



Public Schools NSW, Wagga Wagga. RTO 90333

VET ENROLMENT FORM

The Registered Training Authority (RTO) is responsible for the quality of the training and assessment in compliance with The Standards for RTOs 2015 and for the issuance of the Australian Qualifications Framework (AQF) certification documentation, <https://www.asqa.gov.au/about/australias-vet-sector/standards-registered-training-organisations-rtos-2015> .

Prior to enrolment the RTO provides accurate information that enables the learner to make informed decisions about undertaking training with the RTO. Every student is provided with a specific site VET Course Information sheet that provides qualification information.

Privacy Notice

Under the Data Provision Requirements 2012, Public Schools NSW Wagga Wagga, RTO 90333, 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 Public Schools NSW Wagga Wagga, RTO 90333, for statistical, administrative, regulatory and research purposes. Public Schools NSW Wagga Wagga, RTO 90333, 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
• understanding how the VET market operates, for policy, workforce planning and consumer information and
• administering VET, including program administration, regulation, monitoring and evaluation.

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).

Study reason

Select the main reason you are undertaking this course (Tick ONE box only)

Form with five rows: To gain extra skills to apply for a job, For personal interest or self-development, To gain skills for community/voluntary work, To learn about the requirements for work, Other reason. Each row has a checkbox.

Personal details

Full Name _____

Date of Birth _____

If you have a disability, impairment or long-term condition ensure your school is informed.

Delivery details This qualification will be delivered at school over one or two years.

Unique Student Identifier (USI)

Detailed course information is provided on each Course Information Sheet.

From 1 January 2015, we Wagga Wagga RTO 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 NCVER. 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.

Each student must provide the school with their USI number before enrolment in a VET course.

Grid of 10 empty boxes for USI number entry.

Training Product (Qualification) Details

Your school has the Authority to Deliver (ATD) the following courses.

Select the course(s) below in which you are requesting to enrol.

AHC20116 Certificate II in Agriculture

AHC20416 Certificate II in Horticulture

BSB20115 Certificate II in Business

CPC20211 Certificate II in Construction Pathways

CUA30415 Certificate III in Live Production and Services

FSK20113 Certificate II in Skills for Work and Vocational Pathways

ICT30118 Certificate III in Information, Digital Media and Technology

MEM10105 Certificate I in Engineering

SIR30216 Certificate III in Retail Services

SIT20316 Certificate II in Hospitality

Fees and refunds

The school site will advise on fee collection from students. Details are available on each VET Course Information sheet.

Parent / Carer declaration:

I declare that the personal information provided to the school about my son/daughter, named below, is true and correct to the best of my knowledge.

Student name:

Parent name: Parent signature: DATE

Complaints and appeals statement

<https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy>

For specific RTO procedures please contact your VET coordinator.