



## 2019 Student Enrolment Form

An Application for Enrolment form must be completed and submitted to the college for acceptance prior to completing this enrolment form.  
You must answer every question

| 1. Personal Details        |                      |                           |               |
|----------------------------|----------------------|---------------------------|---------------|
| Title (please circle)      | Mr / Mrs / Ms / Miss | Surname                   |               |
| First Name                 |                      | Preferred Name            |               |
| Date of Birth              |                      | Age in Years              |               |
| Country of Birth           |                      | Gender (Please circle)    | Male / Female |
| Home Phone                 |                      | Shirt Size                |               |
| Mobile Phone               |                      | Email                     |               |
| Do you have a USI?         | Yes / No             | Unique Student Identifier |               |
| Do you have a WWCC Number? | Yes / No             | WWCC Number               |               |

| 2. Address Details                                   |  |          |  |
|--|--|----------|--|
| Street Address                                       |  |          |  |
| State  |  | Postcode |  |
| Postal Address<br>(if different from street address) |  |          |  |
| State  |  | Postcode |  |

| 3. Next of Kin        |                      |                 |  |
|-----------------------|----------------------|-----------------|--|
| Title (please circle) | Mr / Mrs / Ms / Miss | Surname         |  |
| First Name            |                      | Preferred Name  |  |
| Street Address        |                      |                 |  |
| State                 |                      | Postcode        |  |
| Home Phone            |                      | Work Phone      |  |
| Mobile Phone          |                      | Relation to you |  |
| Email:                |                      |                 |  |

| 4. Employment Details  |           |  |               |
|--|-----------|--|---------------|
| Are you currently employed in the early childhood profession? (Please circle) YES NO |           |  |               |
| If YES, please provide details below. If NO, please continue to section 5            |           |  |               |
| Centre Name  |           | Contact person                                       |               |
| Address  |           |  |               |
| Contact phone  |           | Total time in the early childhood profession (years) |               |
| Your Current Position  |           | Time in your current position                        |               |
| Work Status<br>(please circle)   | Full time | Part time  | Casual/Relief |

| OFFICE USE ONLY         |                                 |                      |  |
|-------------------------|---------------------------------|----------------------|--|
| Student Number          |                                 | USI                  |  |
| Course Code             |                                 | Course Name          |  |
| Start Date              |                                 | Nominated End Date   |  |
| Training Centre         |                                 | Mentor Name          |  |
| Payments in Instalments | 1 <sup>st</sup> Instalment Due: | Last Instalment Due: |  |

### 5. Course Selection

Please tick the qualification you are enrolling in

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | CHC30113 Certificate III in Early Childhood Education and Care |
| <input type="checkbox"/> | CHC50113 Diploma of Early Childhood Education and Care         |

### 6. Recognition of Prior Learning

Do you wish to apply for RPL for relevant experience or previous informal / formal learning?

|                          |            |  |
|--------------------------|------------|--|
| <input type="checkbox"/> | <b>Yes</b> | If yes please complete the attached Self Assessment Form. The college will notify you in writing of your acceptance (or otherwise) into the RPL process. |
| <input type="checkbox"/> | <b>No</b>  |  |

### 7. Credit Transfer

|                    |  |  |   |
|--------------------|--|--|---|
| <b>Course Name</b> |  | If you wish to claim credit transfer for you previous study in the early childhood field, you must attach a copy of your results signed by a JP in order for your enrolment to be processed. |   |
|                    |  | Would you like Credit Transfer for your previous study? (please tick)  | Have you attached a JP signed copy of your results? (please tick) |
|                    |  | <input type="checkbox"/>   | <input type="checkbox"/>  |

Tillys College of childcare is collecting this information for the purposes of enrolment and administration only. This information will not be used for any other purposes. We may be required to provide some information to various State and Commonwealth Government Departments for their data collection purposes or obligations under State legislation.

### 8. Disabilities

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

|                          |            |
|--------------------------|------------|
| <input type="checkbox"/> | <b>Yes</b> |
| <input type="checkbox"/> | <b>No</b>  |

If YES, please indicate the nature of your disability, impairment or long-term condition?

|                          |                          |                           |                          |
|--------------------------|--------------------------|---------------------------|--------------------------|
| Learning Disability      | Mental Illness           | Acquired brain impairment | Visual/sight             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |
| Intellectual             | Physical                 | Medical condition         | Hearing/deaf             |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>  | <input type="checkbox"/> |

Other

Please give details:

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### 9. Language, Literacy and Numeracy

Do you feel you may require assistance in areas of reading, writing and/or mathematics?

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Yes |
| <input type="checkbox"/> | No  |

### 10. How did you hear about Tillys College of Childcare?

Please tick

|                          |                        |
|--------------------------|------------------------|
| <input type="checkbox"/> | Radio                  |
| <input type="checkbox"/> | Newspaper              |
| <input type="checkbox"/> | Internet               |
| <input type="checkbox"/> | Word of Mouth          |
| <input type="checkbox"/> | Childcare Centre       |
| <input type="checkbox"/> | Flyer                  |
| <input type="checkbox"/> | Other (Please Specify) |

### 11. Fees

Please tick relevant boxes and amount enclosed:

| Enrolment Fee   |  | Applicable Fee  |   | Amount Enclosed |
|---|--|---|---|-----------------|
| <input type="checkbox"/>  | CHC30113 Certificate III in Early Childhood Education and Care   | \$550.00<br>(non-refundable)                                |   |                 |
| <input type="checkbox"/>  | CHC50113 Diploma of Early Childhood Education and Care           | \$550.00<br>(non-refundable)                                |   |                 |
| <b>Course Fee</b> (Please ensure that you have read and understood the college Fee and refund policies) |  |   |   |                 |
| <input type="checkbox"/>  |  |   |   |                 |
| <input type="checkbox"/>  | I wish to pay in instalments. Guarantor details must be provided | CHC30113<br>\$4500-<br>weekly or<br>fortnightly<br>payments | CHC50113<br>\$7500-<br>weekly or<br>fortnightly<br>payments |                 |
| <input type="checkbox"/>  |  |   |   |                 |

Total amount enclosed \$

#### Direct Deposit

**Account Name** – Tillys Play and Development PTY LTD – College

**BSB** 032 529

**Account Number** 266630

**Reference** – Full Name

#### Credit Card

Bank Card, Visa, MasterCard (please circle one)

Card Number: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Name of Card holder: \_\_\_\_\_

Signature of Card holder: \_\_\_\_\_

**12. Guarantor Details – Complete only if paying in Instalments**

|                       |                      |                 |          |
|-----------------------|----------------------|-----------------|----------|
| Title (please circle) | Mr / Mrs / Ms / Miss | Surname         |          |
| First Name            |                      | Relation to you |          |
| Street Address        |                      | State           | Postcode |
| Home Phone            |                      | Work Phone      |          |
| Mobile Phone          |                      | Email           |          |

Guarantor Declaration: I, \_\_\_\_\_ as the Guarantor, agree to the terms and conditions of this enrolment and give my unconditional guarantee of payment for the course as described in this enrolment form.

Guarantor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Justice of the Peace Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Justice of the Peace Name & Address & Number: \_\_\_\_\_

**Student Declaration**

Please read and sign the following:

- √ I declare that all the information provided by me to be true and correct.
- √ I am aware that it is my responsibility to supply all supporting documentation for my enrolment and agree it is my responsibility to provide the college with any changes to my enrolment (e.g. name, address, phone number, employer)
- √ I declare that I have read, understood and agree to the conditions of enrolment and college policies as outlined in the student handbook provided with the course information, including the fee and refund policies.
- √ I accept that the enrolment fee is non-refundable
- √ I accept that the college reserves the right to vary fees, course structure and timetables without prior notice.
- √ I give the college authority to obtain further information as required regarding my enrolment, including contacting referees regarding my current and previous work performance.
- √ I give the college consent to provide information requested to the following parties:
  - State and Commonwealth Government Departments
  - ATO
  - Hospital and Emergency Care staff in emergency situations
  - My Employer
  - Audit, verification, research, statistical analysis, program evaluation, post-completion surveys and internal management purposes.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Send your completed form, attachments and fees to:

| Postal Address  | All Enquiries   |
|---|---|
| Tillys Play and Development Centre<br>42 Station St<br>Waratah NSW 2298 | Phone: (02) 49677399<br>Fax: (02) 49676044<br>Email: college@tillyschildcare.com.au |

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## Privacy Statement & Student Declaration

### Privacy Notice

Under the *Data Provision Requirements 2012*, Tillys College of Childcare 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 Tillys College of Childcare for statistical, regulatory and research purposes. Tillys College of Childcare 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 [www.ncver.edu.au](http://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 [or electronic acknowledgement]..... [DATE] .....

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgment]\*..... [DATE] .....

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



## Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Tillys College of Childcare to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Tillys College of Childcare 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 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 authorised 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 authorised 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 Tillys College of Childcare to make an application for a student identifier on your behalf, Tillys College of Childcare will have to declare that Tillys College of Childcare 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 Tillys College of Childcare 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;
  - any other person or agency that may be authorised or required by law to access the information;
  - 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 authorised 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 or by contacting the Registrar on email [usi@industry.gov.au](mailto:usi@industry.gov.au) or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. 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 unauthorised collection, use, access, modification or disclosure of USIs; and
  - a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf. [Where you are an organisation issuing this notice to a student, and you have a privacy policy, please also include the following] For information about how Tillys College of Childcare collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Tilly’s College of Childcare’s privacy policy.

**Signature of acceptance by student:**

.....  
**Name of student:**  
 .....

Notes for RTO's:

1. You may be an Australian Privacy Principle (APP) entity bound by the Privacy Act or an entity bound by State or Territory Privacy legislation. Please consider whether your organisation is bound by any privacy legislation and if so, what your organisations obligations under such legislation would be.
2. Please note, in addition to the above, if your organisation contravenes sections 11, 16 or 17 of the SI Act, then pursuant to sections 23 of the SI Act, your organisation will be considered to be an APP entity bound by the Privacy Act and the contravention may be subject to investigation by the Information Commissioner.
3. Where your organisation is bound by Commonwealth or State or Territory Privacy legislation, your organisation may need to provide students, either in connection with applying for the USI on their behalf or more generally as part of the enrolment information, advice about how the student’s information is stored and protected, such as for example secure server at the RTO, third-party server in the cloud, or if hard-copy, in a locked cupboard.