

PERSONAL DETAILS			
Course Name:	Day of Week: ☐ Morning ☐ Afternoon ☐ Evening		
Enter your full name *			
*Please write the name that you used when you applied for your USI, including any middle names. If you do not yet have a USI and want Nepean Community College 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.			
Family Name (Surname)			If you have one name only that cannot be written in the spaces provided, write your single name in the 'Family name section'
First Given Name			
Second Given Name (middle)			
Enter your date of birth	/	/	Day / Month / Year
Gender	☐ Man/Male ☐ Woman/Female ☐ Non-binary ☐ Prefer not to answer. ☐ I use a different term. The term is _____		Tick one box only
Enter your contact details	Home Phone:		
	Mobile Phone:		Work Phone:
	Email Address:		
	Alternative Email:		
Flat/Unit Number:			Please provide the physical address (street number and name not a 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.
Street or Lot Number:			
Street Name:			
Suburb:			
Postcode:			
What is your Postal Address?			Complete only if different from above.
Flat/Unit Number:			
Street or Lot Number:			
Street Name:			
Suburb:			
Postcode:			
STUDENTS UNDER 18 YEARS			
Parent / Guardian Full Name:			All students under the age of 18 years must complete this section.
Parent / Guardian Contact Phone:			
Parent/ Guardian Relationship to You:			
Signature of Parent / Guardian:			
The questions on the following pages are required by the National Centre for Vocational Education Research (NCVER). Please refer to the Privacy Information at the end of this form for more information.			

LANGUAGE AND CULTURAL DIVERSITY		
In which country were you born?	☐ Australia ☐ Other _____	If other, please name your country of birth
What language do you speak at home?	☐ English ☐ Other _____	If more than one language, indicate the one that is spoken most often
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander	For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes
DISABILITY		
Do you consider yourself to have a disability, impairment or long-term condition?	☐ Yes ☐ No, Go to next section	
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:		
☐ Intellectual (inc. Down syndrome) ☐ Specific Learning/ ADD/ Other ☐ Autism ☐ Physical ☐ Acquired brain injury ☐ Neurological (inc. epilepsy & Alzheimer's disease) ☐ Deafblind (dual sensory) ☐ Vision ☐ Hearing/deaf ☐ Speech ☐ Psychiatric ☐ Medical condition ☐ Other ☐ Prefer not to specify		
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 completed any primary or secondary level education – Go to next question	
Are you still enrolled in secondary or senior secondary education?	☐ Yes, enrolled in school ☐ No, not enrolled in school	
PREVIOUS QUALIFICATIONS ACHIEVED		
15. Have you SUCCESSFULLY completed any of the qualifications listed below? Please select all relevant. ☐ Bachelor Degree (or higher) ☐ Advanced Diploma (or associate degree) ☐ Diploma (or associate Diploma) ☐ Certificate IV (advanced certificate/technician) ☐ Certificate III (or trade certificate) ☐ Other education (inc. certificates or overseas qualifications not listed) ☐ Certificate II ☐ Certificate I		
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 ☐ Self-employed – employing others ☐ Employed – unpaid worker in a family business ☐ Unemployed – seeking full-time work ☐ Unemployed – seeking part-time work ☐ Not employed – not seeking employment		
STUDY REASON		
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 ☐ 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 ☐ To get skills for community/voluntary work ☐ To achieve points/credits towards my senior secondary certificate of education ☐ Other reasons		

UNIQUE STUDENT IDENTIFIER (USI) *

* From 1 January 2015, Nepean Community 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 Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. 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.

Enter your Unique Student Identifier 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/students/find-your-usi>.

APPLICATION FOR UNIQUE STUDENT IDENTIFIER (USI)

If you would like us Nepean Community 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 at <https://www.usi.gov.au/about-us/privacy>. 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. We will also need to verify your identity to create your USI.

I, (insert your full name) _____
authorise Nepean Community College 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 privacy information detailed in this document.

FUNDING INFORMATION REQUIREMENTS

Do you live in public housing?	☐ Yes ☐ No	<i>Nepean Community College's accredited courses are subsidised by the NSW Government. These questions help to determine your eligibility for subsidies.</i>
What is your Australian Residency Status?	☐ Australian citizen ☐ Australian Permanent Resident ☐ Humanitarian Visa Holder ☐ New Zealand citizen	
Do you receive a Centrelink or other benefit?	☐ Yes ☐ No	
If Yes, what is it named?		
Are you an Employment Service Provider client?	☐ Yes ☐ No	
If Yes, what is your Client ID?		
If Yes, what is your Providers Organisation ID or name?		
Are you long term unemployed?	☐ Yes ☐ No	
If Yes, do you have evidence?	☐ Yes ☐ No	

PROOF OF IDENTITY	
Please provide details for one of the forms of identity below (numbered 1 to 8)	
In accordance with section 11 of the Student Identifiers Act 2014, Nepean Community College 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.	
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	☐ NSW ☐ VIC ☐ WA ☐ NT ☐ QLD ☐ SA ☐ ACT Licence Number
2. Medicare Card	Medicare card number Individual reference number found next to your name on Medicare card ☐ Green ☐ Yellow ☐ Blue Expiry date (month/year) Expiry date (day/month/year) / / /
3. Australian Birth Certificate	☐ NSW ☐ VIC ☐ WA ☐ NT ☐ QLD ☐ SA ☐ ACT
4. Australian Passport	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) / /

STUDENT DECLARATION	
I have been made aware of the following points: ☐ Under the Data Provision Requirements 2012, the College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER) and government. For more information about NCVER's Privacy Policy go to https://www.ncver.edu.au/privacy ☐ 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/about-us/privacy. ☐ In accordance with section 11 of the Student Identifiers Act 2014, Nepean Community College 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. ☐ If you would like Nepean Community 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 at https://www.usi.gov.au/about-us/privacy. You must also provide some additional information as noted on page 3 of this form so that we can apply for a USI on your behalf. ☐ I am aware that Nepean Community College uses CCTV in the college to ensure the safety of students and staff. ☐ I am aware the Nepean Community College is a child-safe facility. ☐ I declare that the above information is correct and am willing to provide evidence of eligibility for funded programs upon request. ☐ I have been issued with the Privacy Notice on page 5 of this document.	
Student Signature:	Date:
Parent / Guardian Signature: (if student is under 18)	Date:
Nepean Community College Signature indicating registration is complete:	Date:

Nepean Community College Registration - Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We may be required by law, under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act), to disclose the personal information we collect about you to the National Centre for Vocational Education Research Ltd (NCVER). We may also be required to provide personal information to a state training authority which may then disclose that information to NCVER. NCVER is the National VET Data Custodian and is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act), the NVETR Act, and the Student Identifiers Regulation 2014. NCVER may use and disclose your personal information for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

NCVER may disclose your personal information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

Commonwealth and State and Territory government authorities who deal with or have responsibility for VET also have contracted IT operators that design, build, test, operate, maintain and host a VET data system used to collect and/or store VET data. VET data system operators are subject to a range of strict privacy, security, and confidentiality obligations. Your personal information may be used by VET data system operators to fulfil their contractual obligations, including ensuring that the VET data system is operating properly. VET data system operators and their contractors will be required to abide by the Australian Privacy Principles.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, including:

administration of VET, such as program administration, regulation, monitoring and evaluation
facilitation of statistics and research relating to education, including surveys and data linkage
understanding how the VET market operates for policy, workforce planning and consumer information.

DEWR may be authorised by law to share "public sector data" with third parties, including under the Data Availability and Transparency Act 2022 (Cth) (DAT Act). "Public sector data" is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body..." and therefore includes any data collected by the department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Nepean Community College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Contact Details

- RTO Manager: Jade Leggatt / Email: jleggatt@ncc.nsw.edu.au
- Chief Executive Officer: Wesley Jones / Email: wjones@ncc.nsw.edu.au
- RTO Compliance: Kim Aubrey / Email: kaubrey@ncc.nsw.edu.au

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