



# ENROLMENT FORM

## COURSE DETAILS

Course name

**11007NAT Diploma of Environmental Management**

Course date

Course location

**VIRTUAL COURSE**Cost: **\$4900.00****PLEASE COMPLETE ALL SECTIONS OF THE FORM**

## STUDENT INFORMATION

Title: Given Name/s: Family Name:

Company Name(if appl): Job Title:

Company Address:

Suburb: State: QLD Post Code:

Male ☐ Female ☐ Other ☐ Date of birth:

**Residential Address:**

Suburb: State: Post Code:

**Postal Address:**

(for certificate if different from Residential Address):

Suburb: State: Post Code:

Home Phone: Work Phone:

Mobile: E-mail:

## EMPLOYMENT

Full time employee ☐ Employed – unpaid family worker ☐

Part time employee ☐ Unemployed – seeking full time work ☐

Self employed – not employing others ☐ Unemployed – seeking part time work ☐

Self employed – employing others ☐ Not employed – not seeking employment ☐

## EDUCATION and SCHOOLING

What is your highest COMPLETED school level? yr 8 ☐ yr 9 ☐ yr 10 ☐ yr 11 ☐ yr 12 ☐

Never attended school ☐

Please tick if you have completed any of these

Certificate 1 ☐ Certificate 2 ☐ Certificate 3 ☐ Certificate 4 ☐ Diploma ☐ Advanced Diploma ☐

Bachelor Degree or Higher ☐ Other education ☐

## PLACE OF BIRTH / HERITAGE

Were you born in Australia? Yes ☐ No ☐

If NO, in which country were you born?

Are you of Aboriginal Yes ☐ No ☐ and / or Torres Strait Islander Origin? Yes ☐ No ☐

## LANGUAGE

Do you speak a language other than English at home? YES ☐ NO ☐

If YES, please specify the language spoken:

## MEDICAL CONDITION / DISABILITY

Do you consider yourself to have a disability, impairment or long term condition? YES ☐ NO ☐

If **YES**, then please tick **ANY** applicable boxes

Hearing / Deaf	<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 – please specify	<input type="checkbox"/>

Please contact our office for assistance if required

### CULTURAL / EDUCATIONAL BACKGROUND

Do you consider yourself to have anything related to a cultural or educational background that may prevent you from progressing through either the training and/or assessment program?

Yes ☐ No ☐

If **YES**, then please tick **ANY** applicable boxes

Cultural Background	<input type="checkbox"/>	Education Background	<input type="checkbox"/>
Other – please specify	<input type="checkbox"/>		

Please contact our office for assistance if required:

### EMERGENCY CONTACT DETAILS

Title	Given Name	Family Name
Address		
Suburb	State	Post Code
Relationship to Student:		
Home Phone	Work Phone	
Mobile	Fax	

### STUDY REASON ( please tick the box that BEST describes your reason for doing this course)

To get a job	<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	It is a requirement for my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>	It will lead me to another course or study	<input type="checkbox"/>
Personal interest / self development	<input type="checkbox"/>	To get skill for community /voluntary work	<input type="checkbox"/>
Other reason	<input type="checkbox"/>		

### UNIQUE STUDENT IDENTIFIER (USI) Please enter your USI here. **Must be completed:** \_ \_ \_ \_ \_

Please note that by signing this enrolment form you:-

- declare that all information on the form is accurate and true,
- agree that you have read and understood the payment terms, refund policy and the information contained in the student handbook (web version or emailed version),
- agree that you understand all the information provided, and
- agree are entering into a binding contract for the engagement of a training course

Student's signature		Date	
---------------------	--	------	--

Please see below for a copy of the RTO Privacy Policy

## Privacy Policy

### Personal Information – why do we collect it?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

**Please Note:** Students who fail to provide their personal information to the RTO, will not be able to be enrolled.

Absorb Training Pty Ltd, Registered Training Organisation (RTO) Number 110032 (PO Box 8099 Woolloongabba) adheres to the Privacy Act 1988 as amended by the Privacy Amendment (Enhancing Privacy Protection) Act 2012.

Absorb Training, as an RTO, is required to collect information from students to conduct its training operations in compliance with the directions of the regulating body and for commercial purposes.

As from 1 January 2014, each registered training organisation must collect Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data from their students and provide it to the regulating body.

As we are a Training Organisation we must use students true identities, anonymity or the use of a pseudonym will not be accepted under Australian Law. Proof of identity is established on the first day of the course by Drivers Licence or similar.

Students who fail consent to all of the requested information on enrolment may be refused entry into an Absorb Training course and also may hinder their access to Government Document retrieval facilities through the Unique Student Identifier. This may also hinder the approval of government funding opportunities.

### How we use your personal information

We use your personal information to enable us to deliver VET courses 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 NVETR 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 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 at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO 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 at <https://www.desegov.au/national-vet-data/vet-privacy-notice>.

## Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Personal Information – What do we collect?

Absorb Training is required to collect information for AVETMISS data and other relevant student information required for the effective running of the RTO and training courses. This information does include sensitive information. The information we collect includes:

- Personal Details:
  - Full Name,
  - Birth Date,
  - Sex,
  - Residential Address, and
  - Postal Address
- Language and Cultural:
  - Country of Birth,
  - Languages spoken,
  - Aboriginal or Torres Strait Islander origin,
- Disability
- Schooling Level

### Personal Information – How do we collect it?

Student information required for AVETMISS data and other relevant student information required for the effective running of the RTO and training courses are collected using our enrolment form, payment gateways, sales processes, and assessment materials.

Students of some of our training courses will be invited to join a related industry association; Absorb Training collects information on behalf of the association using a membership form.

### Personal Information – where is it stored?

Student enrolment information is stored securely on [www.absorbforms.absorbenviro.com.au](http://www.absorbforms.absorbenviro.com.au) as well as our Student Management System. A copy of this information is also backed up to our server along with student's assessment materials. The assessment materials are also loaded and managed in our Student Management System, where the student may access by logging on to their unique Student Portal, via an individual email address and password.

Any written assessments are scanned and loaded onto our Student Management System and our server before being destroyed by a secure document collection agent.

Any information collected by our payment gateways are stored within their secure servers and are not transmitted to us unless provided with the enrolment information.

Any information collected through our sales processes such as by our sales staff and via our website 'contact us' pages are stored on our server.

Information collected on behalf of the industry association via their membership form is stored on our server, and our Student Management System as well as being sent to the industry association.

The Student Management System is stored in multiple secure data centres within Australia.

The Absorb website is stored in multiple secure data centres within Australia.

The Absorb Training server and its off-site back-up server are located within Australia.

### Personal Information – what do we do with it?

AVETMISS data is collected for the identification of students, contact details, recording of assessment results, demographics (used by regulating body for census / statistical records for funding and training development), and reporting to the regulating body.

Personal information may also be provided to organisations that are providing funding for the student if required by legislation. In this event the student will be contacted for approval to release this information.

Personal information, course results, and a copy of course qualification may also be provided to employers funding a student's course. In this event the student will be contacted for approval to release this information.

Other personal information collected through the enrolment process is used for the effective running of course including: safety, comfort, learning needs of students, contact information in the event of an emergency and on-going contact for assessment follow-up, feedback, and issue of qualification or certificate.

PO Box 8099 Woolloongabba Qld 4102  
 Ph: 1300 554 180 Fax: 1300 139 886  
[www.absorbenviro.com.au](http://www.absorbenviro.com.au)  
 RTO No.110032

Personal information is also used in our sales and marketing processes to market other training courses provided by Absorb Training and the products and services provided by our partner organisation Absorb Environmental Solutions. Students may unsubscribe from receiving marketing material at any time.

Payment information that is collected is only used for the payment of the specific course as detailed in the enrolment form.

Personal information collected on the industry association membership form is sent to the industry association for their records and kept by Absorb Training for the provision of discounts of some of our courses.

Assessment information is collected for the purpose of recording and evaluating a student's competence. As part of the assessment process, some of Absorb Training's courses incorporate a site visit. Students are required to sign and submit a Confidentiality Agreement and submit a site report to the premises visited. The Confidentiality Agreement is in place so that students agree not to pass on corporate information about the site. The reports and the Confidentiality Agreement are submitted to the site for their records. The reports have the student's details removed.

Absorb Training does not and will not sell, provide or distribute a student's personal information to any third party for any purpose other than outlined above unless authorised by or under an Australian law or a court/tribunal order or permission is granted by client in writing.

### **Personal Information – who can access it?**

Access to these systems and the information contained within are restricted to Absorb Training Staff, Directors, contracted trainers / assessors in the performance of their duties pertaining to the running of the RTO, the Finance Department of the Absorb Group for the execution of payments / refunds, IT support personnel employed in the management and security of data and Absorb Environmental Solutions sales staff in the performance of their sales duties.

### **Contact information**

At any time, you may contact Absorb Training 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

### **Accessing or correcting personal information**

Students requesting to access their personal information will be required to 'show' proof of identity before personal information will be released to them from Absorb Training.

Correcting personal information may be done in one of two ways; a student may access their personal information through the Student Portal in the Student Management System or by contacting the Privacy Officer (Training Officer) and requesting that the personal details be corrected.

- Contact person: Privacy Officer (Training Officer)
- Telephone number: 1300 554 180
- Email address: [training@absorbenviro.com.au](mailto:training@absorbenviro.com.au)
- Postal Address: PO Box 8099, Woolloongabba Qld 4102

There will be on occasion when the RTO will initiate a request for information to be checked and corrected for the ongoing upkeep of personal information with regard to the RTO day to day operations and compliance requirements.

### **Complaining about a breach of Privacy**

If a student wishes to complain about a breach of privacy, they are to complete the following process:

- The complaint is to be submitted in writing, with a reasonable time to respond to the complaint (usually 30 days).
- In the unlikely event the privacy issue is unable to be resolved between the student and Absorb Training; the student may lodge a complaint to the Office of the Australian Information Commissioner.

A student can Lodge a complaint about a breach of privacy by contacting Absorb Training using the contact information below:

- Contact person: Privacy Officer (Training Officer)
- Telephone number: 1300 554 180
- Email address: [training@absorbenviro.com.au](mailto:training@absorbenviro.com.au)
- Postal Address: PO Box 8099, Woolloongabba Qld 4102

Contact information for the Office of the Australian Information Commissioner is:

- Website: <http://www.oaic.gov.au/>
- Telephone number: 1300 363 992
- Email address: [enquiries@oaic.gov.au](mailto:enquiries@oaic.gov.au)
- Postal Address: GPO Box 5218 Sydney NSW 2001

### **Unique Student Identifier (USI)**

The USI is a randomly-generated alpha-numeric code that is available online and at no cost to the student. That code will stay with that individual student for life and be recorded with any nationally recognised VET course that is undertaken from when the USI comes into effect.

The USI initiative will:

- a. Seamlessly link information about a student's VET achievements, regardless of where they studied
- b. Enable students to access secure digital transcripts of their achievements
- c. Give students access to, and more control over, their educational information.

The USI system has a number of features built into the design to ensure both privacy protection and that students have control over their USI, for example:

- a. Personal information (such as name, date of birth, etc.) will be quarantined and stored separately from education and training records
- b. The USI will be stored with a student's personal information and be held by the Student Identifiers Agency
- c. The USI will also be attached to a student's training records which will be held by the National Centre for Vocational Education Research (NCVER)

Students are able to apply for the USI themselves or they may request that the RTO submit a request on their behalf. Absorb Training will be required to include the USI as part of its student record keeping information, students will not be able to be issued a VET qualification unless they have obtained and recorded a USI.

### **Retention of Information**

Absorb Training is required to retain student information including course results for a period of thirty years in accordance with the direction from the regulating body.

### **Concerns of Personal Information**

If you have any concerns regarding the Absorb Training Privacy Policy or other policy information please contact Absorb Training at [training@absorbenviro.com.au](mailto:training@absorbenviro.com.au) or 1300 544 180.

### **Changes to the policy**

We may update, modify, or remove this policy at any time without prior notice. Any changes to the privacy policy will be published on our website.

If you have any comments on the policy, please contact our privacy officer on the contact details above.