



# JKR-Training for Business Pty Ltd

## Transit Systems Student Enrolment Form

TRAINING FOR BUSINESS

Course Enrolment Details					
<b>Course Code</b>					
<b>Course Title</b>					
<b>Course Delivery Mode</b>	Flexible Workplace Learning	<b>Course Start Date</b>			
Personal Details					
Please enter your details as they appear on your driver's licence and as you used when you applied for your Unique Student Identifier (USI), including any middle names.					
<b>First Name</b>		<b>Second/Middle Name</b>			
<b>Family Name/Surname</b>					
<b>Transit Systems Employee Number</b>					
Note: If you do not yet have a USI and require JKR Training for Business to apply for a USI on your behalf, <b>you must write your name (including any middle names) exactly as written in the identify document you choose to use for this purpose.</b> See section on the USI at the end of this form for a detailed explanation.					
<b>Mobile</b>		<b>Home Phone</b>			
<b>Work Phone</b>					
<b>Email Address</b>					
Identification Documents (Please provide a copy of the following identification documents)					
<b>NSW Drivers Licence</b>	Provided		Not Provided		
<b>Medicare Card</b>	Provided		Not Provided		
<b>NSW Bus Driver Authority Card</b>	Provided		Not Provided		
<b>Unique Student Identifier (USI)</b>					
<b>Date of Birth</b>		<b>Gender</b>	Female	Male	Other
Residential Address					
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 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>Building / Property Name</b>		<b>Flat / Unit Number</b>			
<b>Street or Lot Number</b>		<b>Street Name</b>			
<b>Suburb / Locality / Town</b>		<b>State</b>		<b>Post Code</b>	
Postal Address (if different from above)					
<b>Building / Property Name</b>		<b>Flat / Unit Number</b>			
<b>Street or Lot Number</b>		<b>Street Name</b>			
<b>Postal Box Details</b>					
<b>Suburb / Locality / Town</b>		<b>State</b>		<b>Post Code</b>	

Language and Cultural Diversity Information				
<b>In which country were you born?</b>	<b>Australia</b>	<b>Other</b> (please specify)		
<b>Which city/town were you born?</b>				
<b>Student Declaration</b> (choose one)	Australian Citizen			
	New Zealand Citizen			
	Australian Permanent Resident			
	Temporary Resident			
	Other (please specify)			
<b>Do you speak a language other than English at home?</b> If more than one language is spoken, specify the one that is spoken most often.	English only			
	Other (please specify)			
<b>Are you of Aboriginal or Torres Strait Islander origin?</b>	Aboriginal			
	Torres Strait Islander			
	Both			
	Neither			
Disability				
<b>Do you consider yourself to have a disability, impairment or long-term condition?</b>	Yes	No		
<b>If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list</b> (You may select more than one) Please refer to the Disability supplement for an explanation of the following disabilities if required.				
Hearing / Deafness	<input type="checkbox"/>	Physical	<input type="checkbox"/>	
		Intellectual	<input type="checkbox"/>	
Learning	<input type="checkbox"/>	Mental illness	<input type="checkbox"/>	
		Acquired brain impairment	<input type="checkbox"/>	
Vision	<input type="checkbox"/>	Medical condition	<input type="checkbox"/>	
		Other	<input type="checkbox"/>	
<b>Are there any individual needs you have that may require additional support to assist you with your learning in terms of literacy or numeracy assistance?</b>	Yes	No		
If you have any questions about learning support please discuss with your JKR Representative. You will be required to complete a JKR Training Language, Literacy and Numeracy Assessment as part of the enrolment process.				
Education				
<b>What is your highest completed school level?</b> (Tick one box only)	Year 12 or equivalent		<input type="checkbox"/>	
	Year 11 or equivalent		<input type="checkbox"/>	
	Year 10 or equivalent		<input type="checkbox"/>	
	Year 9 or equivalent		<input type="checkbox"/>	
	Year 8 or below		<input type="checkbox"/>	
	Never attended school		<input type="checkbox"/>	
<b>Have you successfully completed any of the qualifications listed below</b> (Tick all applicable)	Bachelor's Degree or Higher Degree		<input type="checkbox"/>	
	Advanced Diploma or Associate Degree		<input type="checkbox"/>	
	Diploma or Associate Diploma		<input type="checkbox"/>	
	Certificate IV or Advanced Certificate / Technician		<input type="checkbox"/>	511
	Certificate III or Trade Certificate		<input type="checkbox"/>	514
	Certificate I		<input type="checkbox"/>	524
	Other Education (including certificates or overseas qualifications)		<input type="checkbox"/>	990

<b>Trainee Name:</b>	<b>Transit Systems Employee No:</b>

Employment		
<p><b>Which of the following best describes your current employment status?</b> (Tick one box only)</p> <p>For casual, seasonable, contract ad shift work, use the current number of hours worked per week to determine whether employment is full-time (35 hours or more per week) or part-time (less than 35 hours per week)</p>	Full-time employee	
	Part-time employee	
	Casual	
	Self-employed (not employing others)	
	Self-employed (employing others)	
	Employed (unpaid worker in a family business)	
	Unemployed (seeking full-time work)	
	Unemployed (seeking part-time work)	
	Not employed (not seeking employment)	
<p><b>Which of the following categories best describes the main reason you are undertaking this course / traineeship / apprenticeship?</b> (Tick one box only)</p>	To get a job	
	To develop my existing business	
	To start my own business	
	To try for a different career	
	To get a better job or promotion	
	It was a requirement of my job	
	I wanted extra skills for my job	
	To get into another course of study	
	For personal interest or self-development	
Other reasons		
Recognition of Prior Learning		
<p><b>Are you seeking Recognition of Prior Learning or Credit Transfer?</b> If yes, please provide a validated copy of your Statement of Attainment, Certificate or USI Transcript</p>	Yes	No
JKR Training for Business and Transit Systems approval to sub-contract under Smart and Skilled		
<p><b>During the enrolment process I have been informed and I acknowledge I am aware that the training will be conducted under an approved sub-contracting arrangement between JKR Training for Business and Transit Systems</b></p>	Yes	No
Print Name		Date
Signature		

Trainee Name:	Transit Systems Employee No:

## **JKR Training for Business Consumer Protection Policy**

JKR Training recognises that consumers play an important role in promoting quality training.

All trainees have the right to:

- expect that the education and training they receive will be of a quality consistent with national VET regulator's requirements (ASQA) and the requirements of the Smart and Skilled contact;
- expect that JKR Training will meet the NSW Government's rigorous expectations in the area of quality, ethics, accountability, and responsiveness as set out in the Statement of Expectations for Smart and Skilled providers;
- be informed about their personal information that is collected about them and the right to review and correct that information;
- have access to JKR' consumer protection complaints system outlined in the JKR Policy and Procedure Manual.

All trainees have obligations including but not limited to:

- provide accurate information to JKR Training;
- behave in a responsible and ethical manner.

JKR Training has obligations including but not limited to:

- provide the training support necessary to allow the trainee to achieve competency;
- provide a quality training and assessment experience for all trainees;
- ensuring JKR Training Staff meet public expectation of ethical behaviour at all times;
- ensuring prospective consumers are properly informed about their subsidised training entitlements;
- provide a clear and accessible feedback and consumer protection system, including a consumer protection office;
- maintain procedures for protecting a trainee's personal information.

**Contact details for the Training Services NSW (Department of Education) Customer Support Centre: 1300 772 104**

<b>I have read and understood the JKR Training Consumer Protection Policy</b>		
<b>Signature</b>	<b>Date</b>	

<b>Trainee Name:</b>	<b>Transit Systems Employee No:</b>

## **JKR Training for Business Privacy Statement**

### **Why we collect your personal information**

As a registered training organisation (RTO) JKR Training for Business collects your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

### **How we use your personal information**

We use your personal information to enable us to deliver VET course 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 NCVER 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: <https://www.ncver.edu.au/privacy>

If you would like to seek access to or correct your information, in the first instance please contact JKR Training for Business 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:

<https://www.deese.gov.au/national-vet-data/vet-privacy-notice>

<b>Trainee Name:</b>	<b>Transit Systems Employee No:</b>

## Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or other 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 JKR Training for Business 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.

A downloadable copy of our privacy policy can be found on our website:

<https://www.jkrtraining.com.au/support>

**JKR Training for Business**

**Email:** [info@jkrtraining.com.au](mailto:info@jkrtraining.com.au)

**Office Mobile:** 0418 442 531

**Website:** [www.jkrtraining.com.au](http://www.jkrtraining.com.au)

## Consent to the use and disclosure of personal information

<b>First Name</b>	
<b>Middle Name</b>	
<b>Surname</b>	

I understand and agree that, under the Data Provision Requirements 2012 JKR Training for Business is required to collect 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, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together Personal Information) and disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by JKR Training for Business for statistical, regulatory and research purposes. JKR Training for Business may disclose my personal information for these purposes to third parties, including:

- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorised agencies, including the NSW Department of Education (Department);
- NCVER;
- Organisations conducting student surveys; and

<b>Trainee Name:</b>	<b>Transit Systems Employee No:</b>

- Researchers.

Personal Information disclosed to NCVET may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive a NCVET student survey which may be administered by an NCVET employee, agent, or third-party contractor. I may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use, and disclose my Personal Information in accordance with the Privacy Act 1988, the VET Data Policy and all NCVET policies and protocols (including those published on NCVET's website <https://www.ncvet.edu.au>).

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.

<b>I declare that the information I have provided to the best of my knowledge is true and correct</b>			<b>Yes</b>
<b>I consent to the collection, use and disclosure of my personal information in the manner outlined above</b>			<b>Yes</b>
<b>I acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with JKR Training for Business for the purposes of evaluating and assessing my subsidised training</b>			<b>Yes</b>
<b>Print Name</b>		<b>Date</b>	
<b>Signature</b>			

<b>Trainee Name:</b>	<b>Transit Systems Employee No:</b>