

IN-CONFIDENCE  
(WHEN COMPLETE)

# Enrolment Form

Information contained in this document is utilised in accordance with GoTrain Industry Pty Ltd Privacy Policy

Please complete the following form in full and return to your nearest office (as above).

If you have any questions please contact our customer service staff on:  
(02) 4355 4595, (07) 3274 2350 or visit our website at: [www.gotrain.com.au](http://www.gotrain.com.au)

Section 1 – Personal Details (Please choose by placing an X in the boxes that apply to you)

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Surname:					
Given Names:					
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	

## Section 2 – Contact Details

## Personal Contacts

Mobile:		Phone: (Home)	
Email:		Phone: (Work)	
Alternative email address: (optional)			

## Home Address: (please provide the physical address where you usually reside)

Address:			
Suburb:		State:	
		Postcode:	

## Mailing Address: (if different from above)

Address:			
Suburb:		State:	
		Postcode:	

## Section 3 – Workplace Details (if applicable)

Company/Employer:			
Address:			
Suburb:		State:	
		Postcode:	
Email Address:			
Contact Person:		Work No:	

## Section 4 – Identification

Have you completed a Course with Go-Train Industry Pty Ltd previously?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Previous Course Name		
Do you have a Rail Industry Worker (RIW) number? <input type="checkbox"/> Yes <input type="checkbox"/> No	Your RIW number:	

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## Section 5 - Unique Student Identifier (USI)

From 1 January 2015, Go-Train Industry Pty Ltd, 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.

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/faws/i-have-forgotten-my-usi/>.

Do you have a USI?	<input type="checkbox"/> Yes, and I give permission for Go-Train Industry to Locate my USI if my supplied USI will NOT Validate	<b>Your USI No.</b>	
	<input type="checkbox"/> No and I understand that a delay in supplying my USI to GO TRAIN INDUSTRY PTY LTD may result in delay in course participation and certification.		

## Section 6 – Qualification/Course Details

I wish to enroll in the following course:

Qualification / Course Name:			
Delivery Mode & Commencement:	<input type="checkbox"/> Distance Learning/Online	Date:	
	<input type="checkbox"/> Classroom	Time:	
	<input type="checkbox"/> Workplace – Based <input type="checkbox"/> Assessment Only (RPL)	Location:	

## Section 7 – Market research

How did you hear about Go-Train Industry Pty Ltd?	<input type="checkbox"/> Email received	<input type="checkbox"/> Industry Body / Regulator
	<input type="checkbox"/> Press Advertisement	<input type="checkbox"/> Employer
	<input type="checkbox"/> Internet Search	<input type="checkbox"/> Work Colleague
	<input type="checkbox"/> Television	<input type="checkbox"/> Family / Friend
	<input type="checkbox"/> Radio	<input type="checkbox"/> I am a Past Student
	<input type="checkbox"/> Billboard/Signage	<input type="checkbox"/> From a past student of Go-Train Industry Pty Ltd
	Other :	

## Section 8 - Language and Cultural Diversity *(Please choose by placing an X in the boxes that apply to you)*

In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other – please specify _____
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes, other – please specify _____
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	<input type="checkbox"/> Yes, Torres Strait Islander

## Section 9 – Disability

Do you consider that you have a disability, impairment / long term condition that may affect your participation in the course?

- Yes  
 No – Go to Section 10

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

<input type="checkbox"/> Hearing / Deafness	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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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.

Do you need any additional support?  Yes  No

Specify support required:

## Section 10 - Schooling (Tick ONE box only)

What is your highest COMPLETED school level?

<input type="checkbox"/> Never attended school	<input type="checkbox"/> Completed Year 10 or Equivalent
<input type="checkbox"/> Year 8 or Below	<input type="checkbox"/> Completed Year 11 or Equivalent
<input type="checkbox"/> Completed Year 9 or Equivalent	<input type="checkbox"/> Completed Year 12 or Equivalent

Are you still enrolled in secondary or senior secondary education?  Yes  No

## Section 11 - Previous qualifications achieved

Have you SUCCESSFULLY completed any of the qualifications below  Yes  No

If yes, tick ANY applicable boxes:

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

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## Section 12 – Employment

Of the following categories, which BEST describes your current employment status (*Tick ONE box only*)

<input type="checkbox"/>	Full-Time Employee (35 or more hours per week)	<input type="checkbox"/>	Employed – Unpaid Worker in Family Business
<input type="checkbox"/>	Part-Time Employee (less than 35 hours per week)	<input type="checkbox"/>	Unemployed – Seeking Full-Time Work
<input type="checkbox"/>	Self-employed – not employing others	<input type="checkbox"/>	Unemployed – Seeking Part-Time Work
<input type="checkbox"/>	Self-employed – employing others	<input type="checkbox"/>	Not Employed – Not Seeking Employment

## Section 13 - Study Reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course? (tick ONE box only)

<input type="checkbox"/> Personal Interest or self-development	<input type="checkbox"/> Requirement of my job	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To get a job	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To get skills for community/volunteer work
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> Other reasons
<input type="checkbox"/> I want extra skills for my job	<input type="checkbox"/> To try for a different career	

## Section 14 – Payment Section

<b>Responsibility for Payment</b>	<input type="checkbox"/> Client (myself)	<input type="checkbox"/> My Parent / Guardian
	<input type="checkbox"/> My Employer	<input type="checkbox"/> Other: (Please note)

- Payment must be made before commencement of course.
- The Admin and resource fees are payable immediately. No refund is applicable for these fees.
- Cancellation fees may apply, refer to refund policy.

## Section 15– Privacy Statement and Student Declaration

### Privacy Notice

Under the *Data Provision Requirements 2012*, Go-Train Industry Pty Ltd 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 Go-Train Industry Pty Ltd for statistical, administrative, regulatory and research purposes. Go-Train Industry Pty Ltd 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)).

I declare that I have read, understood and agree with the following:	Initial
<ul style="list-style-type: none"> <li>• that the information I have provided to the best of my knowledge is true and correct.</li> <li>• that I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.</li> <li>• I allow Go-Train Industry Pty Ltd to provide a copy of my SOA/Certificate to my employer at the completion of my training program.</li> <li>• All enrolments are confirmed in writing before the course starts, giving details of the course start times and venue. In the unlikely event, you do not receive confirmation of a course prior to the commencement date, please contact us immediately.</li> <li>• That Cancellations fees may apply if I cancel my course, refer to refund policy on our website.</li> </ul>	

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## PRIVACY

The Primary purpose of collecting person information that you supply on this form is to process your enrolment and government reporting. We may also use these details to keep you informed of upcoming events and will not disclose your information to a third party. For more details of our Privacy Policy, please visit the website or contact Managing Director Go Train Industry.

## REFUND POLICY

Clients who withdraw from a course prior to the commencement of the course maybe entitled to a part refund. Refunds are provided on a sliding scale determined by the amount of notice you provide. For a full copy of the Refund Policy visit our website at [www.gotrain.com.au](http://www.gotrain.com.au)

## COLLECTION FEES

By signing this enrolment form you acknowledge that you will be liable for all collection fees and charges should non-payment of our invoice/s result in the matter being handed to our Debt Collection Agency.

<b>Client Name:</b>			
<b>Client Signature:</b>		<b>Date:</b>	
<b>Parent/Guardian Signature:</b> (consent is required for all students under the age of 18)		<b>Date:</b>	
<b>RTO Representative Name:</b>			
<b>RTO Representative Signature:</b>		<b>Date:</b>	
<b>Provide at least ONE form of ID (e.g. Driver's Licence) (Go-Train Industry Pty Ltd Representative will need to sight your ID)</b>			
<b>ID Type:</b>			
<b>ID #:</b>			
<b>ID Sighted (Representative to sign):</b>			

## Admin Use Only

<b>LLN Assessment completed:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Enrolment processed in Power-pro:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Client File Created:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Invoice Raised:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Training &amp; Assessment Resources</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Client Induction Completed:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Student Competency record complete</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Certificate issued</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Certificate checked by Compliance Manager or Managing Director</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> NA	<b>Date:</b>		<b>Initial:</b>	
<b>Additional Notes:</b>							