



Student Name:

LEAD

STUDENT ENROLMENT FORM



Personal Details

- Enter your full name *

Family Name (surname)

First Name/s

*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want LEAD to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

- Enter your birth date

DD MM YYYY

- Sex (Tick ONE box only)

Male

Female

Other

- Enter your contact details

Home phone

Work phone

Mobile

Email address 1

Email address 2

- 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 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

- What is your postal address (if different from above)?

Same as Residential Address

please tick if postal address is the same as residential 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

Unique Student Identifier

From 1 January 2015, we LEAD 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

- Enter your Unique Student identifier (if you already have one)

Unique student identifier

THINGS TO KNOW ABOUT USI

- USI numbers are 10 alpha numeric symbols long
- Be clear between common alpha numeric symbols such as the numeric symbol zero (0) and the alpha symbol (O) for owl. You can print down your USI number and attach it to your enrolment form
- Your USI number is for Life keep it in a safe place

DO NOT HAVE A USI???

If you do not have a USI go to www.usi.gov.au and create a USI and record your number in the space above

DO NOT REMEMBER YOUR USI???

If you do not remember your USI go to www.usi.gov.au and there is a function for "I forgot my USI" please go to this to locate your USI number then record it in the space above

Language and cultural diversity

- In which country were you born?

Australia

Other -please specify

In which Town where you born?

- **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

Yes, other please specify

- **How well do you speak English?**

Very well

Well

Not well

Not at all

- **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

Nationality

- **In which country were you born?**

Australia

Other -please specify

- **What is your residency Status?**

Australian Citizen

Permanent Resident

Other-please specify Nationality and Visa number

*****Provide evidence of Residency status or Visa*****

Disability

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

Yes

No

- 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

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other

Please indicate if you have identified support requirements for learning so as LEAD may support you in your learning and development

Schooling

- 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

- In which YEAR did you complete that school level? e.g.2015

- What school *DID* you attend or are *CURRENTLY* attending?

- Are you still attending secondary school? Yes No

- Are you an Australian School Based Apprentice (ASBA)? Yes No

- As an ASBA will you be maintaining your minimum hours of work throughout the school holidays with your employer?

Yes

No

N/A

- If you are under 24 years, might you consider yourself to be a “youth at risk”?

Yes

No

N/A

Previous qualifications achieved

- Have you SUCCESSFULLY completed any of the following qualifications?

Yes

No

- If YES, then tick ANY applicable boxes.

Bachelor degree or higher degree

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate IV (or advanced certificate/technician)

Certificate III (or trade certificate)

Certificate II

Certificate I

Certificates other than the above

Employment

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

Full-time employee

Part-time employee

Self employed – not employing others

Employer

Employed – unpaid worker in a family business

Unemployed – seeking full-time work

Unemployed – seeking part-time work

Not employed – not seeking employment

Current Employer Details

Fill this section in if you are currently employed in any capacity

Business name

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Street name

Postal delivery information (e.g. PO Box 254)

Suburb, locality or town

State/territory

Postcode

Work Place Supervisor details

LEAD RTO will contact your workplace supervisor to assess your competence in the workplace

Supervisors Name

Supervisors Phone Number

Supervisors email address

Study reason

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

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

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

Other reasons

Privacy Statement

I understand that my RTO LEAD is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a secondary student undertaking VET, including a school based apprenticeship or traineeship.
- Employer - if I am enrolled in training paid or supported by my employer.
- Government departments and authorised agencies.
- Researchers.

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey

I understand that I may receive a survey from Skills Canberra once I successfully complete my training course

Attendance Agreement

I understand that a requirement of the course is attendance at all training sessions unless I have been granted RPL for that unit. If I am unable to attend due to serious illness or an emergency I will contact the trainer and arrange to complete the unit requirements before the next training session.

Student Confirmation

Yes

No

Have you been offered RPL

Have you received the LEAD RTO Student Handbook?

Have you received Information on LEAD student Course fees?

Have you read the LEAD Privacy Statement?

Have you read the LEAD Attendance Agreement?

I declare that the information I have provided to the best of my knowledge is true and correct.

[STUDENT SIGNATURE]

[DATE]

[PARENT/GUARDIAN NAME]

[DATE]

[PARENT/GUARDIAN SIGNATURE]

[DATE]

Note: parental consent required if student is under the age of 18.

Official Use Only

Student name:

Qualification

Qualification Code

Qualification Name

Nominal term

Commencement

Completion

Contract Type

Student Fee responsibility

Student

Employer

JSA

Inclusion Group

LEAD Staff

Other

Comment

DAAWS

Is DAAWS being claimed? Yes No

Proof of ID

Has 2 forms of ID been sighted and collected. Yes No

Comment:

Training Plan

Version 1 Completed	Yes	No	N/A	Date
Version 2 Completed	Yes	No	N/A	Date
Version 3 Completed	Yes	No	N/A	Date
Version 4 Completed	Yes	No	N/A	Date

VETTrak Entry

Has enrolment been entered to VETTrak? Yes No

Comment

Student ID Numbers created

VETTrak ID #

Skills Canberra #

General Comments