

Enrolment Form

CLIENT DECLARATION:

I understand that by signing below I agree to the conditions of enrolment and payment as set out in CHP School of Hospitality Student Handbook available at www.chpsoh.com.au/STUDENTINFORMATION and:

- I have read the Student Handbook and Course handbook and understand their contents
- I have prepared my photo ID (Driver's License or Passport) for trainer to check before course commencement
- I agree to notify CHP School of Hospitality immediately of any changes to my personal or contact details
- I have read and agree to the Privacy Statement
- I have read and agree to the Refunds Policy and Complaints/Appeals Procedures
- I have been advised that I may be contacted by Australian Skills Quality Authority (ASQA) for feedback on the courses.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if student is under the age of 18)

I WISH TO ENROL FOR THE FOLLOWING COURSES:

Training Course:	Course Date:

1. Title:	Mr	Mrs	Miss	Ms
2. First Name:				
Other name/s:				
Last name: (Family Name)				
<input type="checkbox"/> Single Name Only (Tick this box if you have one name only that cannot be written in the above format. Write your single name in the 'Family name section')				
3. Gender:	Female	Male	Other	
4. Date of Birth: (dd/mm/yyyy)				
5. Contact Phone:				
Email Address:				
Emergency Contact Person Name:				
Contact Number:				

PLEASE TURN OVER AND COMPLETE THE OTHER SIDE OF THIS FORM

6. Residential Address:	Flat/Unit Number:	Sighted ID (Trainer to tick)	
	Street Number:		
	Street Name:		Driver License
	Suburb:		Passport
	State:		Other, specify:
	Postcode:		
Postal Address: <input type="checkbox"/> Please Tick if Postal address is the same as Residential Address		PO Box Address:	
Flat/Unit Number: Street Number: Street Name: Suburb: State: Postcode:		PO Box Number: Suburb: State: Postcode:	
7. In which country were you born?	Australian Other - please specify: _____		
8. Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often)</i>	English only Yes, Please specify: <u>Go to Question 10</u> _____		
9. How well do you speak English?	Very well Well Not well Not at all		
10. Do you require assistance for Language, Literacy and Numeracy (LLN)?	No Yes <i>(If yes, please contact us on (02) 9959 0025.)</i>		
11. Do you require any special needs arrangement?	No Yes <i>(If yes, please contact us on (02) 9959 0025 prior to course commencement.)</i>		
12. Are you of Aboriginal or Torres Strait Islander origin?	No Yes Aboriginal Yes, Torres Strait Islander <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</i>		
13. Do you consider yourself to have a disability, impairment or long-term condition?	No - <u>Go to Question 15</u> Yes - <u>Go to Question 14</u>		
14. If YES, then please indicate the areas of disability, impairment or long-term condition: <i>(You may indicate more than one area.)</i>	Hearing/Deaf Physical Intellectual Learning Mental Illness Acquired Brain Impairment Vision Medical Condition Other _____		

15.	What is your highest COMPLETED school level? (Tick <u>ONE</u> box only.)	Year 12 or equivalent	Year 11 or equivalent	Year 10 or equivalent
		Year 9 or equivalent	Year 8 or below	Never attended school
16.	In which YEAR did you complete that school level? (yyyy)			
17.	Are you still attending secondary school?	No	Yes	
18.	Have you SUCCESSFULLY completed any of the qualifications listed below?	No - <u>Go to Question 20</u>		Yes - <u>Go to Question 19</u>
19.	If YES, then tick ANY applicable boxes.			
	Bachelor Degree or Higher Degree	Certificate III (or Trade Certificate)		
	Advanced Diploma or Associate Degree	Certificate II		
	Diploma (or Associate Diploma)	Certificate I		
	Certificate IV (or advanced certificate/technician)	Certificates other than the above		
	Certificate IV (or above with Acquired disability)			
20.	Of the following categories, which BEST describes your current employment status? (Tick <u>ONE</u> box only.)			
	Full-time employee	Employed – unpaid worker in a family business		
	Part-time employee	Unemployed – seeking full-time work		
	Self-employed - not employing others	Unemployed – seeking part-time work		
	Self-employed - employing others	Not employed - not seeking employment		
21.	Of the following categories, which BEST describes your main reason for undertaking this course? (Tick <u>ONE</u> box only)			
	To get a job	It was a requirement of my job		
	To develop my existing business	I wanted extra skills for my job		
	To start my own business	To get into another course of study		
	To try for a different career	For Personal Interest or Self-development		
	To get a better job or promotion	To get skills for community / voluntary work		
	Other reasons			
22.	What is your Unique Student Identifier?			(10 Characters)
	<p>Enter your Unique Student Identifier (if you have one already)</p> <p>From 1 January 2015, we [CHP School of Hospitality] can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI).</p> <p>In addition, we are required to include your USI in the data we submit to NCVET.</p> <p>If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on computer or mobile device.</p>			
23.	Are you interested in Traineeship and Apprenticeship programs? (If you tick YES, you will be contacted by our office to provide assistance.)	Yes	No	

PLEASE TURN OVER AND COMPLETE THE OTHER SIDE OF THIS FORM

Privacy Statement & Student Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, **CHP School of Hospitality** 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 **CHP School of Hospitality** for statistical, administrative, regulatory and research purposes. **CHP School of Hospitality** 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 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).

For more information about NCVER's Privacy Policy go to <http://www.ncver.edu.au/privacy>