

## Student Application Form

Personal Details of Student (as per identification)		What is the highest COMPLETED School Level?			
Title: (Miss Ms Mr):		<input type="checkbox"/> Completed Year 8, Year _____	<input type="checkbox"/> Completed Year 9, Year _____	<input type="checkbox"/> Completed Year 10, Year _____	
Given Name(s):		<input type="checkbox"/> Completed Year 11, Year _____	<input type="checkbox"/> Completed Year 12, Year _____		
Preferred Name:					
Surname:					
Birth Date: (dd-mm-yyyy)	__/__/____	Are you still attending secondary school? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Are you known by any other name? <input type="checkbox"/> No <input type="checkbox"/> Yes	If YES, what other names do you go by? _____	Do you consider yourself to have a disability, impairment or long-term medical condition which is likely to affect your study? Disclosing a disability is confidential. <input type="checkbox"/> YES <input type="checkbox"/> NO			
Mobile Number:		If YES, what is your disability?			
Home Number:					
Email:		Have you successfully completed any qualifications? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Alternative Email:		Name of Qualification:			
Permanent Address (USUAL RESIDENTIAL ADDRESS, cannot be a PO Box)					
No. & Street:		Year Completed:			
Suburb:		Unique Student Identifiers – NOTE: The RTO CANNOT issue a certificate without a USI.			
State:	Postcode:	<input type="checkbox"/> I do not have a USI Number and authorise the RTO to apply for one on my behalf (you will need to provide your Driver's Licence or Medicare Card).	<input type="checkbox"/> I give the RTO permission to search for my USI.	<input type="checkbox"/> I already hold a USI number  USI: _____	
Postal Address (If different from above)					
No. & Street:					
Suburb:					
State:	Postcode:				
Gender (tick): <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified		Signature: _____			
Vocational Education Training related details					
Country of Birth:		Course details			
City/Town of Birth:		Course Code:			
Country of Citizenship:		Course Title:			
Are you an Australian Citizen/Permanent Resident? <input type="checkbox"/> Citizen <input type="checkbox"/> PR <input type="checkbox"/> No		Course Duration:			
Citizenship/PR status (if you selected NO above)		RTO ID & Name: 52805 – Greenhouse Education Pty Ltd			
<input type="checkbox"/> Visa	Visa Number _____	Delivery Location:			
Are you of Aboriginal or Torres Strait Islander origin?		Training Advisor:			
<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Yes, Torres Strait Islander	<input type="checkbox"/> No	Start Date (if applicable):		
Of the following categories, which BEST describes your current employment status?		Emergency Contacts:			
Of the following categories, which BEST describes your current employment status?	<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – unpaid worker in a family business	Name	Relationship	Phone
	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Unemployed – seeking full-time work	1.		

<input type="checkbox"/> Self Employed – not employing others <input type="checkbox"/> Self Employed – employing others		<input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment		2.	
Guardian Details (If student under 18)					
Do you speak a language other than english at home?		<input type="checkbox"/> YES <input type="checkbox"/> NO		Name of Guardian:	
If YES, what language do you speak?				Mobile Number:	
				Email:	
Registered Job seeker:		<input type="checkbox"/> YES <input type="checkbox"/> NO		Address:	
If Yes, Provide your Job Seeker ID: _____				<b>Of the following categories, which BEST describes your main reason for undertaking this study. (Tick ONE box only)</b>	
Do you currently hold a Concession Card?		<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> To get a job existing business <input type="checkbox"/> To develop my another course of study <input type="checkbox"/> To get into job/promotion <input type="checkbox"/> It was a requirement for my job <input type="checkbox"/> To start my own business <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To try for a different career <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get a better job/promotion <input type="checkbox"/> It was a requirement for my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons	
If Yes, What is your Expiry Date? __/__/____					
Job Active Provider/Participation Referral Agent					
Contact Name:				Third Party Disclosure and Declaration	
Contact Email:				The RTO may disclose your personal information for these purposes to third parties, including:	
Date:				<ul style="list-style-type: none"> <li>School — if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship</li> <li>Employer — if you are enrolled in training paid by your employer</li> <li>Commonwealth and State or Territory government departments and authorised agencies, NCVER; Organisations conducting student surveys</li> <li>Researchers</li> <li>Other Registered Training providers - for purpose of training verification of certification provided on application for credit transfer.</li> <li>Job Active providers and their referral agents if applicable.</li> </ul>	
Read the statements below carefully, tick the boxes if you agree				The Data Provision Requirements 2020 clarify what information must be provided to the Australian Skills Quality Authority (ASQA) and reduce duplication to help registered training organisations (RTOs) meet their existing obligations. <a href="https://www.dewr.gov.au/skills-and-training/announcements/data-provision-requirements-update">https://www.dewr.gov.au/skills-and-training/announcements/data-provision-requirements-update</a> . The Data Provision Requirements 2020 adds a requirement for RTOs to keep certain specified information up to date where there has been a change in circumstances.	
<input type="checkbox"/> I acknowledge that I have read and understand Privacy Statement, third party disclosure and declaration, agree to abide by the student Code of Conduct (provided at the time of enrolment) and the rules and regulations during my enrolment.				The National Centre for Vocational Education Research (NCVER) will collect, hold, and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER Policies and Protocols (Including those published on NCVER Website at <a href="http://www.ncver.edu.au/privacy">www.ncver.edu.au/privacy</a> .	
<input type="checkbox"/> I understand that any violations of the student code of conduct will lead to disciplinary measures being implemented.				Personal information is collected from you for the purpose of obtaining and verifying student related details. It is used by government departments for the planning, provision and reporting of educational and vocational training programs as authorised by the Privacy Act 1988 and the Skilling Australia's Workforce Act 2005 and related State and Commonwealth Acts and Regulations.	
<input type="checkbox"/> I confirm that the information provided is true and correct.				Personal information will be managed in accordance with the RTO's Privacy Policy and may be accessed by the individual to whom it is related, by a written request to <a href="mailto:enquiries@greenhouseeducation.com">enquiries@greenhouseeducation.com</a>	
<input type="checkbox"/> I am aware that the classes may not be conducted if there are insufficient numbers of students enrolled.					
<input type="checkbox"/> I have had the 'Student Handbook' made available to me.					
<input type="checkbox"/> I am aware of my rights under the VET Quality Framework, including my rights to appeal, make a complaint, and receive a refund.					
I give Greenhouse Education permission to use photos and/or videos in public material and social media (including any photos and/or videos where I may be recognised) as may be useful. I authorise images of my participation in training to be used by Greenhouse Education for future marketing and business purposes. I understand that I retain the right to withdraw my consent at any time.					
Application Declaration: I understand all the above and wish to submit my application					
Name:					
Signature:					
Date:					
Guardian Signature (if applicable):					
Name:					
Signature:					
Corporate Declaration – Acknowledge all boxes if this applies to your application					
Acknowledgement					
<input type="checkbox"/> The RTO has advised me of the activities that need to be completed in the workplace.					
<input type="checkbox"/> I agree to provide opportunities for the staff to undertake all the required online and workplace self-study and commence immediately upon approval.					
I as the authorised Employer representative, will be paying all student contributions.					
Organisation:					
Signature:				Date:	