



### Personal details

1. Family Name	<input style="width: 95%;" type="text"/>	Unique Student Identifier-USI
Given Names	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms	
2. Date of Birth	<input style="width: 95%;" type="text"/>	3. Gender
4. Home Phone	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Mobile	<input style="width: 95%;" type="text"/>	<input type="checkbox"/> Other
Work Phone	<input style="width: 95%;" type="text"/>	<i>Emergency:</i>
Email	<input style="width: 95%;" type="text"/>	Contact Name <input style="width: 95%;" type="text"/>
5. Address of your usual residence:		Contact Number <input style="width: 95%;" type="text"/>
Building name	<input style="width: 95%;" type="text"/>	6. Postal Address - if different from question 5.
Flat/Unit number	<input style="width: 95%;" type="text"/>	Building name <input style="width: 95%;" type="text"/>
Street/lot number	<input style="width: 95%;" type="text"/>	Flat/Unit number <input style="width: 95%;" type="text"/>
Street Name	<input style="width: 95%;" type="text"/>	Street/lot number <input style="width: 95%;" type="text"/>
Suburb/Town	<input style="width: 95%;" type="text"/>	PO Box/Street Name <input style="width: 95%;" type="text"/>
State <input style="width: 40px;" type="text"/>	Postcode <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	Suburb/Town <input style="width: 95%;" type="text"/>
		State <input style="width: 40px;" type="text"/>
		Postcode <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>

### Enrolment details:

Course Code:	Method of study: : <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time
Course Name:	
Unit Code	Unit Name

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Office use only:**  
 Approved: Yes  No  Trainer \_\_\_\_\_ Date \_\_\_\_\_  
 Course Payment details: Receipt/reference number \_\_\_\_\_ Exemption   
 USI verified: Yes  Data entry Initial: \_\_\_\_\_ IAD Student ID: \_\_\_\_\_



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## Language and cultural diversity

7) In which country were you born?

Australia	<input type="checkbox"/>	1101
<hr/>		
Other - please specify	<hr/>	

8) Do you speak a language other than English at home?  
(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/>	1201
<hr/>		
Yes, other - please specify	<hr/>	

9) Are you of Aboriginal or Torres Strait Islander origin?  
(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	<input type="checkbox"/>	4
Yes, Aboriginal	<input type="checkbox"/>	1
Yes, Torres Strait Islander	<input type="checkbox"/>	2
(Yes for both)		3

## Disability

10) Do you consider yourself to have a disability, impairment or long-term condition?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N
<hr/>		
No - Go to Question 12		

11) If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area)  
Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/>	11
Physical	<input type="checkbox"/>	12
Intellectual	<input type="checkbox"/>	13
Learning	<input type="checkbox"/>	14
Mental illness	<input type="checkbox"/>	15
Acquired brain impairment	<input type="checkbox"/>	16
Vision	<input type="checkbox"/>	17
Medical condition	<input type="checkbox"/>	18
Other	<input type="checkbox"/>	19



## Schooling

12) What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/>	12	
Year 11 or equivalent	<input type="checkbox"/>	11	
Year 10 or equivalent	<input type="checkbox"/>	10	
Year 9 or equivalent	<input type="checkbox"/>	09	
Year 8 or below	<input type="checkbox"/>	08	
Never attended school	<input type="checkbox"/>	02	Never completed any primary or secondary level education - go to question 14

13) Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

## Previous qualifications achieved

14) Have you SUCCESSFULLY completed any of the following qualifications listed in question 15?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N No - go to question 16

15) If YES, then tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>	008
Advanced diploma or associate degree	<input type="checkbox"/>	410
Diploma (or associate diploma)	<input type="checkbox"/>	420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>	511
Certificate III (or trade certificate)	<input type="checkbox"/>	514
Certificate II	<input type="checkbox"/>	521
Certificate I	<input type="checkbox"/>	524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>	990

## Employment

16) Of the following categories, which BEST describes your current employment status?  
(Tick ONE box only)

Full-time employee (35 hours or more per week)	<input type="checkbox"/>	01
Part-time employee (less than 35 hours per week)	<input type="checkbox"/>	02
Self employed - not employing others	<input type="checkbox"/>	03
Self employed - employing others	<input type="checkbox"/>	04
Employed - unpaid worker in a family business	<input type="checkbox"/>	05
Unemployed - seeking full-time work	<input type="checkbox"/>	06
Unemployed - seeking part-time work	<input type="checkbox"/>	07
Not employed - not seeking employment	<input type="checkbox"/>	08



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## Study Reason

17) Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job	<input type="checkbox"/>	01
To develop my existing business	<input type="checkbox"/>	02
To start my own business	<input type="checkbox"/>	03
To try for a different career	<input type="checkbox"/>	04
To get a better job or promotion	<input type="checkbox"/>	05
It was a requirement of my job	<input type="checkbox"/>	06
I wanted extra skills for my job	<input type="checkbox"/>	07
To get into another course of study	<input type="checkbox"/>	08
For personal interest or self-development	<input type="checkbox"/>	12
To get skills for community/voluntary work	<input type="checkbox"/>	13
Other reasons	<input type="checkbox"/>	11

Your right and responsibilities as a student at Institute for Aboriginal Development:

- I have been informed about my class dates and times.
- I authorise IAD staff to get medical assistance for me if I need it.
- If I do not attend class continuously for 5 days IAD Student Services can withdraw me.
- I consent to IAD searching on my behalf to locate my USI on the USI portal system.
- I have been provided with the IAD Student Handbook 2019 and I will approach IAD staff if I have any questions.

IAD may use my photograph for public relations and marketing.    YES     NO



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## Privacy Statement & Student Declaration

### Privacy Notice

Under the Data Provision Requirements 2012, the Institute for Aboriginal Development (Aboriginal Corporation) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the Institute for Aboriginal Development (Aboriginal Corporation) for statistical, regulatory and research purposes. The Institute for Aboriginal Development (Aboriginal Corporation) may disclose your personal information for these purposes to third parties, including:

- School - if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer - if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.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..... DATE .....

PARENT/GUARDIAN SIGNATURE \* ..... DATE .....

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



## **Unique Student Identifier**

From 1 January 2015, we the Institute for Aboriginal Development (Aboriginal Corporation) 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

### **Your Unique Student Identifier (USI) (if you already have one)**

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

## **USI application through your RTO (if you do not already have one)**

### **Application for Unique Student Identifier (USI)**

If you would like us the Institute for Aboriginal Development (Aboriginal Corporation) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I .....authorise the Institute for Aboriginal Development (Aboriginal Corporation) to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>.

**Town/City of Birth**

(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.



**Please provide details for one of the forms of identity below (numbered 1 to 8).**

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

**1. Australian Driver's Licence**

State:  Licence Number:

**2. Medicare Card**

Medicare card number:

Individual reference number (next to your name on Medicare card):

Card colour: (select which applies)

Green

Expiry date

(format MM/YYYY)

(month/year)

Yellow

Blue

Expiry date  /  /

(format DD/MM/YYYY)

(day/month/year)

Name on card:

**3. Australian Birth Certificate**

State/Territory

*Details vary according to State/Territory*

Registration number (all states/territory)

Date printed (NT,SA,ACT)

Certificate number (NT, SA, ACT)

Registration date (QLD, TAS)

Registration year (VIC, NSW, WA, TAS)

**4. Australian Passport**



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Passport number

**5. Non-Australian Passport (with Australian Visa)**

Passport number

**6. Immicard**

Immicard number

**7. Citizenship Certificate**

Stock number

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day/month/year

**8. Certificate of Registration by Descent**

Acquisition date   
Day/month/year

In accordance with section 11 of the Student Identifiers Act 2014, [insert RTO name] will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

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IAD STAFF USE ONLY:

Ensure that all the information completed on this form is exactly the same as written in the identity document provided:

A form of ID sighted by IAD Staff: \_\_\_\_\_ Date: \_\_\_\_\_