

PARTICIPANT ENROLMENT FORM



Is this the first time you have enrolled at Training Prospects? Yes No

Unique Student Identifier (USI): _____ If no USI, contact Training Prospects for more information.

How did you hear about us?

Newspaper Word of Mouth Website *Skills for All* website Events Other _____

PROGRAM TITLE: Small Business Management - Elizabeth East

PERSONAL DETAILS

Mr Miss Mrs Ms Gender M F Date of Birth _____ / _____ / _____

Family Name: _____

Given Names: _____

Residential Address _____

Suburb: _____ State: _____ Post Code: _____

Postal Address: _____

Suburb: _____ State: _____ Post Code: _____

Phone: _____ Mobile: _____

Email: _____

Preferred contact method: Email Mobile Mail

Are you a CITB Member? No Yes **Please provide CITB Number:** _____

Recognition of Prior Learning I require recognition of previous study

MEDICAL DETAILS: This information is only required if Training Prospects needs to render assistance to you in the event of you requiring medical attention. Please specify medical condition and special needs (e.g. Diabetic, Asthmatic, Rare Blood Group, Allergy, and Disability).

EMPLOYER/JOB SERVICES AUSTRALIA PROVIDER DETAILS (if applicable)

Name: _____

Address: _____

Suburb: _____ State: _____ Post Code: _____

Phone: _____ Mobile: _____

Email: _____

Centrelink Customer Reference No. (CRN): _____ Expiry: _____

I (name) _____ have read and understood all of the information contained in the Participant Induction Manual supplied to me by Training Prospects. I also understand that I am able to contact Training Prospects staff to clarify any queries relating to this information.

Training Prospects (SYC) collects personal or sensitive information about you in order to provide SYC's services. SYC may need to disclose your personal or sensitive information to other agencies in order to provide the services you have requested but will only disclose that information which is necessary to provide that service. By completing this form you agree to SYC using or disclosing your information where necessary. You may also remain anonymous, however SYC may be unable to provide the services you are requesting if you do not provided us with your personal or sensitive information. All personal and sensitive information collected by SYC is protected under the Privacy Act(1988) and the Australian Privacy Principles.

I understand that Training Prospects may release my personal information (where applicable) to Employer, Centrelink, Job Services Australia Provider, Commonwealth or State Bodies or Schools. This information is provided to Australian Vocational Education and Training Management Information Statistical Standards (AVETMISS) for the collection and analysis of Vocational Education and Training information throughout Australia.

I am aware that a copy of SYC's Privacy Policy will be made available to me on request.

Signed: _____ **Date:** _____ / _____ / _____

1. In which town were you born?

2. In which country were you born?

Australia Other (please specify)

3. Do you usually speak a language other than English at home? (Y/N) _____

If YES, please specify the language spoken.

4. How well do you speak English?

- Very Well
- Well
- Not Well
- Not at All

5. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal AND Torres Strait Island origin, mark both 'YES' boxes)

- NO
- YES, Aboriginal
- YES, Torres Strait Islander

6. Do you consider yourself to have a disability, impairment or long-term condition? (Y/N)

If YES, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area)

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

7. Will you be requesting help with literacy in your studies? (Y/N) _____

8. What is your highest COMPLETED school level?

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

In which year did you complete that school level? _____

9. Are you seeking credit to reduce the term of the training contract?

Yes No

10. Are you still attending secondary school?

- YES NO *if yes tick box below that applies*
- School Based Training Guarantee for SACE
- Exemption

11. Have you SUCCESSFULLY completed any of the following qualifications? (Y/N) _____

If YES, then tick any applicable boxes

- Bachelor Degree or High Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (Advance Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above
- Other

12. Of the following categories, which best describes your current employment status? (Tick ONE box only)

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

13. Your major reason for study? (Tick ONE box only)

- 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
- To get into another course of study
- For personal interest or self development
- I wanted extra Skills for my job
- Other reasons

SYC follows the South Australian Government Information Sharing Guidelines to Promote the Safety and Wellbeing of Children, Young People and their Families (ISG) and other State government Information Sharing Guidelines.

This means that SYC will work closely with other agencies to coordinate the best support for young people and their families. Under the ISG a young person's informed consent for the sharing of information will be sought and respected in all situations unless:

- *it is unsafe or impossible to gain consent or consent has been refused and*
- *without information being shared, it is anticipated a child, young person or a member of their family will be at risk of serious harm, abuse or neglect, or pose a risk to their own or public safety.*