# PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, FutureWest Institute 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), may be used or disclosed by FutureWest Institute for statistical, administrative, regulatory and research purposes. FutureWest Institute may disclose your personal information for these purposes to:

* Commonwealth and State or Territory government departments and authorised agencies; and
* NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

* populating authenticated VET (vocational education and training) transcripts;
* facilitating statistics and research relating to education, including surveys and data linkage;
* pre-populating RTO student enrolment forms;
* understanding how the VET market operates, for policy, workforce planning and consumer information; and
* administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](https://www.ncver.edu.au/)).

**PLEASE READ AND COMPLETE**

**STUDENT DECLARATION**

I declare that the information I have provided to the best of my knowledge is true and correct. I acknowledge that I have received and read the relevant Learner Handbook for this course. All Handbooks can be found on our website www.futurewest.com.au. Please note that photos of the training course in-class may be taken and used by FutureWest Institute for their website/Facebook/LinkedIn marketing page and should you wish to not be included, please contact us on [ming@futurewest.com.au](mailto:ming@futurewest.com.au) – thank you.

Signature (or electronic acknowledgement): Click here to enter text.

Date: Click here to enter a date.

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| --- | --- |
| COURSE DETAILS | |
| Name of training course: |  |
| Course date: |  |
| PERSONAL DETAILS | |
| Full name: |  |
| Unique Student Identifier (USI): |  |
| Date of birth: |  |
| Gender: |  |
| Residential address: |  |
| Postal address (leave blank if same as above): |  |
| Contact number: |  |
| Email address: |  |
| Employer name: |  |
| Employer address: |  |
| LANGUAGE AND CULTURAL DIVERSITY | |
| Country of birth: |  |
| Are you of Aboriginal or Torres Strait Islander origin? | Not Aboriginal or Torres Strait Islander  Yes, Aboriginal  Yes, Torres Strait Islander |
| Do you speak a language other than English at home? | No, English only (please go to Disability section)  Yes, other (please specify): |
| DISABILITY | |
| Do you consider yourself to have a disability, impairment or long-term condition? (please tick all that apply) | No disability  Hearing/deaf  Physical  Intellectual  Learning  Mental illness  Acquired brain impairment  Medical condition  Vision  Other |
| EDUCATION | |
| What is your highest completed school level? | Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or lower  Never attended school |
| Are you still enrolled in secondary school/education? | No  Yes |
| Have you successfully completed any of the following qualifications? (tick any that apply) | 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  Other education (inc certificates or overseas qualifications not listed above)  I have not successfully completed any of 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)  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? (tick one box only) | I wanted extra skills for my job  For personal interest or self-development  It was a requirement of my job  To try for a different career  To start my own business  To get a job  To develop my existing business  To get into another course of study  To get a better job or promotion  To get skills for community/voluntary work  Other reasons |

Thank you. Please make sure you have signed and dated the first page and email this enrolment form back to:

[ming@futurewest.com.au](mailto:ming@futurewest.com.au)