

## STUDENT ENROLMENT

**RTO CODE-45630**

### STUDENT DETAILS

**Surname or Family Name**

**Given Names**

**Please indicate (X)**

I am an Australian Resident		I am an international student	
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### WORK

**Name of Company**

### PROGRAM YOU ARE ENROLLING

You are enrolling in	X
BSB40520 Certificate IV in Leadership and Management	

### PERSONAL DETAILS

<b>Title (Mr/Ms/Miss etc.)</b>	<b>Gender (M or F)</b>	<b>Date of Birth (dd/mm/yy)</b>	<b>Country where you were born</b>
<b>City/Town where you were born</b>			

**Home Telephone (incl. STD code)**

**Unique Student Identifier (USI)\***

**Postal Address (Number/Street/PO Box etc.)**

**Suburb/City**

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**Postcode**

PLEASE INDICATE (X)

**OTHER INFORMATION**

Are you of Australian Aboriginal or Torres Strait Islander origin?	No <input type="checkbox"/> Yes <input type="checkbox"/>  If "Yes", are you  Aboriginal <input type="checkbox"/> or  Torres Strait Islander <input type="checkbox"/>
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Have you been assessed as having a learning challenge or condition that may affect your ability to complete course requirements?	No <input type="checkbox"/> Yes <input type="checkbox"/>  If "Yes", then <b>select</b> the most appropriate condition(s):  Acquired Brain Impairment ..... <input type="checkbox"/> Hearing/Deaf ..... <input type="checkbox"/> Intellectual ..... <input type="checkbox"/> Learning ..... <input type="checkbox"/> Medical Condition..... <input type="checkbox"/> Mental Illness..... <input type="checkbox"/> Other..... <input type="checkbox"/> Physical ..... <input type="checkbox"/> Unspecified ..... <input type="checkbox"/> Vision ..... <input type="checkbox"/>
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**APPLICANT'S DECLARATION**

I declare that the information on this form is, to the best of my knowledge, true, correct and complete.

The course shall be deemed to have commenced upon confirmation of enrolment.

I hereby authorise The Hub for Learning to obtain/record my Unique Student Identifier (USI), as required by legislation, and release information concerning my student records to Government departments. I understand that, other than in order to verify information provided in this by the applicant, no other disclosure to third parties of any and all information shall be made by The Hub for Learning without prior written authorisation from the applicant.

I understand that should I not meet all program assessment requirements a Statement of Attainment shall be issued for unit(s) successfully completed, and that I may be able to re-enrol at a later date.

I understand that my enrolment may be terminated should any course work, or part thereof, submitted by me for assessment be found to be plagiarised, copied without acknowledgement or not my own, where it is clear that I present and submit it as my own work. I also acknowledge that The Hub for Learning Policies and Procedures for Fees & Refunds, Recognition of Prior Learning, Complaints and Appeals, and Privacy may all be downloaded from the RTO’s website [www.thehubforlearning.com.au](http://www.thehubforlearning.com.au)

**Privacy Notice**

Under the *Data Provision Requirements 2012*, **The Hub for Learning** 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 **The Hub for Learning** for statistical, administrative, regulatory and research purposes. **The Hub for Learning** 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](http://www.ncver.edu.au)).

**Please note: This Privacy Notice provided to students in addition to the RTO Privacy Policy**

**Student Declaration and Consent**

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**PLEASE SIGN and DATE**

<b>SIGNATURE OF STUDENT</b>		<b>DATE</b>	
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