

2018 Student Details Form

① TVET course details

Name of TVET Course:		TVET Offer Code:	
TAFE College/Campus:		Delivery Day:	

② Student information: This form cannot be processed without a Unique Student Identifier (USI) Number. To create a USI go to <https://www.usi.gov.au>

Unique Student Identifier No:		Board of Studies Student No:	
Medicare No:		Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
Family Name:		Date of Birth:	
Given Name (in full):		Preferred name:	
Other Name:		Address:	
Suburb:		State:	
Phone: (Home)		Postcode:	
Email address:		Mobile:	
Year of study AT SCHOOL in 2017:	<input type="checkbox"/> Year 9 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12		
FOR THIS COURSE ONLY, are you, or are you applying to be, a SCHOOL BASED TRAINEE?	<input type="checkbox"/> Yes <input type="checkbox"/> No	SCHOOL BASED APPRENTICE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of School attended in 2017:			
School you will attend in 2018 (if different):			

③ Student statistics

<h4>3a. TAFE Statistics – Key Questions and Student Declaration</h4> <p>➔ To be completed by student – COMPULSORY FOR ALL TAFE STUDENTS</p> <p>Required for TAFE NSW statistical purposes – enrolment cannot continue if incomplete</p> <p>1. Are you an Australian Aboriginal or Torres Strait Islander?</p> <p>If you are both Aboriginal and Torres Strait Islander mark both boxes 2 and 3.</p> <p>1. <input type="checkbox"/> No 2. <input type="checkbox"/> Yes, Aboriginal 3. <input type="checkbox"/> Yes, Torres Strait Islander</p> <p>2. Do you consider yourself to have a disability, impairment or long term condition?</p> <p>Mark one box only 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No</p> <p>If Yes, mark applicable box/boxes</p> <p>1. <input type="checkbox"/> Vision 2. <input type="checkbox"/> Hearing/Deaf 3. <input type="checkbox"/> Physical 4. <input type="checkbox"/> Intellectual 5. <input type="checkbox"/> Medical Condition 6. <input type="checkbox"/> Mental Illness 7. <input type="checkbox"/> Acquired Brain Impairment 8. <input type="checkbox"/> Learning 9. <input type="checkbox"/> Other</p> <p>Do you require or are you receiving assistance for this disability, impairment or long term condition from a Teacher/Consultant for Students with Disabilities?</p> <p>1. <input type="checkbox"/> No 2. <input type="checkbox"/> Yes</p> <p>3. Do you suffer from a medical conditions?</p> <p>Mark one box only 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No</p> <p>If Yes, mark applicable box/boxes (Please provide a Health Care Plan)</p> <p><input type="checkbox"/> Anaphylaxis <input type="checkbox"/> Epilepsy <input type="checkbox"/> Diabetes <input type="checkbox"/> Asthma <input type="checkbox"/> Allergies Other.....</p> <p>4. Citizenship and Residency</p> <p>Do you reside in Australia? (Mark one box only) 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No</p> <p>Please mark your citizenship or residency status below. (Mark one box only)</p> <p>I am 1. <input type="checkbox"/> an Australian citizen 2. <input type="checkbox"/> a New Zealand citizen 3. <input type="checkbox"/> an Australian permanent resident 4. <input type="checkbox"/> an Australian temporary visa holder and my visa sub-class is 5. <input type="checkbox"/> a Permanent humanitarian visa holder</p> <p>5. TVET Statistics</p> <p>Are you of non-English speaking background? 1. <input type="checkbox"/> Yes 2. <input type="checkbox"/> No</p>	<h4>3b. School Planning Statistics</h4> <p>➔ To be completed by SCHOOL PERSONNEL ONLY</p> <p>Some students may require adjustments. These are provided through alternative teaching and learning strategies and special provisions including signing, Braille, a reader or scribe, access to technology, modifications to equipment, furniture and learning spaces, personal care support.</p> <p>1. Please indicate the adjustments currently provided at school FOR THIS STUDENT:</p> <p><input type="checkbox"/> Alternate teaching and learning strategies <input type="checkbox"/> Signing <input type="checkbox"/> Technology <input type="checkbox"/> Personal care support <input type="checkbox"/> Braille <input type="checkbox"/> Reader <input type="checkbox"/> Scribe <input type="checkbox"/> Modifications to equipment <input type="checkbox"/> Furniture <input type="checkbox"/> Learning spaces Other</p> <p>Please attach a completed STUDENT PROFILE form</p> <p>2. Does THIS STUDENT have a medical condition?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What is the medical condition? </p> <p>Please attach the students Health Care Plan / Emergency Contact Details</p> <p>3. Are BOS disability provisions required for Trial examinations FOR THIS STUDENT? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If additional support is required for severe health conditions or students with a history of violence, refer to the current <i>Guidelines for Registered Training Organisations to deliver BOSTES courses to Secondary Students.</i></p>
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④ Management of Risk of Harm to Students and Staff

TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises. In order to meet these legal obligations it is necessary for us to assess and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a potential risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class. For these purposes 'violence' is not restricted to physical acts. It includes any behaviour in the last ten years that seriously interferes with the physical or psychological safety and well-being of others such as: actual violence to any person; possession of or use of a weapon or any item with the intention to cause harm or injury to others; threats of violence or intimidation of others; suspension or expulsion from any school/ educational institution for violent/ aggressive behaviour.

History of violence Yes No

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment. It is our aim to provide an appropriate, safe environment to suit every student's needs and maximise your success in your studies.

⑤ Parent/caregiver acknowledgment of a TVET course#. Complete EITHER Part 5a or Part 5b.

Online Communication Services - Acceptable Usage (Internet Access and Email)

TAFE NSW provides students with an Internet and email account to improve their learning opportunities in a safe environment. Students must abide by the TAFE NSW policies when using the Internet and email services policies, published at: <https://www.det.nsw.edu.au/policiesinter/category.do?level=TAFE>

Parents or Guardians of students under 18 years of age will need to inform the student's campus in writing if they DO NOT want their child to have access to the TAFE NSW Internet and email facility.

Parents or Guardians of students under 18 years of age give permission for photos taken at TAFE to be used for promotional purposes Yes No

Relevant for school based apprenticeship or traineeships only for possible concession purposes

Is the student currently receiving Commonwealth benefits e.g., Austudy, Newstart, Youth Allowance Yes No

Is the student a dependent of a parent or guardian in receipt of a full Commonwealth benefit Yes No

If answered Yes, for either question above, further information will be required.

5a Government school student (Parent/Guardian)

I support this Student Details Form for placement in a TVET course. I have read the section titled *Management of Risk of Harm to Students and Staff*.

I understand that my child's welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET course.

Name (Please print): Signature:.....

Date:

5b Non government school student (Parent/Guardian)

I support this Student Details Form for placement in a TVET course. I have read the section titled *Management of Risk of Harm to Students and Staff*.

I understand that my child's welfare/safety and that of other TAFE students and staff is best served by my complete and honest disclosure of any particular needs that he or she may have that may affect his or her safety or supervision during the TVET course. I understand that there will be a TVET fee and applicable charges for this course, which are non-refundable. I agree to pay fees and charges as notified to me by the school. I will contact the school for details of all required payments.

Name (Please print): Signature:.....

Date:

If the student is considered independent, ie not under the care of a parent/guardian, the school principal should verify this in writing. The student will then sign the form on his/her own behalf.

⑥ School/sector acknowledgment of a TVET course

In signing this form the school principal (or delegate):

- confirms that the information provided is ACCURATE and COMPLETE
- acknowledges if the student is predominantly enrolled in a Stage 5 course at school Tick if student is in Stage 5 at school
- if disability information is provided, confirms that
 - the disability information provided is accurate
 - if the course that the student is submitting commencing student information form for is being delivered at the school, there are compelling reasons as to why the student with a disability is not being provided for on the same basis as other students at the school

Name (Please print): Signature:.....

Date:

If required locally, the Diocesan representative should also sign this form.

TAFE NSW Credit Transfer

If you have successfully completed the SAME or an EQUIVALENT unit to one that is in your current course, the result from your previous study will be TRANSFERRED to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher/Teacher can advise you of the units for which grades will transfer. There may be some cases where it is NOT possible to transfer a grade. In these cases, your TAFE NSW Transcript of Academic Record will indicate that the unit has been achieved BY ADVANCED STANDING or log onto your Student e-Services account and view the Enrolment Details Screen.

Student Privacy

Information collected by the New South Wales TAFE Commission during a student's enrolment and attendance will be used for the purposes of general student administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed to Centrelink, the Department of Veterans' Affairs, the Department of Education, Employment and Workplace Relations, the Department of Immigration and Citizenship, the Universities Admissions Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority).

While the provision of the information requested on this student enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using TAFE NSW Student e-Services.

⑦ Student's Declaration

I understand that this form does not guarantee a place in the TVET course. I understand the requirements of the TVET course for which I am expressing interest in and I am aware that, if necessary, places in the course may be allocated using a competitive selection process. I understand that my school/school authority may access my results from this course and that results will be provided to the office of the Board of Studies. I am aware that I may be responsible for arranging my own transport to and from the college/campus and that I may have to undertake some travel out of school hours. If accepted I am committed to completing the course.

I agree to abide by the TAFE NSW policies, instructions and rules and confirm the accuracy of the information which I have supplied. I consent to TAFE NSW verifying information about me from, or supplying it to, Centrelink, the Department of Veterans' Affairs, the Department of Immigration and Citizenship, the Universities Admissions Centre, the Office of the Board of Studies and the National Centre for Vocational Education Research (NCVER) and/or an agency authorised to undertake surveys. If I am an apprentice or trainee, I also consent to TAFE NSW verifying information about me from or supplying it to my employer, Australian Apprenticeship Centres and State Training Services (or the relevant State Training Authority). If I am a temporary visa holder I declare that I have read and understood the conditions relating to the enrolment of temporary visa holders in TAFE NSW.

Signature: Date:.....