Assistive Technology Australia

Accessible Buildings and Environments Course Enrolment Form

Please answer all questions to complete your ABEC enrolment

Personal details

1. Enter your full name

Family Name (Surname)
Given Names

2. Enter your birth date

Day/month/year

3. Sex (Tick ONE box only)

Male	☐ M
Female	☐ F
Unspecified	☐ X

4. What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name
Flat/unit details
Street or lot number (e.g. 205 or Lot 118)
Street name
Suburb, locality or town
State/territory
Postcode

5. What are your contact details?

Phone
Mobile
Fax
Email

Unique Student Identifier (USI)

6. What is your Unique Student Identifier?

USI:

If you do not have a Unique Student Identifier, you may apply for one at http://www.usi.gov.au and notify AT Australia before course commencement.

(This should only take about 5 to 10 minutes to complete.)

Alternatively, do you want AT Australia to apply for a USI on your behalf?

Yes   ☐ Y   No   ☐ N

If **YES**, please provide one of the following valid forms of identification:
- Driver's Licence – issued in Australia
- Medicare Card – current and issued in Australia
- Australian Passport – current
- Australian Birth Certificate
- Certificate of Registration by Descent
- Citizenship Certificate
- Visa
- Immi Card

If you do not have one of these forms of identification, please contact AT Australia on (02) 9912 5800.

Please read the Privacy Notice following in this document as it relates to AT Australia applying for a USI on your behalf.

Language and cultural diversity

7. In which country were you born?

Australia	☐ 1101
Other – please specify	

In which town/city were you born?

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	☐ 1201 **English only – Go to question 11**
Yes, other – please specify	

9. How well do you speak English?

Very well	☐ 1
Well	☐ 2
Not well	☐ 3
Not at all	☐ 4

10. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No	☐
Yes, Aboriginal	☐
Yes, Torres Strait Islander	☐

Disability

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

Yes	☐ Y
No	☐ N **No – Go to question 14**

12. 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):

Hearing/deaf	☐	11
Physical	☐	12
Intellectual	☐	13
Learning	☐	14
Mental illness	☐	15
Acquired brain impairment	☐	16
Vision	☐	17
Medical condition	☐	18
Other	☐	19

Schooling

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

Year 12 or equivalent	☐	12	
Year 11 or equivalent	☐	11	
Year 10 or equivalent	☐	10	
Year 9 or equivalent	☐	09	
Year 8 or below	☐	08	
Never attended school	☐	02	**Never attended school – go to question 16**

14. In which YEAR did you complete that school level?

15. Are you still attending secondary school?

Yes	☐	Y
No	☐	N

Previous qualifications achieved

16. Have you SUCCESSFULLY completed any of the following qualifications?

Yes	☐	Y	
No	☐	N	**No – go to question 19**

17. If YES, then tick ANY applicable boxes.

Bachelor degree or higher degree	☐	008
Advanced diploma or associate degree	☐	410
Diploma (or associate diploma)	☐	420
Certificate IV (or advanced certificate/technician)	☐	511
Certificate III (or trade certificate)	☐	514
Certificate II	☐	521
Certificate I	☐	524
Certificates other than the above	☐	990

Employment

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

Full-time employee	☐ 01
Part-time employee	☐ 02
Self employed – not employing others	☐ 03
Employer	☐ 04
Employed – unpaid worker in a family business	☐ 05
Unemployed – seeking full-time work	☐ 06
Unemployed – seeking part-time work	☐ 07
Not employed – not seeking employment	☐ 08

19. Current Employment Details

AT Australia will contact your employer to complete a questionnaire. Their feedback will play an important role in developing the quality of training at ILC NSW.

Occupation
Organisation Name
Employer's Contact Name
Employer's Contact Phone
Employer's Email

Study reason

20. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

To get a job	☐ 01
To develop my existing business	☐ 02
To start my own business	☐ 03
To try for a different career	☐ 04
To get a better job or promotion	☐ 05
It was a requirement of my job	☐ 06
I wanted extra skills for my job	☐ 07
To get into another course of study	☐ 08
For personal interest or self-development	☐ 12
Other reasons	☐ 11

21. Are you intending to complete the assessment or undertake the course work only? (Tick ONE box only)

Complete Assessment	☐ 01
Course work only	☐ 02

If course work only, please explain why (eg CPD points)

Payment Information

Course Details

Course Name	Accessible Building and Environments Course
Course Duration	Four Days
Fee payable	$1,600.00 (including gst)

An invoice will be sent as soon as course application received. Payment will need to be received prior to course registration being issued.

Course Dates 2017

Please indicate the course you want to attend:

Course Code	Date	
	TBA	☐
		☐

Payment Method

☐ **Invoice**   Please provide invoice details (if recipient different from participant)

☐ **Cheque** (Make cheques payable to Independent Living Centre NSW)

☐ **Direct Deposit**
Payable to Independent Living Centre NSW
St George Bank, BSB 112 879
Acct No. 4295 40510

☐ **Visa**   ☐ **Mastercard**

Name on Card: _____

Card No: | __ __ __ __ | __ __ __ __ | __ __ __ __ | __ __ __ __ |

Exp Date: | __ __ / __ __ | Amount: $_____

Signature: _____

Registration will not be finalised until payment is received. A receipt will be issued.

Cancellation and refunds: when a cancellation or refund is unavoidable, you can:
- Substitute a person in the course
- Request a refund up to 7 days prior to the course (less 10% admin fee)
- Request a transfer to another course

Special considerations: if you have any special needs or dietary requirements please attach the relevant information to your registration form.

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Assistive Technology Australia (AT Australia) to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, AT Australia will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver's licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorized to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorized by the registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask AT Australia to make an application for a student identifier on your behalf, AT Australia will have to declare that AT Australia has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that AT Australia has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
  - current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
  - schools for the purposes of delivering VET courses to the individual and reporting on these courses;
  - the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
  - researchers for education and training related research purposes;

> o   any other person or agency that may be authorized or required by law to access the information;
> o   any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and

- will not otherwise be disclosed without your consent unless authorized or required by or under law.

Privacy Policies and Complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar's Privacy Policy (visit http://www.usi.gov.au/Pages/privacy-policy.aspx)or by contacting the Registrar. The Registrar's Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorized collection, use, access, modification or disclosure of USIs; and
- a failure by AT Australia to destroy personal information collected by AT Australia only for the purpose of applying for a USI on your behalf.

For information about how AT Australia collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to AT Australia 's privacy policy which can be obtained by contacting AT Australia on (02) 9912 5800 or by email to training@at-aust.org.

Declaration   I have read and understand the details provided to me in the **training guide**
I have read, understand and accept the Privacy Notice provided in this Form
I understand the conditions, assessment and appeals process
I agree to participate in the training and assessment

_____   _____
    Student's Signature   Date

Would you like to receive AT Australia training mailouts for upcoming courses (via email)?
☐ *Yes, add me to your mailout list*   ☐ *No, I am not interested*

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