

Course Information

COURSE / QUALIFICATION NAME	
START DATE	

Student Information

FIRST NAME		EMAIL	
MIDDLE NAME		ADDRESS LINE 1	
LAST NAME		ADDRESS LINE 2	
COMPANY NAME		SUBURB	
DATE OF BIRTH		POST CODE	
JOB ROLE		STATE	
PHONE		GENDER	☐ MALE ☐ FEMALE ☐ OTHER

Workplace address and Contact - required for Qualifications

COMPANY NAME		CONTACT	
COMPANY ADDRESS		PHONE	
		E-MAIL	

Application Statistics *These are compulsory questions and must be completed as part of your enrolment*

COUNTRY OF BIRTH ☐ Australia ☐ Other:

DO YOU IDENTIFY AS AN ABORIGINAL OR TORRES STRAIGHT ISLANDER ORIGIN?

- ☐ No
☐ Yes, Aboriginal
☐ Yes, Torres Strait Islander
☐ Yes, Aboriginal AND Torres Strait Islander

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG TERM CONDITION?

- ☐ Yes
 ☐ No

IF YES:

- ☐ Vision
 ☐ Physical
 ☐ Acquired Brain Impairment
☐ Learning
 ☐ Hearing/Deaf
 ☐ Intellectual
☐ Mental Illness
 ☐ Medical Condition
☐ Other:

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS?

- ☐ Full time employee
☐ Part time employee
☐ Self employed - not employing others
☐ Employed - unpaid worker in a family business
☐ Unemployed - seeking full time work
☐ Unemployed - seeking part time work
☐ Unemployed - not seeking employment
☐ Employer

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

- ☐ Bachelor Degree or Higher Degree
☐ Advanced Diploma or Associate Degree
☐ Diploma [or Associate Diploma]
☐ Certificate IV [or Advanced Certificate / Technician]
☐ Certificate III [or Trade Certificate]
☐ Certificate II
☐ Certificate I
☐ Other Education [incl. certificates of overseas qualifications not listed above]
 Please list here:

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

- ☐ No
☐ Yes:

*OPTIONAL NCVER SURVEY AGREEMENT

- ☐ Yes - I would like to participate
☐ No - I am not interested

*NCVER - National Centre for Vocational Education Research Ltd

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?

- ☐ Year 8 or equivalent
 ☐ Year 11 or equivalent
☐ Year 9 or equivalent
 ☐ Year 12 or equivalent
☐ Year 10 or equivalent
 ☐ Never attended school

Year Completed:

USI - UNIQUE STUDENT IDENTIFIER

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- ☐ No - I don't have one yet, but will apply immediately

*As of January 2018, it is mandatory for all students to hold a USI. Harness Training will not issue a Statement of Attainment/Certificate if this requirement is not met.

Emergency Contact Details

NAME

PHONE

RELATIONSHIP

Course Enrolment Information Entry

WHICH OF THE FOLLOWING BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE?

☐ To get a job	☐ To develop my existing business	☐ To start my own business
☐ To try a different career	☐ To get a better job or promotion	☐ It is a requirement of my job
☐ I want extra skills for my job	☐ To get into another course of study	☐ Other reason:
☐ For personal interest or self-development	☐ To get skills for community/voluntary work	

Confidentiality & Privacy NCVER Data Provision Requirements 2012 - <https://www.employment.gov.au/privacy-notice>

Privacy Notice NCVER

Under the *Data Provision Requirements 2012*, Harness 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 Harness Pty Ltd for statistical, administrative, regulatory and research purposes. Harness 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).

I understand that Harness Pty Ltd may use third party software for various operating requirements and I hereby authorise my data to be used within the parameters of the Harness Privacy Policy. Furthermore, I authorise the issuing of my Certificate or Statement of Attainment to the Organisation or Individual whom organised my training. You can find a copy of our Privacy Policy here: <https://www.harnessenergy.com.au/privacy-policy/>

Physical Condition

I acknowledge that the Harness Training course involves practical work with height safety, confined space and rescue equipment as well as physical exertions in conditions that can be mentally and physically stressful.

I do not suffer from any of the above disorders or any condition that could inhibit my participation during the conduct of this course. I further acknowledge that in admitting me to the course that Harness Training does not assess my physical or mental condition or preparedness for the course but relies on my statement above.

Personal Release

I hereby give my consent for Harness, its representatives and employees the right to take photographs of me in connection with training. I agree that Harness may use such photographs of me with or without my name and for any lawful purpose, including but not limited to for example such purposes as printed material, advertising and web content.

Student Handbook

Please make sure you read and understand all parts of this Student Handbook. If there is any aspect with which you are unsure, please contact Harness for clarification. After you have finished reading this Handbook, please complete the section below, sign your name. Please visit <https://www.harnessenergy.com.au/terms-conditions/> | Then click on "Download the student handbook - Harness RTO40521"

I have received access to the Harness Student Handbook. I acknowledge it is my responsibility to read, understand and follow the terms and conditions it sets out. I understand this does not cancel my rights as applicable according to state and/or federal law. I can confirm that all the information provided is true and correct to the best of my knowledge.

Student Signature Date