook (located on MacNellie's Website) and understand its contents.

Student Signature [or electronic acknowledgement]:_____ Date: _____

Parent/Guardian Signature [or electronic acknowledgement]:_____Date: _____

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