



Enrolment check list

- ✓ Course title and date on enrolment form?
- ✓ A copy of your white card included, if completing Traffic Control only?
- ✓ Provided 100 Points of color identification?
- ✓ Provided a USI number? Or ticked the "yes" on enrolment form?
- ✓ Provided a Centrelink concession / Health care card (if applicable)?
- ✓ Signed second and fourth page of enrolment form?
- ✓ All sections of enrolment form filled out?

***All sections of the enrolment form must be complete, and 100 points of ID provided
or enrolments cannot be accepted.***

*Students must COMPLETE pre-course online work via our online student learning
portal BEFORE attending the course. (If enrolling into White Card or First Aid.)*

Student Name:

Date:

Signature:



South Coast Community College Enrolment Form

Personal Details (Legal name as per photo ID, which will need to be sighted to verify legal name)

1) Title Mr Mrs Miss Ms 2) Family Name _____

3) Given Name/s _____

4) Date of Birth ____/____/____ 5) Town/City of birth _____ 6) Gender Female Male Other _____

7) Address _____

Suburb _____ State _____ Postcode _____

9) Telephone Home _____ Work _____ Mobile _____

10) Email Address _____

11) USI Yes No I give permission for South Coast Careers College to access my Unique Student Identifier (USI) for the purpose of recording my results. If I do not have a USI, I give permission for South Coast Careers College to create a USI on my behalf. USI: _____

Course of Enrolment

12) Course Code _____ 13) Date – From ____/____/____

14) Course Title _____ Date - To ____/____/____

15) Course Location Ulladulla Batemans Bay Merimbula Other: _____

16) Where did you hear about this course? Social Media Newspaper Website Internet Yellow Pages Word of Mouth Radio Google

Emergency Contact Details

17) Full Name _____ 18) Relationship _____

19) Contact number _____ 20) Mobile _____

21) In the event of an emergency do you give South Coast Careers College permission to organise emergency transport and treatment and agree to pay all costs related to the emergency?
YES / NO

AVETMISS Data Collection

<p>Language & Cultural Diversity</p> <p>22) In which country were you born? Australia <input type="checkbox"/> ¹²⁰¹ Other – please specify _____</p> <p>23) Do you speak a language other than English at home? No, English only <input type="checkbox"/> ¹²⁰¹ English only – Go to Question 9 Yes, other – please specify _____</p> <p>24) How well do you speak English? Very well <input type="checkbox"/> ¹ Well <input type="checkbox"/> ² Not well <input type="checkbox"/> ³ Not at all <input type="checkbox"/> ⁴</p> <p>25) Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes) No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/></p>	<p>Disability</p> <p>26) Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/> No – Go to Question 12</p> <p>27) If yes, then please indicate the areas of disability, impairment or long-term condition: (you may tick more than one)</p> <p>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</p>	<p>Schooling</p> <p>28) What is your highest COMPLETED school level? (Please tick ONE box only)</p> <p>Year 12 or equivalent <input type="checkbox"/> ¹² Year 11 or equivalent <input type="checkbox"/> ¹¹ Year 10 or equivalent <input type="checkbox"/> ¹⁰ Year 9 or equivalent <input type="checkbox"/> ⁰⁹ Year 8 or below <input type="checkbox"/> ⁰⁸ Never attended school <input type="checkbox"/> ⁰²</p> <p>29) In which YEAR did you complete that School level? _____</p> <p>30) Are you still attending secondary school? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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<p>Previous Qualifications Achieved</p> <p>31) Have you successfully completed any of the following qualifications? Yes <input type="checkbox"/> No <input type="checkbox"/> No – Go to Question 17</p> <p>32) If YES, then tick ANY applicable boxes</p> <p>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</p>	<p>Employment</p> <p>33) Of the following categories, which BEST describes your current employment status? (Tick ONE box only)</p> <p>Full-Time employee <input type="checkbox"/> ⁰¹ Part-Time employee <input type="checkbox"/> ⁰² Self-employed - not employing others <input type="checkbox"/> ⁰³ Employer <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</p>	<p>Study Reason</p> <p>34) Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)</p> <p>To get a job <input type="checkbox"/> ⁰¹ To develop my existing business <input type="checkbox"/> ⁰³ 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 or study <input type="checkbox"/> ⁰⁸ For personal interest or self-development <input type="checkbox"/> ¹² Other reasons <input type="checkbox"/> ¹¹</p>
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SMART & SKILLED FUNDING QUESTIONS

1. Do you work in NSW?	<input type="checkbox"/> YES <input type="checkbox"/> No	2. Are you still at school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, year completed:	
3. What is your residency status?	<input type="checkbox"/> Australian citizen <input type="checkbox"/> Australian permanent residence <input type="checkbox"/> New Zealand citizen <input type="checkbox"/> Humanitarian visa <input type="checkbox"/> None of the above				
4. Are you living in NSW Social Housing, or are you or your household on the NSW Housing Register?					<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are you enrolling under any of the below waivers?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to the above, please indicate which type of waiver from the list below.					<input type="checkbox"/> Evidence Attached
<input type="checkbox"/> Asylum Seeker – Temporary Humanitarian Stay Visa		<input type="checkbox"/> Asylum Seeker – Bridging Visa		<input type="checkbox"/> Refugee - Humanitarian Visa	
<input type="checkbox"/> Refugee - Protection Visa or Temporary Protection Visa		<input type="checkbox"/> Refugee - Safe Haven Enterprise Visa		<input type="checkbox"/> Other Circumstances	
<input type="checkbox"/> Out of home care		<input type="checkbox"/> Home Schooled Student			
6. Have you achieved any qualifications since turning 17?	<input type="checkbox"/> Yes, while at school <input type="checkbox"/> Yes, after leaving school <input type="checkbox"/> No				
If yes to the above, what is the highest level of post school qualification achieved?					
<input type="checkbox"/> Foundation		<input type="checkbox"/> Certificate I		<input type="checkbox"/> Certificate II	
<input type="checkbox"/> Certificate III		<input type="checkbox"/> Certificate IV & above		<input type="checkbox"/> Certificate IV or above with Acquired Disability	
7. Have you undertaken any other Smart and Skilled qualifications this calendar year?					<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are you registered or intending to be registered in an apprenticeship or traineeship for this qualification in NSW?	<input type="checkbox"/> Yes, registered <input type="checkbox"/> Yes, intending to register <input type="checkbox"/> No				
If yes to the above, please indicate which type from the list below.					<input type="checkbox"/> Evidence Attached
<input type="checkbox"/> New Entrant Traineeship		<input type="checkbox"/> Apprenticeship		<input type="checkbox"/> Existing Worker Traineeship	
<input type="checkbox"/> School Based Apprenticeship		<input type="checkbox"/> School Based Traineeship			
9. What is your disability status?	<input type="checkbox"/> No disability <input type="checkbox"/> Yes, I have a disability <input type="checkbox"/> Yes, I am a dependent child or spouse of a person in receipt of a disability support pension				
If yes to the above, please indicate disability assessment type.					<input type="checkbox"/> Evidence Attached
<input type="checkbox"/> Recipient of disability support pension		<input type="checkbox"/> Assessed by specialist support professional as a student with disability			
10. Are you Aboriginal?	<input type="checkbox"/> Yes <input type="checkbox"/> No	11. Are you Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
12. Do you receive a Centrelink payment?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I am a dependent child or spouse of a Centrelink payment				
If yes to the above, please tick which payment you receive from the list below.					<input type="checkbox"/> Evidence Attached
<input type="checkbox"/> Age Pension		<input type="checkbox"/> Austudy		<input type="checkbox"/> Jobseeker Payment	
<input type="checkbox"/> Carer Payment*		<input type="checkbox"/> Parenting Payment (Single)		<input type="checkbox"/> Family Tax Benefit Part A - Maximum Rate	
<input type="checkbox"/> Farm Household Allowance		<input type="checkbox"/> Veterans' Affairs Pensions		<input type="checkbox"/> Veterans' Children Education Scheme	
				<input type="checkbox"/> Youth Allowance	
				<input type="checkbox"/> Widow Allowance	
				<input type="checkbox"/> Special Benefit	
13. Are you an Employment Service Provider Client?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Employment Service Provider Name & Client ID:			
14. Have you been referred to this training by an Employment Service Provider client?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Referral ID:		
15. Are they paying your student fee?	<input type="checkbox"/> Yes <input type="checkbox"/> No	16. Do you have evidence of long-term unemployed status?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

COURSE COST: _____

STUDENT SIGNATURE: _____ DATE: ____/____/____

PARENT/GUARDIAN SIGNATURE: _____ DATE: ____/____/____

(If under 18 years of age)

Office Use Only	Commitment ID	Student Fee Contribution	Date Processed
Smart & Skilled Eligible? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Invoice No _____ Receipt No _____	Comments		Processed By

Terms & Conditions of Enrolment

1. Enrolment & Selection (5.3)

- a) The student is responsible for notifying South Coast Careers College if they have a medical condition or disability or require assistance in their training.
- b) A deposit must accompany enrolment to secure a placement within a course; this fee is also the Administration Fee.
- c) It is the student's responsibility to note the date, time and location of the course as advertised.
- d) Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
- e) Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
- f) If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative pre-scheduled course.
- g) Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
- h) The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a Trainer/Assessor at any time without notice.
- i) Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. South Coast Careers College's students are covered by public liability insurance whilst working within the RTO's premises.

2. Course Fees, Payments and Refunds (5.3)

- a) Please refer to the course flyer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
- b) In line with the RTO's Fee Protection Policy the RTO will not collect more than \$1,500 prior to course commencement.
- c) Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
- d) Refunds may be made in the following circumstances:
 - i. Participants have overpaid the administration charge
 - ii. Participants enrolled in training that has been terminated by the RTO
 - iii. Participant advises the RTO prior to course commencement that they are withdrawing from the course
 - iv. If the participant withdraws from a course or program, prior to course commencement, due to illness or extreme hardship as determined by the RTO
 - v. In the event that the RTO fails to provide the agreed services
- e) A deposit of no more than \$1,500 is required prior to course commencement; this deposit is to confirm a place in the course. Please refer to the Course Flyer for the deposit amount required.
- f) An administration fee of \$150 is required to be paid prior to course commencement which is included within the deposit fee of \$100. If the student withdraws from the course prior to course commencement, they will forfeit this administration fee but may be entitled to a refund of the remaining deposit. If the total course fee is less than \$150, then the total of the course fee is to be paid prior to course commencement to secure a place within the course.
- g) No refunds will be issued once the student has commenced the course
- h) Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a certificate re-issue fee of \$80 will be charged.
- i) If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given another opportunity for reassessment.
- j) If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.

- k) In most cases there will be no reassessment fee. If a reassessment fee is applicable, this fee will be included on the course flyer.
- l) If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued, and the student will be given a six-month period to undertake reassessment if required.
- m) The RTO is responsible for the issuance of AQF certification documentation (5.2).

3. Cooling Off Period (5.3)

South Coast Careers College protects the rights of the learner including but limited to the Statutory requirements for cooling-off periods.

Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the RTO Manager (a letter or email is acceptable) within 10 business days of enrolment, unless the student has already commenced the training. Please refer to the Refund policy for process on acquiring a refund.

4. Changes to Agreed Services (5.4)

Where there are any changes to the agreed services that will affect the learner, including in the event of South Coast Careers College closing down, the RTO will advise the learner as soon as practicable. This includes changes to any new third-party arrangements or a change of ownership or any changes to existing third party arrangements.

5. Fee Protection (7.3)

South Coast Careers College requires a minimum deposit, which will not exceed \$1,500 per individual student, prior to course commencement. If the full course fees are less than \$1,500, the full fees may be required to be paid prior to course commencement. Please refer to the course flyer for an outline of all course fees.

Following course commencement, full fees will be required to be paid by either a payment plan (if remaining fees are more than \$1500), or in full (if the remaining fees are below \$1500) for training and other services yet to be delivered.

6. Consumer Guarantee (5.3)

South Coast Careers College guarantees that the services provided by the RTO will be:

- provided with due care and skill
- fit for any specified purpose (express or implied)
- provided within a reasonable time (when no timeframe is set for the training).

7. Complaints and Appeals (6.1)

If a student is experiencing any difficulties, they are encouraged to discuss their concerns with Senior Management. South Coast Careers College administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Staff member or Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook. Once the form has been completed, the form should be submitted to the RTO for actioning.

Please refer to the Student Handbook for more details on the complaints and appeals process.

8. Credit Transfer (3.5)

The RTO recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e. presentation of original certificate or transcript).

Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer.

9. Language, Literacy and Numeracy (LLN) (1.7)

LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning is to be identified upon enrolment. Trainers and staff within the RTO can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

All students undertaking a Certificate III qualification or below are required to undertake an LLN Assessment.

10. Support Services (1.7)

South Coast Careers College caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage to course completion, through their trainer or RTO staff.

South Coast Careers College is committed to providing clients requiring additional support, advice or assistance while training. Please see the Student Handbook on the types of support provided by the RTO.

To achieve this and to ensure the quality delivery of training and education, the RTO provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the RTO for further counselling and/or assistance.

11. Legislative and Regulatory Requirements (8.5)

All students will undergo an induction with the RTO, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.

The student acknowledges that they must observe South Coast Careers College's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

12. Privacy Protection

South Coast Careers College respects the importance of securing any form of personal information which is collected from the student(s) and/or other Stakeholders. Information collected from students is only utilised for the purpose gathering information on the student as part of their enrolment, training,

assessment and certification process. All data is kept securely within either a locked filing cabinet or filed electronically within a password protected database.

South Coast Careers College has an obligation under Commonwealth and State legislation to provide information to certain government departments for the purpose of reporting data to the government. On occasion, the government regulatory body will require access to student records for the purpose of auditing the RTO against the Standards for RTO's. No student files will be removed from the RTO's site, unless a student is notified beforehand.

13. Privacy Notice

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:

- populating authenticated VET transcripts
- administering VET, including program administration, regulation, monitoring and evaluation
- 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.

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

STUDENT DECLARATION

1. I declare that the information contained in this Enrolment Agreement Form is true and correct.
2. I confirm that I have read, understood and consent to the Terms and Conditions of Enrolment and the Fee Payment and Refund Procedures
3. I acknowledge and agree with the terms and conditions of enrolment with specific reference to the RTO's enrolment and selection
4. I consent to South Coast Careers College providing my information to Australian Commonwealth and State Governments for the purpose of reporting to the Government as part of my enrolment.
5. I understand that I will be required to pay a deposit with this Enrolment Agreement Form and that the deposit is non-refundable.
6. By signing this document, I give permission for the RTO to access my Unique Student Identifier for the purpose of my training.
7. I understand that my rights and responsibilities as a student are outlined in the Student Handbook and that I should refer to this handbook for further information on USI, LLN Assessment, Complaints and Appeals, WHS, Support Services and other legislative and regulatory policies and procedures.

I am an Australian/New Zealand Citizen or Permanent Resident Yes No

If no, I have provided a copy of my current Visa Yes No (Do not proceed with enrolment without providing a copy)

STUDENT SIGNATURE: _____ **DATE:** ____/____/____

PARENT/GUARDIAN SIGNATURE: _____ **DATE:** ____/____/____

(If under 18 years of age)

CURRENT IDENTIFICATION PROVIDED WITHIN ENROLMENT : Australian Drivers Licence Passport Australian/International Photo ID

Birth Certificate Bank Card/Statement Centrelink Card/Statement Medicare Card State of Federal Employee Card

Dep Veterans Affairs Card Tertiary Education Photo ID Photo Firearms Licence Other: _____

See additional checklist for reference – 100 Points Identification Guide or Evidence of Identity Checklist (SafeWork Courses Only).

OFFICE USE ONLY

RTO REPRESENTATIVE SIGNATURE: _____ DATE RECEIVED: ____/____/____

RTO REPRESENTATIVE POSITION: _____ DATE PROCESSED: ____/____/____

ADDITIONAL COMMENTS: _____

INTERVIEW QUESTIONS – To determine students' suitability for entering into the course		
QUESTION	POSSIBLE ANSWERS	OTHER COMMENTS –add additional notes here
Why have you decided to enrol into this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop new skills <input type="checkbox"/> Work in the industry currently <input type="checkbox"/> Want to develop my existing skills	
What level is your current skills and knowledge of the course you wish to enrol?	<input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry <input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years <input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 3-6 years <input type="checkbox"/> <i>Extensive Experience</i> - I have over 6 years' experience in the industry	
What is your expectation upon completion of training?	<input type="checkbox"/> To get a job <input type="checkbox"/> To get a pay rise <input type="checkbox"/> To be able to apply for a higher position <input type="checkbox"/> To get a better job <input type="checkbox"/> To learn new skills	
Are there any specific training needs you may have?	<input type="checkbox"/> I may require flexibility in my training to meet my personal needs <input type="checkbox"/> I may require adjustment to training to meet my learning needs <input type="checkbox"/> I have a disability and would like further assistance <input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment <input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning <input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs <input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (i.e. language and literacy) <input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted <input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance <input type="checkbox"/> I have financial difficulties and would like to negotiate a payment plan	
South Coast Careers College provide a range of support services for students, are there any special needs that you need help with?	<input type="checkbox"/> I may need equipment to be modified due to physical disability (eg. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities) <input type="checkbox"/> I may need equipment to be modified to assist my learning (eg. lowering benches, enlarging computer screens, providing chairs with support) <input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (eg. Oral exam instead of written or allowing additional time for a scribe to write an exam for person with a disability) <input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (eg. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter) <input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability <input type="checkbox"/> English is not my first language, I will need assistance with language <input type="checkbox"/> I am currently working and would like to complete assessments within the workplace <input type="checkbox"/> I will need support with my learning <input type="checkbox"/> I will need specialist support equipment or personnel <input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning <input type="checkbox"/> I will need assistance with using technology <input type="checkbox"/> Referral to LLN training or assistance	
South Coast Careers College offer Recognition of Prior Learning (RPL) and Credit Transfer (CT). Would you like to apply for either of these?	<input type="checkbox"/> Yes (if yes select below) <input type="checkbox"/> No <input type="checkbox"/> RPL – Completed CT/RPL/RPL form and provide all relevant supporting evidence as outlined in the form. <input type="checkbox"/> CT – Completed CT/RPL/RPL form and provide all relevant supporting evidence as outlined in the form.	
Office Use Only	<input type="checkbox"/> LLN testing required prior to course commencement <input type="checkbox"/> Reasonable adjustment. Please state specific needs <input type="checkbox"/> RPL/CT granted <input type="checkbox"/> Mode of delivery suitable for candidate <input type="checkbox"/> Selection criteria met existing skills and knowledge of student	



Smart & Skilled and Ace Declaration Form

CONSENT TO USE AND DISCLOSURE OF PERSONAL INFORMATION TO THE DEPARTMENT OF EDUCATION AND OTHER GOVERNMENT AGENCIES

I, (Full name) _____

of (Current residential address) _____

date of birth / /

Understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performances, or sensitive personal information, (including my ethnicity or health information) (together Personal Information) collected by South Coast Careers Colleges may be disclosed to the Department of Education (Department).

The Department may disclose my Personal Information to other Australian government agencies. Including those located in States and Territories outside New South Wales.

The above government agencies may use my personal information for a purpose relating to the exercise of their government functions, including but no limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidized training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above. I also acknowledge and agree that the Department may contact me by telephone, email, or post during or after I have ceased subsidized training with South Coast Career Colleges for the purpose of evaluating and assessing my training.

Print Full Name : _____

Signature: _____ **Date:** _____

Note: if under 18 years of age at the time of giving consent, then the consent of their guardian is required

Print Full Name of Guardian: _____

Signature of Guardian: _____ **Date:** _____