

STUDENT PERSONAL DETAILS FORM

MAKE GREAT HAPPEN



1. Student Details

Student Number (if known)

Unique Student Identifier (USI)

Visit www.usi.gov.au to apply and / or search

Learner Unique Identifier (if known)

For more information visit www.qcaa.qld.edu.au

First Name

Middle Name/s

Last Name

Note: The name you supply should be your legal name as it appears on your identity documents and your USI record.

Preferred Name (if different from above)

Previous Names (i.e. maiden name, legal change of name)

Date of Birth (DD MM YYYY)

Gender

Male

Female

Unspecified

2. Your study at TAFE Queensland

Program/Course & Location

3. Contact Details

Home Phone

Mobile

Other

Home Email

Work Email

Other Email

Home Address (If you are an overseas student you need to supply your overseas address in this section)

City / Suburb

State

Postcode

Country

Mail Address (Please state 'as above' if same)

City / Suburb

State

Postcode

Country

Temporary Study Address (If you are an overseas student you must provide your Australian address in this section)

City / Suburb

State

Postcode

Country

This will be your temporary home address from:

to

D D M M Y Y Y Y

D D M M Y Y Y Y

4. Emergency Contact (Person you want us to contact in an emergency)

First Name

Last Name

Relationship to student (i.e. Parent, Friend)

Home Phone

Mobile

Other

5. Nationality, Language and Cultural Identity

Select one of the following to identify your citizenship status:

Australian Citizen	<input type="checkbox"/>	Temporary Entry Permit	<input type="checkbox"/>	Do you hold Dual Nationality? Yes <input type="checkbox"/> No <input type="checkbox"/>
New Zealand Citizen	<input type="checkbox"/>	Overseas Student (Residing Overseas)	<input type="checkbox"/>	Main Nationality: <input type="text"/>
Australian Permanent Resident	<input type="checkbox"/>	Other Visa (please specify below)	<input type="checkbox"/>	Dual Nationality: <input type="text"/>
Permanent Humanitarian Visa	<input type="checkbox"/>	Class: <input type="text"/>	Subclass: <input type="text"/>	Main Nationality Effective Date: <input type="text"/>

DD MM YYYY

What is your Country of Birth?

What is your country of citizenship? (if on a Visa)

<input type="text"/>	<input type="text"/>
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What is your Town/City of Birth?

Do you speak language/s at home other than ENGLISH? Yes No

<input type="text"/>	Main language at home? <input type="text"/>
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Note: If language assistance is required, please contact TAFE Queensland (or visit one of our locations) so we can best assist you and understand your needs.

Do you identify yourself as:

Aboriginal Torres Strait Islander Both Aboriginal / Torres Strait Islander None of These

6. Disability and Support Information

Note: This section is to identify potential support requirements for students.

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

If yes, please indicate the areas of disability, impairment or long-term condition:

Hearing / Deafness <input type="checkbox"/>	Vision <input type="checkbox"/>
Physical <input type="checkbox"/>	Medical <input type="checkbox"/>
Learning <input type="checkbox"/>	Neurological condition <input type="checkbox"/>
Mental health condition <input type="checkbox"/>	Acquired brain injury <input type="checkbox"/>
Intellectual <input type="checkbox"/>	Other <input type="checkbox"/>
Mobility <input type="checkbox"/>	

Description of condition (if applicable):

Would you like to receive advice on support services, equipment and facilities which may assist you?

If you indicate **Yes**, supporting information / documents may be required. Yes No

7. Education Background/Schooling

What is your highest **completed** school level?

Did not go to school Year 8 or below Year 9 Year 10 Year 11 Year 12

Which year did you complete that school level? Are you still attending secondary school? No Yes

If yes, provide your current year level and name of school: Grade

Name of school

8. Highest Level of Completed Education (Australia, Australia Equivalent or International)

Have you successfully completed any of the following? No Yes If 'Yes', select from the options below.

Certificate I <input type="checkbox"/>	Advanced Diploma or Associate Degree <input type="checkbox"/>	Where did you complete?
Certificate II <input type="checkbox"/>	Undergraduate Certificate <input type="checkbox"/>	<input type="checkbox"/> Australia
Certificate III or Trade Certificate <input type="checkbox"/>	Bachelor's Degree <input type="checkbox"/>	<input type="checkbox"/> Australian Equivalent
Cert IV or Adv Cert / Technician <input type="checkbox"/>	Postgraduate - Certificate <input type="checkbox"/>	<input type="checkbox"/> Internationally
Certificate other than above <input type="checkbox"/>	Postgraduate - Masters <input type="checkbox"/>	
Diploma or Associate Diploma <input type="checkbox"/>	Postgraduate - Doctorate <input type="checkbox"/>	

Award/Qualification title:

Name of Institution: Year:

Country/Location (if not Aus):

9. Study Reason

Of the following options listed below which BEST describes your main reason for undertaking this training?

Tick ONE box only.

To get a job	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	To get skills for community/voluntary work	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>		

10. Employment Status

Which of the following categories best describes your current employment status? (Tick ONE box only)

Full-time employment (by someone else)	<input type="checkbox"/>	Employed (unpaid family worker)	<input type="checkbox"/>
Part-time employment (by someone else)	<input type="checkbox"/>	Unemployed (seeking full-time work)	<input type="checkbox"/>
Self employed (not employing other people)	<input type="checkbox"/>	Unemployed (seeking part-time work)	<input type="checkbox"/>
Employer (someone who employs other people)	<input type="checkbox"/>	Not employed (not seeking employment)	<input type="checkbox"/>

Employer Details (if applicable)

Company Name			
Contact Person / Title			
Company Email			
Address			
City / Suburb			
State		Postcode	Country
Phone	<input type="text"/>	Mobile	<input type="text"/>
Fax	<input type="text"/>		

11. Parent/Guardian Education *(Required for Higher Education (HE) Applications)*

If known, please provide the following details relating to your parents' education (used for HE statistics):

Parent 1: Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/>	Parent 2: Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/>
Highest Qual Completed <input type="text"/>	Highest Qual Completed <input type="text"/>

12. Disclosure

Educational authorities - such as TAFE Queensland, research organisations contracted by TAFE Queensland, and the National Centre for Vocational Education Research (NCVER) - conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes. If you have any objections to being contacted in relation to marketing, please tick here.

Please note: You will continue to receive communications relating to your study, course or attendance at TAFE Queensland locations.

13. Queensland Government Certificate 3 Guarantee and Higher Skills Programs Eligibility

Under the Certificate 3 Guarantee and Higher Skills Programs, the Queensland Government provides a subsidy for selected Certificate I, II, III, Certificate IV or higher level qualifications or priority Skills Sets aligned to critical occupations identified by government and industry.

To be eligible individuals must:

1. be aged 15 years or over, and no longer at school
2. permanently reside in Queensland
3. be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
4. when enrolling into a Certificate III or below you must not hold, and not be enrolled in, a Certificate III or higher-level qualification (including an Apprentice or Traineeship), not including qualifications completed at school and foundation skills training or:
5. when enrolling into a Higher Level Skills Program you must not hold, and not be enrolled in, a Certificate IV or higher-level qualification
6. specific restrictions may apply to participation in certain subsidised qualifications; you will be advised of any restrictions prior to enrolments.

I confirm that I am **not currently enrolled** in any other qualifications which would result in me being ineligible for this enrolment to proceed. *(refer to points 4 and 5 above)*

If enrolling into a **Certificate III** or below, I confirm that **I do not already hold a Certificate III or higher level qualification.** *(refer to point 4 above)*

If enrolling into a **Certificate IV or higher level** qualification, I confirm that **I do not already hold a Certificate IV or higher level qualification.** *(refer to point 5 above)*

False or misleading information concerning your prior qualifications or not advising of any current enrolments may result in being withdrawn or being liable for further financial outlay for this enrolment.

Within three months of completing or discontinuing this qualification you will be required to complete a Student Employment Survey.

Note: Other funding options and eligibility criteria may apply, and separate application requirements will be required.

14. Student Declaration

- I have read and agree to abide by the TAFE Queensland Rules and Policies (<https://tafeqld.edu.au/about-us/policy-and-governance/policies-and-procedures/student-rules-and-policies/index.html>) and acknowledge I will only use facilities made available to me in accordance with the relevant rules for acceptable use.
- I have read and agree to the Privacy Notification in section 15 below.
- I have supplied information/evidence for all requirements relating to funding that I may be eligible to access.
- I confirm the accuracy of the information contained within this form and identification documents provided.
- I understand that TAFE Queensland reserves the right to withdraw or cancel my enrolment in accordance with the TAFE Queensland Rules and Policies and for the purposes of managing the health and safety of students, staff and other people at TAFE Queensland campuses and sites.
- I have sought information and understand my eligibility for any fee subsidy (if applicable) and have provided relevant documentation/evidence, and have read and agreed to the information in section 13 (where applicable).
- I understand that I must provide evidence of subsidy and/or concession eligibility at the time of enrolment, and that evidence supplied subsequent to my enrolment being processed will not be accepted.
- I have supplied my USI **Yes** **No**
- If NO, then I give permission for TAFE Queensland to search for and/or apply for a USI on my behalf (if applicable). I have provided the relevant documents to support this requirement.

If you are under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through TAFE Queensland.

Student's
Signature:

Parent/Guardian's
Signature:
(if student is under 18 years)

Date:

Date:

Issues may arise beyond TAFE Queensland's control which affect its ability to deliver programs. While every effort will be made to conduct all programs as advertised, TAFE Queensland reserves the right to change or otherwise revise any aspects of training including programs offered, materials used, class timetables, class locations and teacher allocations. TAFE Queensland will make reasonable attempts to advise students of any changes made to their selected program. The details in this document are correct at the time of publishing.

15. NCVER Privacy Notification

TAFE Queensland handles your personal information in accordance with our Privacy Policy (which you can view here: <https://tafeqld.edu.au/privacy>). By enrolling with TAFE Queensland you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy. The NCVER Privacy Notification in this form is supplementary to the TAFE Queensland Privacy Policy.

Why we collect your personal information

As a registered training organisation (RTO), TAFE Queensland collects 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

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

TAFE Queensland may disclose your personal information to Australian Government agencies, including Services Australia (Centrelink), where this is required or authorised by Australian law. Information about your enrolment with us may be disclosed if you are claiming or receiving a payment from Services Australia. You are still required to notify Services Australia of any change in circumstances that may affect your payment.

Personal information disclosed to Services Australia is protected by law, including the Privacy Act 1988 (<https://www.servicesaustralia.gov.au/individuals/privacy>).

More information about the way Services Australia handles personal information can be found on their privacy website (above).

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

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

If you would like to seek access to or correct your information, in the first instance, please contact TAFE Queensland on 1300 308 233 or at tafeqld.edu.au.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.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. For students who have taken up state or federally funded study, some surveys are required as a part of the terms and conditions of your funded enrolment.

About the Unique Student Identifier (USI)

From 1 January 2015, TAFE Queensland 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.

15. NCVER Privacy Notification (continued)

Enter your Unique Student Identifier (USI) (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/faqs/i-have-forgotten-my-usi/>.

Contact information

At any time, you may contact TAFE Queensland 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 Notification.

Privacy is a priority at TAFE Queensland. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact a TAFE Queensland Customer Service Centre. For those students who require assistance in reading and understanding this Privacy Notification, please contact a TAFE Queensland Customer Service Centre prior to enrolling.

How we disclose your personal information

TAFE Queensland is 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 VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

TAFE Queensland are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

TAFE Queensland may also disclose your personal information to third parties as described in our Privacy Policy (which you can view here: <https://tafeqld.edu.au/privacy>). This may include information to manage your enrolment, training progress and for administration purposes and may include disclosure to the following people and organisations:

- your school, the Queensland Curriculum and Assessment Authority, or the Queensland Tertiary Admissions Centre;
- your employer, training delivery or assessment partner organisation, higher education articulation pathway provider;
- your parent/guardian;
- or as otherwise listed in our [Privacy Policy](#).

Personal information collected may also be disclosed to third parties with your consent or as permitted or required by law. Once you are enrolled in a class your name will be visible to other students enrolled in the class and your personal information may be used to facilitate access to TAFE Queensland's computer networks, platforms and other applications ("systems"). Your information may be visible to other students and staff of TAFE Queensland using those systems to enable those systems to function, to identify you as the holder of an account, to associate account activity with your identity and to allow other users to contact you to share or send documents or resources with you, collaborate with you on documents or other resources, to communicate with you in relation to your training or to add your account as a member of a group.

16. Evidence of Identity

All students enrolling with TAFE Queensland must provide evidence of identity prior to enrolment. This identity check must be completed prior to enrolment and prior to the issue of a Student ID Card.

More information is available at <https://tafeqld.edu.au/how-to-apply/eligibility-documents.html>

The evidence you supply TAFE Queensland must enable us to verify:

- Your identity (including **full legal name** and **date of birth**)
- Residency status (including **current residential address**) and country of **citizenship**
- Funding, loan and concession eligibility information (where applicable).

TAFE Queensland requires that you supply at least **two** from the selection of **Category A** and **Category B** documents as proof of your identity. You can supply at least two (2) Category A documents, or one (1) Category A and at least one (1) Category B documents to verify your details. If you cannot supply the required evidence of identity documents, please contact us for advice.

Note: Identity documents must be current and unexpired - expired ID cannot be accepted.

Category A (at least one of the two documents must be from this category)

- Queensland Driver Licence, front and back
- Adult Proof of Age (18+) or Photo Identification Card (15+)
- Marine Licence
- Australian birth certificate—full, not an extract or commemorative certificate
- Australian or foreign passport
- Australian citizenship or naturalisation certificate
- Department of Immigration and Border Protection:
 - Certificate of Evidence of Resident Status OR Visa Evidence Card— with PL056 visa label attached
- Department of Immigration and Border Protection
 - Permanent Resident Evidence ImmiCard
 - Evidence of Immigration ImmiCard
 - Document for travel to Australia
 - Temporary Resident Visa
- Queensland or Australian Federal Police officer photo identity card
- Queensland government-issued photographic high risk work licence.

Category B

- Medicare card
- Australian educational institution student identity document (must include photo and/or signature)
- Department of Veterans' Affairs or Services Australia Pensioner Concession card (including Health Care cards)
- Interstate government-issued or government-approved Proof of Age Card or Photo Card
- Electricity, gas or telephone account (with current residential address)
- Queensland local government rates notice (with current residential address)
- Contract of property purchase, lease/rental document, mortgage/land ownership certificate
- Queensland vehicle registration certificate (with current residential address)
- Renewal notice for Queensland driver licence or vehicle registration
- Bank statement (with corresponding debit or credit card, issued within last 6 months)
- Australian marriage certificate (issued by relevant Registrar of Births, Deaths and Marriages)
- Australian civil partnership/relationship certificate (issued by relevant Registrar of Births, Deaths and Marriages)
- Australian Change of Name certificate (issued by relevant Registrar of Births, Deaths and Marriages)
- Australian birth certificate (amended with/without notations, issued by Registrar of Births, Deaths and Marriages)
- Australian Defence Force photo identity card (excluding civilians)
- Divorce papers (must show the name being reverted to, issued by relevant court)
- Australian Electoral Commission document
- Australian firearm licence (with photo)
- Australian security guard or crowd controller licence (with photo)
- Department of Human Services BasicsCard
- Official letter from Services Australia or the Department of Human Services.

For TAFE Queensland internal staff use only

Student Identification Check completed and the documents supplied have been verified and sighted (indicated above).

Operator Name

Operator Initials