

TAFE NSW Privacy Statement

TAFE NSW is committed to protecting your privacy in accordance with all applicable privacy laws. All personal information TAFE NSW collects in connection with your enrolment is managed in accordance with TAFE NSW's Privacy Statement, which is available at <https://www.tafensw.edu.au/privacy> or on request. If you do not provide all the information TAFE NSW requires, TAFE NSW may not be able to enrol you or provide you with certain products and services.

Student Declaration – If you are under 18 years of age this declaration must also be signed by your parent / guardian. By signing this enrolment form, I acknowledge and agree to the following:

- All information provided with this enrolment is true, accurate, complete and not misleading in any way and I will provide evidence when requested to support my declarations. I will promptly inform TAFE NSW of any changes. If any of that information is incorrect, incomplete, false or misleading, including not disclosing a history of violence, TAFE NSW may cancel this enrolment.
- I have read the section titled Management of Risk of Harm to Students and Staff on the TAFE NSW Enrolment Information – Terms and Conditions of this form. I also acknowledge that it is a condition of my enrolment to advise the Campus Manager, a TAFE Counsellor, or my Head Teacher if I have a history of violence.
- I have been informed of, accessed or been provided with sufficient information to understand all the requirements and applicable terms and conditions of my enrolment, including the fees and charges associated with my course and refund policy. (summary at Enrolment Information on this form)
- I agree to pay all the student fees and charges associated with my enrolment by the due date(s), otherwise TAFE NSW may suspend or cancel this enrolment, refer the outstanding debt to a debt collection agency and will withhold my award/results for any completed course.
- I am liable for all outstanding amounts, whether or not another person (e.g. my employer or sponsor) has agreed to pay them on my behalf.
- I will comply with all applicable TAFE NSW policies, procedures, rules and lawful instructions relating to my enrolment, including student conduct and disciplinary policy.
- I consent to TAFE NSW collecting, storing, using and disclosing my personal information in accordance with TAFE NSW's Privacy Statement, including disclosing my personal information to other Government departments and agencies or as permitted by law, including the Privacy and Personal Information Protection Act 1998, Disability Discrimination Act 1992 and the Health Records and Information Privacy Act 2002
- I consent and authorise TAFE NSW and the Department of Human Services (Centrelink) for the release of information on the current status of my Centrelink Entitlement solely in order to confirm and validate my eligibility for fee exemption or fee concession on enrolment into NSW Government subsidised training and/or identified TAFE NSW courses.
- I understand and consent that to support a Credit Transfer application, TAFE NSW will request verification of my Academic Record with the issuing Provider to ensure the achievement of competency and currency of the training, and equally, TAFE NSW will verify authenticity of a TAFE issued Academic Record when requested by another Provider in accordance with the Standards for Registered Training Organisations (RTOs).

Smart and Skilled Consent

- Without limiting TAFE NSW's Privacy Statement, I 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 performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by TAFE NSW may be disclosed to the Department of Education (the 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 any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised 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 subsidised training with TAFE NSW for the purposes of evaluating and assessing my subsidised training.

Student Signature

DD/MM/YYYY

Parent/Guardian Signature

DD/MM/YYYY

*If the student is under 18 years of age

Authorisation by Enrolling Officer

Is this enrolment part of

an apprenticeship

a traineeship

neither

I authorise the enrolment details shown and verify that the student has completed the compulsory Student Statistics questions on this Enrolment Form, and verify that the Student (and the parent/guardian, where applicable) has acknowledged the Smart & Skilled Consent and the Student Declaration.

Enrolling Officer Signature

DD/MM/YYYY

Authorisation by Temporary Visa Holders Officer (TVH Officer)

I confirm this temporary visa holder is eligible to study in Australia. As they are not a Registered NSW Apprentice or Trainee nor eligible for NSW government subsidised training, they can be enrolled in a fee for service (commercial) course offered by TAFE NSW. I have also sighted original and current documentation to validate their visa status.

TVH Officer Signature

DD/MM/YYYY

Student Privacy Statement

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to Services Australia (Centrelink), the Department of Veterans' Affairs, the Department of Education and Training, the Department of Education, Innovation and Science, the Department of Home Affairs, Transport for NSW, NSW Department of Education, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration or by using the TAFE NSW Student Portal.

Family Name

Student Statistics

To help TAFE NSW provide a better service please complete the information below. All questions are to be answered and information will be treated confidentially.

First Given Name

If your personal details change please update by contacting your TAFE NSW Student Administration or by using the Student Portal

- 1. What is your highest completed school level?
 - Year 12 or equivalent
 - Year 11 or equivalent
 - Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or equivalent
- Never attended school

- 6 - It is a requirement of my job
- 7 - I want extra skills for my job
- 8 - To get into another course of study
- 9 - Other reasons
- 10 - For personal interest or self-development
- 11 - To get skills for community/voluntary work

2. In which year did you complete this school level?

3. Are you still attending secondary school? Y N

4. Have you successfully completed any of the following qualifications? Y N

5. If yes, then please enter the appropriate location number in the applicable boxes

- Master Degree
- Doctoral Degree
- Graduate Diploma/Certificate
- Bachelor Degree or Higher
- Advanced Diploma of Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than above

Location Numbers

- 1 - Overseas
- 2 - TAFE NSW
- 3 - Adult & Community Education (ACE)
- 4 - Other Training Provider
- 5 - HSC VET Course
- 6 - Higher Education/University Education

6. Of the following categories, which BEST describes your current Employment status? Place a CROSS (X) in one box only

- 1 - Full-time employee
- 2 - Part-time employee
- 3 - Self-employed – not employing others
- 4 - Employer
- 5 - Employed – unpaid worker in a family business
- 6 - Unemployed – seeking full-time work
- 7 - Unemployed seeking part-time work
- 8 - Not employed – not seeking employment

7. Which best describes your main reason for studying?

- 1 - To get a job
- 2 - To develop my existing business
- 3 - To start my own business
- 4 - To try a different career
- 5 - To get a better job or promotion

8. In which country where you born?

- | | | |
|-------------------------------------|----------------------|--------------------------|
| Australia | Indonesia | South Africa |
| Afghanistan | Iran | South Sudan |
| Bangladesh | Iraq | Sri Lanka |
| Burma (Rep of the Union of Myanmar) | Korea (Rep of South) | Sudan |
| China (exl. SARs and Taiwan) | Lebanon | Taiwan |
| Congo (DR of) | Macedonia (Rep) | Turkey |
| Fiji | Malaysia | United Kingdom |
| Former Yugoslavia | New Zealand | United States of America |
| Hong Kong (SAR of China) | Puapa New Guinea | |
| India | Pakistan | |
| | Philippines | Vietnam |
| | Russian Federation | |

Other:

9. If you were not born in Australia, what year did you first arrive in Australia?

10. Do you speak a language other than English at home?

No, English only (If NO, you do not need to complete the remaining questions.

Yes, I speak (Place a CROSS [X] in one box only)

- | | | |
|-----------|--------------------|------------|
| Arabic | Indonesian | Russian |
| Bengali | Italian | Samoan |
| Burmese | Japanese | Serbian |
| Cantonese | Khmer | Sinhalese |
| Croatian | Korean | Spanish |
| Dari | Macedonian | Tagalog |
| Dinka | Mandarin | Tamil |
| Fijian | Nepali | Thai |
| French | Persian (exl Dari) | Tongan |
| German | Polish | Turkish |
| Greek | Portugese | Urdu |
| Hindi | Punjab | Vietnamese |

Other:

11. How well do you speak English?

- Very Well
- Well
- Not Well
- Not at all

12. Do you require help with English? No Yes

TAFE NSW ENROLMENT INFORMATION – Terms and Conditions

Changes to Courses - TAFE NSW reserves the right to:

- run or withdraw any course
- hold a course at a location other than that advertised
- alter the times or dates for the whole or any part of the course
- offer you a new/alternate course if the course has been updated in line with national industry standards.
- refuse more than one attempt at a course, qualification or assessment event within a UoC.

If any of these course changes become necessary you will be advised, including alternative arrangements which may be available for you to complete your course.

Payment of student fees and additional charges- All student fees and charges are reviewed on a yearly basis and are subject to change.

Your enrolment is not complete and you are not entitled to attend class and/or participate in training until you have paid the relevant student fee (or fee instalment by due date), the concession fee, or have been exempted from the student fee.

TAFE NSW will NOT accept cash for payment of fees or enrolment-related charges. You may pay by EFTPOS, Visa card, MasterCard, BPay, cheque or money order payable to TAFE NSW. You may have the option to pay your student fee in more than one instalment.

The first payment is to be paid when you enrol, and before participation in your studies. As part of your enrolment, you will be notified when your second and/or further payments are due.

Students who receive a specified Commonwealth benefit or allowance may be eligible to pay a concession fee per course, up to and including Certificate IV, instead of the student fee. Aboriginal or Torres Strait Islander students who live or work in NSW, or live in identified border postcodes, may be exempt from paying the student fee in subsidised training.

Students in receipt of the Disability Support Pension or students with a disability (clients of a Teacher/Consultant) may be exempt from paying the student fee in subsidised training.

Note: The concession fee may be payable by instalments. Check with your college of enrolment.

Note: NSW Apprentices and trainees must provide proof of their status as an apprentice or trainee at time of enrolment.

Note: Registered home-schooled students must provide their NESA Registration letter to be eligible for Smart and Skilled.

Note: Welfare/Benefit recipients are required to provide a CRN and/or documentary evidence to be eligible for a Concession fee.

For more information about student fees and charges, go to <https://www.tafensw.edu.au>.

Additional charges may apply to your course for:

- essential equipment and items that become your property, such as, chef knives, licence fees;
- an optional charge for items that are not essential for your study, such as exotic or non-standard flowers or other raw materials
- an optional charge for alternate forms of access to an item or service that is essential for your training, such as a textbook, rather than the on-line materials.

Your student fee (or fee exemption) is for your first attempt at training, including the Unit/s of Competence within your course. **Additional fees** may apply where you need a second/repeat attempt at a UoC.

Withdrawing from your study - Students who withdraw from their study are required to notify their campus in writing. Students who have not demonstrated participation and/or attendance in their study on a regular basis will be contacted to determine their status of continuing or withdrawing from their studies.

TAFE NSW will assist you to re-commence your studies, however if no response is received within times specified, action will be taken to withdraw you from your enrolment.

Refund of the Student Fee - A refund of the student fee may be given in the following circumstances:

- You enrolled in a course that has been cancelled by TAFE NSW.
- You have overpaid your fee.
- You formally advise the campus, prior to the start of your course, that you wish to withdraw.
- You paid the Smart and Skilled fee for your course, and was then granted a fee exemption dated to the course start date.
- You enrolled in training less than 1 week duration and you formally advise the campus at least 5 business days prior to the start of the course that you wish to withdraw.

If, after your course start date, you advise you wish to withdraw and you have pre-paid on future fee instalments, you may be eligible for a refund of the pre-paid fee instalment/s.

Note: There are separate fee, fee refund and fee amendment conditions for VET Student Loans, as well as for contracted services, such as, TVET (TAFE delivered VET in Schools).

TAFE NSW is an approved FEE-HELP provider. A FEE-HELP student loan may be available for eligible full-fee paying students enrolling in an eligible Higher Education course

Note: Different enrolment and refund conditions apply for FEE-HELP and VET Student Loans, Go to <https://www.tafensw.edu.au> or contact your campus of enrolment.

Amendment of the Student Fee - If, after enrolment, you subsequently provide evidence that you were a NSW registered apprentice or a trainee at time of enrolment, your student fee will be amended. If enrolled in subsidised training on and from 1 January 2017 and while still enrolled in your course, you subsequently provide evidence of eligibility to a Concession Fee or Fee exemption, your student fee (and future fee instalments) will be amended.

If, after enrolment you are granted Youth Allowance or Austudy commencing within two weeks of the course start date and become eligible for a Concession fee, your student fee (and future fee instalments) will be amended.

If, after enrolment into government subsidised training, you are granted Credit Transfer or Recognition of Prior Learning, your fee (and future fee instalments) will be amended.

If, after your course start date, you advise you wish to withdraw and you have pre-paid on future fee instalments, you may be eligible for a refund of the pre-paid fee instalment/s.

Temporary Visa Holders and International Students (Commercial enrolments)

[Temporary visa holders](#) and international students enrolled in TAFE NSW commercial (fee for service) training are subject to specific conditions. For further information contact the Temporary Visa Holders Officer or International Student Officer at the local TAFE NSW campus.

Behind in paying your student fee, the concession fee or other fees or charges?

The student fees and applicable charges are required to be paid, at enrolment and/or by scheduled instalment date/s, either by the person enrolled (or by the nominated 'third party', for example, your employer), or as identified within a contract for delivery of TAFE NSW training. You are liable for your student fee, so if a nominated 'third party' (for example, your employer) has not paid your student fee (or fee instalments) by the due dates, you will be required to make the necessary fee payment/s.

If you have outstanding fees or charges, (whether due to be paid by yourself or a nominated 'third party'), you will have your access to enrolment, training and training materials 'blocked', you will not receive the student academic documents for your enrolment, nor will the Report to Employer be issued for apprentices and trainees. TAFE NSW may also refer your outstanding fees for debt recovery action.

Disability Services - If you would like information about disability support and services please contact a Teacher/Consultant for Students with Disabilities. Contact details are available at your campus of enrolment or on the TAFE NSW website <https://www.tafensw.edu.au/student-services/disability-services>

TAFE NSW Credit Transfer - If you have successfully completed the SAME or an EQUIVALENT unit to one that is in your current course, the result from your previous study can be transferred to your current course and included on your TAFE NSW Transcript of Academic Record. Your Head Teacher/Teacher can advise you of the units for which grades will transfer. There may be some cases where it is NOT possible to grant a credit transfer.

TAFECARD - The TAFECARD is a compulsory form of identification at TAFE NSW.

Your enrolment is not complete until you have your TAFECARD photograph taken. Please keep your TAFECARD as it can be re-activated if you decide to return to study at TAFE NSW.

Student Association - The annual Student Association membership fee funds facilities and services that improve the educational environment of a campus. For more information, contact your Campus.

Communication Services - Acceptable Usage. Students must abide by the 'acceptable usage' policies when using the Internet and email services at <https://www.tafensw.edu.au/about/policies-procedures/technology-management-support>. If you are under 18 years of age, please discuss these requirements with your parent/guardian. For school students undertaking study at TAFE NSW go to: <http://www.schoolatoz.nsw.edu.au/technology/using-technology>

Preferred Given Name. TAFE NSW uses your preferred given name (or your First Given Name) + Family Name to create a Unique Username for you to access the TAFE NSW Student Portal. If you supply a preferred given name (e.g. Kim rather than Kimberley), your user name will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2.

Online access to Student Portal. If you are a new student, you will be given a username and password to access TAFE NSW Student Portal when you enrol. If you have been a student before, your username and password will remain unchanged.

Making a Complaint. If you have a problem with, or complaint about TAFE NSW, you can report it to any TAFE NSW employee. They will record your concerns so they can be dealt with confidentially and promptly. You can use the [online feedback form](#) or submit your complaint on a suggestion or complaints form, available from teaching and administration staff.

Consumer Protection. If issues cannot be resolved at the Region, you can seek assistance from the TAFE NSW Consumer Protection Officer or review from an independent organisation including Training Services NSW on 1300 772 104 or 13 28 11. If you are enrolled in a Smart and Skilled qualification you can also contact the [Smart and Skilled Customer Support Centre](#) to seek assistance.

Management of Risk of Harm to Students and Staff. TAFE NSW is required by law to ensure the health and safety of students, staff and visitors on our premises and within our delivery environment. In order to meet these legal obligations it is necessary for us to access and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE students, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class or participation in training. For this purposes 'violence' is not restricted to physical acts.

It includes any behaviour that seriously interferes with the physical or psychological safety and wellbeing of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment.

It is our aim to provide an appropriate, safe environment to suit every student's need and maximise your success in your studies.



JOB TRAINER SMART AND SKILLED (SKILLING FOR RECOVERY) FEE-FREE TRAINING

RECORD OF EVIDENCE - For training commencing 16 September 2020

To be eligible for the Job Trainer - Smart & Skilled – Skilling for Recovery Fee-Free Training, you must meet the following criteria and provide documentary evidence where required to support your application:

- meet the eligibility criteria for Smart and Skilled Training, and
- not be eligible or receiving any other Smart and Skilled fee waiver, Fee-Free or Mature-Aged Workers Scholarship, or eligible for any other Smart & Skilled fee-free training, and
- Commence training on or after 16 September 2020 up to 30 December 2021

AND either

- aged from 17-24 inclusive (regardless of employment status and including Year 12 School leavers), or
- meet one of the alternate eligibility requirements as outlined in Section B, Options B – D below

Section A – Student details – Student to complete

Family name	First name	
Other name	Date of birth	
Student number	Unique Student Identifier	
Postal address		Post Code
Course name		Cal-Occ-Code (Staff Use Only)
Course number	College name	

Section B – I seek training under the Job Trainer (Skills for Recovery) Fee Free Training (Please tick box A, B, C or D below)

A. I am aged between 17-24 at the time of enrolment (supported by my date of birth and verified USI supplied at the time of enrolment.)

W241 - SFR Waiver – Youth (17-24)
S100 – Job Trainer SFR Part Qual – Youth (17-24yrs)
S104 – Job Trainer SFR Part Qual – 2020 Year 12 School Leaver

B. I am in receipt of an identified Commonwealth Government benefit (including dependency status) (supported by my eligible Benefit dated to the start of training.)

W242 - SFR Waiver – Commonwealth Benefit Recipient
S101 – Job Trainer SFR Part Qual – CRN Benefit

CRN Entitlement reference no

Valid to:

C. I am unemployed (supported by a letter of separation from my employer or supported by a signed declaration that I am unemployed and seeking work).

W243 - SFR Waiver - Unemployed (Not a Commonwealth Benefit Recipient)
S102 – Job Trainer SFR Part Qual - Unemployed (no CRN Benefit)

I have provided evidence from my employer (e.g. letter of separation)

I declare that I am unemployed and not in receipt of a Commonwealth benefit

D. I am expecting to become unemployed (as defined by the Smart and Skilled Policy for Skilling for Recovery Initiative)

(Evidence will be required that demonstrates the industry in which you are working is in decline).

(I acknowledge that Training Services NSW and TAFE NSW will consider the evidence provided and reserves the right to apply discretion to the approval of applications under this category.)

W244 - SFR Waiver - People expected to become unemployed
S103 – Job Trainer SFR Part Qual – Expecting to be unemployed

I have provided evidence from my employer
(eg letter, email, employment contract, notice of redundancy or other documentation relating to employment)

I confirm I do not hold a qualification at Certificate III or above

I may be considered as a “worker in declining industries” (will require individual consideration by Training Services NSW)

Government subsidised training, including Smart and Skilled

APPLICANT'S DECLARATION

I acknowledge that providing false or inaccurate information at the time of enrolment amounts to a breach of discipline. I warrant that the information provided in this form is accurate and that should any such statements and/or representations prove later to be false, any decision made as a result may be reversed and I will be required to pay appropriate fees without delay. I further acknowledge that I may be subject to penalty under the TAFE NSW Student Conduct and Discipline Policy, which may include being excluded from TAFE NSW.

I consent and authorise TAFE NSW and the Services Australia (Centrelink) or Department of Veterans' Affairs for the release of information on the current status of my Entitlement solely in order to confirm and validate my eligibility for fee exemption or fee concession on enrolment into training subsidised by the NSW Government or identified TAFE NSW qualifications.

Student Signature

Date

Parent/Guardian Signature

Date

*If the student is under 18 years of age

STUDENT PRIVACY

Information collected by TAFE NSW (the New South Wales TAFE Commission) during a student's enrolment and attendance will be used for the purposes of student record administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys.

Student information will be held securely and disposed of securely when no longer needed.

The information may be disclosed when required by law and to government departments and agencies, including for example to Services Australia (Centrelink), the Department of Home Affairs, Transport for NSW, NSW Department of Education, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Board of Studies Teaching and Educational Standards NSW and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on this form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided.

You may correct your personal details by contacting your TAFE NSW campus administration or by using the TAFE NSW Student Portal. Refer to <https://www.tafensw.edu.au/privacy> for more details.

ELIGIBILITY FOR JOB TRAINER – SMART and SKILLED (SKILLING FOR RECOVERY) FEE FREE TRAINING

- Fees are determined at the time of enrolment. If your circumstances change after enrolment, the student fee may be adjusted, according to the Smart and Skilled Fee Administration Policy.
- Smart & Skilled Job Trainer (Skilling for Recovery) fee free training may be available to a student who meets the following eligibility criteria:
 - Meet eligibility criteria for access to Smart & Skilled, NSW government subsidised training;
 - an Australian citizen, an Australian permanent resident, a humanitarian visa holder, or a New Zealand citizen;
 - aged 15 years or older;
 - no longer be at school;
 - living or working in NSW; or
 - registered as a NSW apprentice or new entrant trainee.

AND – The student must also:

- Enrol into an eligible part or full qualification listed on the Job Trainer Course List prior to 30 September 2021 AND
- Commence study between 16 September 2020 and 31 December 2021, in the approved part or full qualification AND
- Be aged 17 to 24 at the time of enrolment; or
- In receipt of an eligible Commonwealth benefit (including independents); or
- Be unemployed; or
- Be expected to be unemployed

OFFICE USE ONLY

Proof of Entitlement status must be sighted and verified before approval is granted.

Job Trainer (Skills for Recovery) fee free training approved: Yes No

Reason for non-approval:

APPROVER'S SIGNATURE:

APPROVER'S TITLE

Date: