



Student Details	
Full name	
Year level	
Campus	
Date	

Please indicate each qualification that you are enrolling to undertake

Qualification	Enrolling
SIS20321 Certificate II in Sport Coaching	<input type="checkbox"/>
22523VIC Certificate I in Employment Pathways	<input type="checkbox"/>
SIT20136 Certificate II in Hospitality	<input type="checkbox"/>
CPC10120 Certificate I in Construction	<input type="checkbox"/>
CHC24015 Certificate II in Active Volunteering	<input type="checkbox"/>
BSB30220 Certificate III in Entrepreneurship and New Business	<input type="checkbox"/>

Specified units of competency per qualification or accredited course are outlined in the Subject Selection Handbook (or similar document) or in the VET subject course outline.

Acknowledgement of receipt of information

I also acknowledge that prior to commencement in my VET course at this Registered Training Organisation (RTO) I have been provided with a *VET Student Handbook* and have been inducted in the information on the topics listed below.

- Qualification or VET accredited course code and title and its currency
- Units of competency (code and title)
- Estimated duration
- Expected locations at which training and assessment will occur
- Modes of delivery
- Name and contact details of any third party that will provide training and/or assessment and explanation of the arrangements
- Any work placement arrangements
- The RTO's obligation to provide quality training and assessment
- Issuance (and re-issuance) of qualifications
- Learner's rights and responsibilities including:
 - Complaints and appeals policy and procedure
 - Processes for the event of the RTO or a third party ceasing operations
 - VET in Schools obligations (if any)
 - Requirements the learner must meet to complete the course, such as travel, activities outside normal hours, etc
 - Any equipment or materials the learner must provide, such as steel capped boots, uniform, tools, etc

- Fees, charges and refund information
 - includes all fees such as training fees, administration fees, consumables, levies, etc.
 - payment terms
 - refund policy
 - cooling off period
- Explanation of competency based training and assessment
- Work placement (number of hours/days and other relevant information)
- Licensing requirements and relevant legislation
- Off-campus arrangements
- Pathways including options if the qualification is not completed
- Student support services including LLN, welfare and guidance services, access and equity
- Recognition of prior learning (RPL)
- Recognition of qualifications and Statements of Attainment issued by other RTOs

I am aware that the RTO will ensure that I am provided with the opportunity to complete the training and assessment as agreed – ***subject to Language, Literacy and Numeracy (LLN) assessment.***

If circumstances arise that affect my ability to complete this course (e.g. review of LNN results, loss of a teacher and unable to obtain suitable replacement) then the RTO will arrange to meet with the student and parent/care giver OR must arrange for training and assessment to be completed by another suitable training organisation (I am aware that this may incur costs for me as a learner). Prior to the transfer to another RTO, I will be formally notified of the arrangements and an agreement to those arrangements, including any refund or fees associated, will be obtained.

I acknowledge that I have read the VET Student Handbook and understand that I can access further information on some of these topics should I wish to do so.

Signature of Student

Date



Unique Student Identifier (USI) collection, verification and privacy form

Student details

Student's full legal name										
Date of birth										
Unique Student Identifier										

Note: If you don't have a USI or have forgotten it, you can create or retrieve your USI at www.usi.gov.au/students and complete this form.

Privacy notice: Use of your personal information and USI

You are advised and agree that you understand and consent to the use of the personal information you provide in connection with your application and verification of a Unique Student Identifier (USI).

From 1 January 2015, we (Arethusa College) 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 USI.

The USI is collected by the student identifiers registrar for the purpose of:

- applying for, verifying and giving a USI prior to issuance of Australian Qualification Framework (AQF) certification documentation
- replacing an authenticated AQF certification document
- recording a student's final outcomes that will be made available on the national USI register.

A student's verified USI and final assessment outcomes may be disclosed to:

- Commonwealth and State or Territory government departments, agencies and statutory bodies performing functions in relation to VET for:
 - the purpose of administering and auditing VET, VET providers and VET programs
 - education-related policy and research purposes
 - assistance with determining eligibility for training subsidies
- VET regulators to enable them to perform their regulatory functions
- VET admission bodies for the purpose of administering VET and VET programs
- current and former registered training organisations (RTOs) to enable them to deliver VET courses to the individual, meeting their reporting obligations under the Standards for RTOs and the national USI scheme
- schools for the purpose of delivering VET courses to the individual and reporting on these courses
- the National Centre for Vocational Education Research (NCVER) for the purpose of creating authenticated VET transcripts, resolving problems with USIs and the collection, preparation and auditing of national VET statistics. 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
- any other authorised person or entity required by law to access the information to perform functions in the administration of the USI system.

Your verified USI and final assessment outcomes will not otherwise be disclosed without your consent unless authorised or required by or under law.

Student declaration

I hereby give permission for Arethusa College to collect, verify and disclose my personal information (which may include sensitive information), along with my final outcomes in accordance with the privacy notice above.

If you would like **Arethusa College** to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information (and complete next section).

Student name		Parent/carer name	
Student signature		Parent/carer signature	
Date		Date	

USI application through Arethusa College RTO

Only fill out if you would like Arethusa College to create a USI on your behalf

We need to verify your identity to create your USI. Please fill in the following details or present to the office for verification.

Please provide details for **one** of the forms of identity below (numbered 1 to 6).

Please ensure that the name written in the 'Student's full legal name' section is identical to that written in the document you provide.

In accordance with Section 11 of the Student Identifiers Act 2014, Arethusa College will securely destroy personal information that 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.

Student details													
Student's full legal name													
Date of birth													
Town/city and country of birth													
1	Medicare card												
	Card number												
	Individual reference number (next to your name on Medicare card)												
	Expiry date											Green <input type="checkbox"/>	
2	Australian birth certificate												
	State or Territory												
	Certificate number												
3	Australian passport												
	Passport number												
4	Non-Australian passport (with Australian Visa)												
	Country of issue												
	Passport number												
5	Immigration card												
	ImmiCard number												
6	Citizenship certificate												
	Certificate number												

For office use only				
Processed by		Signature		
USI verified by				
USI recorded in Student Management Portal / SMS	<input type="checkbox"/>		Date	Choose date.

Privacy notice and student declaration

Privacy notice
<p>Under the <i>Data Provision Requirements 2012</i>, Arethusa College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research (NCVER).</p> <p>Your personal information (including the personal information contained on this form and your training activity data) may be used or disclosed by Arethusa College for statistical, regulatory and research purposes. Arethusa College may disclose your personal information for these purposes to third parties, including:</p> <ul style="list-style-type: none"> • school — if you are a secondary school student undertaking VET, including a school-based apprenticeship • employer — if you are enrolled in training paid for by your employer • Commonwealth and State or Territory government departments and authorised agencies • NCVER • organisations conducting student surveys • researchers. <p>Personal information disclosed to NCVER may be used or disclosed for the following purposes:</p> <ul style="list-style-type: none"> • issuing a VET statement 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 • administering VET, including program administration, regulation, monitoring and evaluation. <p>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.</p> <p>NCVER will collect, hold, use and disclose your personal information in accordance with the <i>Privacy Act 1988</i> (Cwlth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).</p>

Student declaration and consent			
<input type="checkbox"/> I declare that the information I have provided is true and correct to the best of my knowledge.			
<input type="checkbox"/> I consent to the collection, use and disclosure of my personal information in accordance with the privacy notice above.			
Student name		Parent/guardian name	
Student signature		Parent/guardian signature	
Date		Date	

