

# Student Enrolment Form

| Part A: Enrolment Details  |  |   |             |               |
|--|--|---|-------------|---------------|
| <b>Qualification</b>   |  | <input type="checkbox"/> CPP41419 - Certificate IV in Real Estate Practice<br><input type="checkbox"/> CPP51122 - Diploma of Property (Agency Management) |             |               |
| <b>Intake</b>  |  | <input type="checkbox"/> Next Available <input type="checkbox"/> From: ___ / ___ / ___  |             |               |
| <b>Delivery Method</b>   |  | <input type="checkbox"/> Face to Face on Campus<br><input type="checkbox"/> Online Distance Delivery  |             |               |
| <b>Current National Property College Student</b>   |  | Yes, Provide Student ID _____<br>No   |             |               |
| <b>Do you wish to apply for Credit?<br/>If YES, Please complete the CT Application form and submit certified copies of transcripts of previous qualifications</b>  |  | Yes<br>No   |             |               |
| <b>Do you wish to apply for Recognition of Prior Learning?</b><br><br>If YES, our admin team will get in touch for further process   |  | Yes<br>No   |             |               |
| Part B: Personal Details   |  |   |             |               |
| <b>Surname</b>   |  | <b>Given Name</b>   |             |               |
| <p><b>*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want National Property College to apply for a USI on your behalf, <u>you must write your name, including any middle names, exactly as written in the identity document</u> you choose to use for this purpose. See the section on the USI at the end of this form for a detailed explanation.</b></p> |  |   |             |               |
| <b>DOB:</b>  |  | <b>Gender</b>   | <b>Male</b> | <b>Female</b> |
| <b>Home Phone</b>  |  | <b>Mobile:</b>  |             |               |

|  |      |   |                    |
|--|------|---|--------------------|
| <b>Work Phone</b>  |      | <b>Email</b>  |                    |
| <b>Student Address</b>   |      |   |                    |
| Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site |      |   |                    |
| <b>Unit Number</b>   |      | <b>Street No</b>  | <b>Street Name</b> |
| <b>Suburb/Locality/<br/>Town</b>   |      | <b>State/Territory</b>  | <b>Postcode</b>    |
| <b>Postal Address If different to above</b>  |      |   |                    |
| THIS CONFIDENTIAL ENROLMENT FORM ASKS FOR PERSONAL INFORMATION ABOUT YOU. THE MAIN PURPOSE FOR COLLECTING THIS INFORMATION IS FOR ADMINISTRATIVE, REGULATORY AND/OR RESEARCH PURPOSES AND TO ENSURE OUR COURSE IS SUITABLE FOR YOUR NEEDS. All staff at National Property College are required by law to protect the information provided on this Enrolment Form. More information about privacy is included in the notice at the end of this form   |      |   |                    |
| <b>Unit Number</b>   |      | <b>Street No</b>  | <b>Street Name</b> |
| <b>Suburb/Locality/<br/>Town</b>   |      | <b>State/Territory</b>  | <b>Postcode</b>    |
| <b>Part C: Disability</b>  |      |   |                    |
| <b>Do you consider yourself to have a disability, impairment or long-term condition?</b>   |      | <input type="checkbox"/> Yes <input type="checkbox"/> No – go to Part D |                    |
| 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 at the back of this form for an explanation of the following disabilities.   |      |   |                    |
| <input type="checkbox"/> Hearing/deaf  | [11] | <input type="checkbox"/> Physical                                       | [12]               |
| <input type="checkbox"/> Learning  | [14] | <input type="checkbox"/> Mental Illness                                 | [15]               |
| <input type="checkbox"/> Vision  | [17] | <input type="checkbox"/> Medical Condition                              | [18]               |
| <input type="checkbox"/> Intellectual  | [13] | <input type="checkbox"/> Acquired brain impairment                      | [16]               |
| <input type="checkbox"/> Other   | [19] |   |                    |

|   |   |  |
|---|---|--|
| <b>Part D: Language and cultural diversity</b>  |   |  |
| In which country were you born?   | <input type="checkbox"/> Australia [1101]   | <input type="checkbox"/> Other, please specify:<br>_____   |
| Do you speak a language other than English at home? If more than one language, indicate the one that is spoken most often.  | <input type="checkbox"/> No, English only [1201]  | <input type="checkbox"/> Yes, other, please specify:<br>_____                                    |
| Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.  | <input type="checkbox"/> No   | <input type="checkbox"/> Yes, Aboriginal<br><input type="checkbox"/> Yes, Torres Strait Islander |
| <b>Part E: Schooling</b>  |   |  |
| 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. |   |  |
| <input type="checkbox"/> Year 12 or equivalent [12]   | <input type="checkbox"/> Year 11 or equivalent [11]   | <input type="checkbox"/> Year 10 or equivalent [10]  |
| <input type="checkbox"/> Year 9 or equivalent [09]  | <input type="checkbox"/> Year 8 or below [08]   | <input type="checkbox"/> Never attended school [02]  |
| Go to question Part F   |   |  |
| Are you still enrolled in secondary or senior secondary education?  | <input type="checkbox"/> Yes <input type="checkbox"/> No                                    |  |
| <b>Part F: Previous qualifications achieved</b>   |   |  |
| Have you SUCCESSFULLY completed any of the qualifications listed in Part E?   | <input type="checkbox"/> Yes – indicate below<br><input type="checkbox"/> No – Go to Part G |  |
| <b>If yes, tick ANY applicable boxes</b>  |   |  |
| Bachelor degree or higher degree [008]  | Certificate IV (or advanced certificate/technician) [511]                                   | Certificate I [524]  |

|  |  |  |
|--|--|--|
| Advanced diploma or associate degree [410] | Certificate III (or trade certificate) [514] | Other education (including certificates or overseas qualifications not listed above) [990] |
| Diploma (or associate diploma) [420]       | Certificate II [521]                         |  |

### Part G: Employment

**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 [01]                  | Part-time employee [02]                            | Self-employed – not employing others [03] |
| Self-employed – employing others [04]    | Employed – unpaid worker in a family business [05] | Unemployed – seeking full-time work [06]  |
| Unemployed – seeking part-time work [07] | Not employed – not seeking employment [08]         |   |

### Part H: Study Reason

**Of the following categories, select the one which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick one box only)**

|                                       |  |
|---------------------------------------|--|
| To get a job [01]                     | It was a requirement of my job [06]            |
| To develop my existing business [02]  | I wanted extra skills for my job [07]          |
| To start my own business [03]         | To get into another course of study [08]       |
| To try for a different career [04]    | For personal interest or self-development [12] |
| To get a better job or promotion [05] | Other reasons [11]                             |

### Part K: Unique Student Identifier (USI)

From 1 January 2015, the National Property 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).

If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on a computer or mobile device.

|   |  |  |  |  |                   |                                  |   |  |  |  |
|---|--|--|--|--|-------------------|----------------------------------|---|--|--|--|
| <b>Enter your unique student identifier</b>   |  |  |  |  |                   |                                  |   |  |  |  |
| If you already have one   |  |  |  |  |                   |                                  |   |  |  |  |
| If you do not have a USI, would you like us to apply for a USI on your behalf?  |  |  |  |  |                   |                                  | Yes – <u>please complete USI Consent Form</u><br>No – <u>skip to the next section</u> |  |  |  |
| <b>Part M: Next of kin/emergency contact</b>  |  |  |  |  |                   |                                  |   |  |  |  |
| These are people that National Property College may need to contact in an emergency during your participation in training. Please ensure that the people named are aware that they have been nominated as emergency contacts and agree to their details being provided to National Property College |  |  |  |  |                   |                                  |   |  |  |  |
| <b>Name</b>   |  |  |  |  |                   | <b>Relationship to Applicant</b> |   |  |  |  |
| <b>Address</b>  |  |  |  |  |                   |                                  |   |  |  |  |
| <b>Home Phone</b>   |  |  |  |  | <b>Work Phone</b> |                                  |   |  |  |  |
| <b>Mobile</b>   |  |  |  |  | <b>Email</b>      |                                  |   |  |  |  |

|   |
|---|
| <b>Privacy Notice</b>   |
| <p>The information you provide to National Property College will remain private and confidential under the requirements of the Privacy Act 1988. Your personal details will be used for the purpose of processing your enrolment and facilitating the training and assessment services requested by you. Your personal information will not be released unless required by law or approval is provided by you. Your information will never be sold to a third party. Your information may be provided to a third party who has entered into a legally binding agreement with National Property College to provide services to either you or National Property College and who agrees to keep your personally information confidential except as required by law. Your personal information will be collected and used for the purpose of collection of data for statistical information under the requirements of the Data Provision Requirements 2012 and in line with current AVETMISS requirements however, this information is reported in a manner that does not identify you.</p> <p><b><u>Why we collect your personal information</u></b></p> |

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. If you do not provide the personal information we cannot proceed further with your application.

### **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 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](http://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>. Please contact the college if you are unable to access the provided link. We can email/ post a hard copy for your understanding.

**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 National Property 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

*You can also access the Privacy Policy of National Property College at RTOWEBSITE*

**Student Declaration and Consent please tick all**

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.

|                                  |  |                  |  |
|----------------------------------|--|------------------|--|
| <b>Student Signature</b>         |  |                  |  |
| <b>Student Name</b>              |  |                  |  |
| <b>Date</b>                      |  |                  |  |
| <b>Admin Staff Approval Date</b> |  | <b>Signature</b> |  |

## **Disability Supplement**

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.