

MOUNT PLEASANT COLLEGE

Enrolment Form



QUALIFICATION

Course Code: _____ Course Title: _____

MPC Student No/School Year (Office use only) _____

Unique Student Identifier (USI)

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From 1 January 2015, MOUNT PLEASANT 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 NCVET. 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 (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/>.

Personal Details

1. Full Name - *Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section'). *Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Family Name _____

Given Name/s _____ Middle Name _____

2. Date of Birth (Day/Month/Year) ____/____/____ **3. Gender:** Male Female Other

4. Contact Details

Home phone _____ Work phone _____

Mobile _____ Email address _____

Alternative email address (optional) _____

5. Residential Address _____

_____ Postcode _____

6. Postal Address (if different from residential address)

_____ Postcode _____

Language and cultural diversity

7. Country of birth

Australia

Other – please specify _____

8. Language spoken at home (If more than one language, indicate the one that is spoken most often)

English only

Yes, other – please specify _____

9. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No 4

Yes, Aboriginal 1

Yes, Torres Strait Islander 2

3 (yes to both)

Disability/Special Needs

10. Do you consider yourself to have a disability, impairment, special needs or long-term medical condition?

Yes Y

No N **No – Go to question 13**

12. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (You may indicate more than one area) Please refer to the Disability Supplement attached for an explanation of the following disabilities.

- | | |
|---------------------------|-----------------------------|
| Hearing/deaf | <input type="checkbox"/> 11 |
| Physical | <input type="checkbox"/> 12 |
| Intellectual | <input type="checkbox"/> 13 |
| Learning | <input type="checkbox"/> 14 |
| Mental illness | <input type="checkbox"/> 15 |
| Acquired brain impairment | <input type="checkbox"/> 16 |
| Vision | <input type="checkbox"/> 17 |
| Medical condition | <input type="checkbox"/> 18 |
| Other | <input type="checkbox"/> 19 |

Details:

Schooling

13. Are you still enrolled in secondary or senior secondary education?

YES

NO

14. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent 12

Year 11 or equivalent 11

Year 10 or equivalent 10

Year 9 or equivalent 09

Year 8 or below 08

Never attended school 02

Never completed any primary or secondary level education – go to question 17

Previous qualifications achieved

15. Have you **SUCCESSFULLY** completed any of the qualifications listed in question 16?

Yes Y
No N No – go to question 17

16. If YES tick ALL applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/> 008
Advanced diploma or associate degree	<input type="checkbox"/> 410
Diploma (or associate diploma)	<input type="checkbox"/> 420
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> 511
Certificate III (or trade certificate)	<input type="checkbox"/> 514
Certificate II	<input type="checkbox"/> 521
Certificate I	<input type="checkbox"/> 524
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/> 990

Employment

17. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

Full-time employee	<input type="checkbox"/> 01
Part-time employee	<input type="checkbox"/> 02
Self employed – not employing others	<input type="checkbox"/> 03
Self employed – employing others	<input type="checkbox"/> 04
Employed – unpaid worker in a family business	<input type="checkbox"/> 05
Unemployed – seeking full-time work	<input type="checkbox"/> 06
Unemployed – seeking part-time work	<input type="checkbox"/> 07
Not employed – not seeking employment	<input type="checkbox"/> 08

Study reason

18. 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	<input type="checkbox"/> 01
To develop my existing business	<input type="checkbox"/> 02
To start my own business	<input type="checkbox"/> 03
To try for a different career	<input type="checkbox"/> 04
To get a better job or promotion	<input type="checkbox"/> 05
It was a requirement of my job	<input type="checkbox"/> 06
I wanted extra skills for my job	<input type="checkbox"/> 07
To get into another course of study	<input type="checkbox"/> 08
For personal interest or self-development	<input type="checkbox"/> 12
To get skills for community/voluntary work	<input type="checkbox"/> 13
Other reasons	<input type="checkbox"/> 11

Detail: _____

19. EMERGENCY CONTACT/S DETAILS

Name

Relationship to Student

Email and Phone Number

Name

Relationship to Student

Email and Phone Number

20. CONTACT FOR ALL INVOICING/PAYMENT CORRESPONDENCE (Kindly tick the applicable box)**Please note:**

- Most state schools are required to facilitate payment, while some private schools prefer the same. Kindly check with your school's VET coordinator regarding fee payment procedures.
- For all other students not paying via their schools, a separate Fee Payment Agreement Form will be issued to the nominated invoicing contact.

 SCHOOL

Contact Name

Role

Email and Phone Number

OR

 PRIVATE - PARENT/GUARDIAN

Contact Name

Relationship to the student

Email and Phone Number

21. PARENT/GUARDIAN PERMISSION (Students aged 18 and up, please skip to question 22).

Mount Pleasant College requires permission from the parents/guardians of students below 18 years old with regards to the following:

Please tick appropriate consent	YES	NO
21.1. I/We authorise MPC staff to issue small amounts of paracetamol upon request of my child/student. Please list any medication the student is taking _____. 21.2. My child can self-medicate. 21.3. My child needs assistance in taking medications. 21.4. In the event of an emergency, I/we authorise MPC to secure an ambulance and/or medical attention for my child/student.		
21.5. I/We give permission for my child /student to travel accompanied/driven by the MPC staff/trainer as part of the course tasks.		
21.6. I/We give permission for my child /student to leave the College premises for lunch breaks. 21.7. If my child/student is offered a lift by a fellow student, I/we give permission for my child/student to travel in a private car driven by other students for lunch breaks, knowing full well that MPC staff cannot always supervise their whereabouts during lunch hours.		
21.8. I/We grant permission for my child to be photographed/recorded within the college environment or official external events to be used for college publication and or promotion in print, screen and/or web format.		

Parent's / Guardian's Signature _____

Parent/Guardian Name _____ Email/Mobile _____

Date _____

22. STUDENT PERMISSION (for students aged 18 and up).

Please tick appropriate consent	YES	NO
22.1. I MPC staff to issue small amounts of paracetamol upon my request. Please list any medication you are taking _____ 22.2. I can self-medicate. 22.3. I need assistance in taking medications. 22.4. In the event of an emergency, I authorise MPC to secure an ambulance and/or medical attention for on my behalf.		
22.5. I consent to travel accompanied/driven by the MPC staff/trainer as part of the course tasks.		
22.6. I may leave the College premises for lunch breaks and may travel in a private car driven by a fellow MPC student and be back at the time prescribed by MPC.		
22.7. I consent to being photographed/recorded within the college environment or official external events to be used for college publication and or promotion in print, screen and/or web format.		

Student's Signature _____

Student's Name _____ Email/Mobile _____

Date _____

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 are 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.

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

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) 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.

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.

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.

For more information about how 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 your RTO using the contact details listed below.

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. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact **Mount Pleasant 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

Mount Pleasant College: 08 9329 1755

email: contact@mpc.wa.edu.au

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

11 — Hearing/deaf - Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

12 — Physical - A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

13 — Intellectual - In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

14 — Learning - A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

15 — Mental illness - Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

16 — Acquired brain impairment - Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional, or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

17 — Vision - This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

18 — Medical condition - Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma, or diabetes.

19 — Other - A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.