**A logo with text and green lines

Description automatically generated with medium confidenceEnrolment Form 2025**

Kiama – Face to face  Online/Virtual Classroom

Flexible/Correspondence  Minchinbury – Face to face

**Course you are enrolling in: {please use the check (x) boxes to indicate}**

TAE40122 Certificate IV in Training and Assessment

BSB41419 Certificate IV Work Health and Safety

BSB51319 Diploma Work Health and Safety

BSB40920 Certificate IV in Project Management

BSB40520 Certificate IV Leadership and Management

BSB50420 Diploma Leadership and Management

BSB50120 Diploma of Business

ACM20121 Certificate II in Animal Care

ACM30321 Certificate III in Wildlife Exhibited Animal Care

ACM30122 Certificate III in Animal Care Services

Classroom based  Flexible  RPL

**Section 1 – Student Details** Sections marked with \* must be completed

All details provided must contain your legal name in full and be an exact match to your Unique Student Identifier (USI). You must have a USI before you enrol, if you do not have one, visit: [www.usi.gov.au](http://www.usi.gov.au) to obtain your USI. Use the check boxes to indicate your responses (⌧).

Please complete **ELECTRONICALLY** and **DO NOT** hand write this is used to assess your digital literacy skills

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| \*Title Choose an item. | | | | | **\***First Name Click or tap here to enter text. | | | | **\*** Surname Click here to enter text. | | | |
| **\*** Gender | | Choose an item. | | | | **\***DOB | Day | Select Date | Month | Select Month | Year | Type YEAR |
| **\*** Email address | | | Click here to enter text. | | | | | | | | | |
| **\***Mobile Telephone no | | | | Click here to enter text. | | | | | | | | |
| **\***Residential address - Street number and name  Click here to enter text. | | | | | | | | | | | | |
| \*Suburb | Click here to enter text. | | | | | | | | | | | |
| \*Postcode | Click here to enter text. | | | | | \*State | | Click here to enter text. | | | | |
| Postal Address (if applicable): Click or tap here to enter text. | | | | | | | | | | | | |
| **\*Unique Student Identifier:**  From 1 January 2015, National Training Masters 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). If you have not yet obtained a USI you can apply for it directly at [www.usi.gov.au](http://www.usi.gov.au) on a computer or mobile device. **It is MANDATORY that you supply us your USI:** | | | | | | | | | | | | |

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| **Section 2 - Language and Culture** | |
| **\*** In which country were you born?  Australia  Other(please specify which country):  ……Click or tap here to enter text.…  **\*** What is your citizenship?  Australian citizen  New Zealand citizen  Permanent resident  Other (please supply VISA information) | **\*** Do you speak a language other than English at home?  No  Yes (please specify which language): ……………………………..  **If you ticked ‘Yes’**  **\*** How well do you speak English?  Very well  Well  Not well |
| **\*** Are you of Aboriginal or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander | |

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| **Section 3 – Disability** | |
| **\*** Do you consider that you have a **disability**?  No (continue to Section 4)  Yes(**Doctors letter required**)  If you selected **YES**, do you require **extra support** with your study?  No  Yes (please indicate type of support)  Click here to enter text. | **\*** If you selected yes, please indicate which area?  Hearing/deaf  Physical  Intellectual  Learning  Mental health  Acquired brain injury  Vision  Medical condition, including chronic health conditions  Other: Click here to enter text. |
| **Section 4 – Education** | |
| **\*** What is the highest level of schooling you have completed?  Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  Year 8 or below  I am still attending school | **\*** Have you **completed** any of the following **qualifications**:  No  Yes (please tick any applicable boxes)  Bachelor degree or higher  Advanced diploma or Associate degree  Diploma or Associate diploma  Certificate IV or Advanced certificate/technician  Certificate III or trade certificate  Certificate II  Certificate 1 |

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| **Section 5 – Employment** |
| **\*** Which of the following best describes your current employment and current study status?  (select one only)  Full-time employee  Unemployed - seeking full-time employment  Part-time or casual employee  Unemployed - seeking part-time or casual work  Self-employed - not employing others  Not employed - not seeking employment  Employer  Employed - unpaid worker in a family business |

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| **Section 6 - Reason for Study** | |
| **\*** Which of the following best describes your main **reason for studying** this course  (select one only)  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 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  To get skills for community/voluntary work  Other (please explain)  …………………………………………………………………. |
|  | |

**PLEASE READ THE PRIVACY NOTICE AND STUDENT DECLARATION AND**

**SIGN SECTION 8 – ACKNOWLEDGEMENT**

**Section 8: Privacy Notice and Student Declaration**   
Before signing the enrolment form, take the time to read the terms and conditions of your enrolment contained in this declaration. Ensure you have read the Learner Handbook, containing a summary of all our policies and procedures.

**Privacy Note**

Under the [Data Provision Requirements 2012](https://www.legislation.gov.au/Details/F2013L00160), National Training Masters is required to collect personal information about you and to disclose that personal information to the [National Centre for Vocational Education Research](http://www.ncver.edu.au) Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by National Training Masters for statistical, regulatory and research purposes. National Training Masters may disclose your personal information for these purposes to third parties, including:

* School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
* Employer – if you are enrolled in training paid by your employer;
* Commonwealth and State or Territory government departments and authorised agencies;
* NCVER
* Organisations conducting student surveys; and
* Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

* Issuing statements of attainment or 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 programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 *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)).

**Student Declaration and Consent**

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the *Privacy Notice* above

**Acknowledgement**

**\*** I acknowledge that it is a condition of my enrolment that I abide by all National Training Masters policies and procedures. I hereby acknowledge that I have received and read the Learner Handbook, the Privacy Notice, the Request for Payment and Student Declaration information. I further acknowledge that when I enroll in a course with National Training Masters I may receive their regular email newsletter containing articles relevant to training as well as special enrolment offers from time to time. I may opt out from receiving these newsletters at any time. I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the *Privacy Notice* above.

opt out here   **\*** Digital signature is acceptable for sending back via e-mail

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Return this form electronically in Word or PDF format to** [**admin@ntm.edu.au**](mailto:admin@ntm.edu.au)