



ACACIA EDUCATION & TRAINING

AN INITIATIVE OF ACACIA GROUP LTD ABN: 66 132 666 338 RTO: 91469

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ENROLMENT FORM *Please complete all sections in full, using BLOCK LETTERS wherever possible.*

1. PERSONAL DETAILS	5. EDUCATION & POST-SCHOOL STUDY
<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Other: (please specify): Given Names (including middle names) Family Name: Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> TG or not wishing to specify. D.O.B: /..... /..... Country of birth: Town/City of Birth: What language do you speak at home? Are you Aboriginal? <input type="checkbox"/> Yes <input type="checkbox"/> No ; Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have a permanent and significant disability? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please specify disability: Do you need special assistance due to the disability? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you a NSW social housing* resident or on the wait list? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you aged 15-17 and currently in out-of-home# care? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you aged 18-30 and previously in out-of-home# care? <input type="checkbox"/> Yes <input type="checkbox"/> No	Highest school level completed: Year (e.g.2009): Additional education qualification(s) (Please note if any of these qualifications were Smart & Skilled subsidised, and the month/year commenced): If you wish to apply for Recognition of Prior Learning (RPL), or Credit Transfer (CT) of previously completed Units or Qualifications, you must advise this prior to enrolment.
2. CONTACT DETAILS	6. DELIVERY MODE (Please tick applicable box/es)
Street Address: Suburb/Town: State: P/code: Ph - Home: Mobile: Alternative contact name & number:..... Email:	<input type="checkbox"/> Classroom If classroom: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time (min. 25hrs/wk) <input type="checkbox"/> On-line/Correspondence <input type="checkbox"/> Mixed mode <input type="checkbox"/> RPL only <input type="checkbox"/> Traineeship If traineeship: <input type="checkbox"/> Classroom <input type="checkbox"/> Workplace <input type="checkbox"/> Other
3. CITIZENSHIP STATUS (Please tick one)	7. COURSE SELECTION (Please tick)
<input type="checkbox"/> Australian Citizen <input type="checkbox"/> NZ citizen residing in Australia <input type="checkbox"/> Permanent resident (not an Australian or NZ citizen) <input type="checkbox"/> Temporary visa holder – If so, please give details of your visa: Type: Document number: <input type="checkbox"/> None of the above, and not residing in Australia	<input type="checkbox"/> SIR20216 Certificate II in Retail Services <input type="checkbox"/> SIR30216 Certificate III in Retail <input type="checkbox"/> BSB20115 Certificate II in Business <input type="checkbox"/> BSB30415 Certificate III in Business Administration <input type="checkbox"/> CHC33015 Certificate III in Individual Support <input type="checkbox"/> Other (please specify):
4. JOBACTIVE (or other provider) DETAILS (if applicable)	8. USI (UNIQUE STUDENT IDENTIFIER) (COMPULSORY)
Provider Name: Location: Contact person (e.g. name of E.A.): Client ID (e.g. JSID): Provider's Referral ID (optional): Welfare status: <input type="checkbox"/> Welfare recipient* <input type="checkbox"/> Not a welfare recipient <input type="checkbox"/> Dependent child or spouse of a welfare recipient *If yes - specify payment type (e.g. Newstart): - PLEASE ATTACH PROOF OF BENEFIT e.g. CENTRELINK INCOME STATEMENT Long-term unemployed? (52 weeks or more): <input type="checkbox"/> Yes <input type="checkbox"/> No	USI NUMBER: This compulsory number gives you access to all your training results from all nationally accredited training providers. You can obtain one from www.usi.gov.au Please see over for more information.
	9. PROOF OF IDENTIFICATION. (Please attach a copy)
	<input type="checkbox"/> Driver's Licence <input type="checkbox"/> Passport <input type="checkbox"/> Birth Certificate: <input type="checkbox"/> Medicare Card Colour: Expiry:
	10. AGREEMENT
	<input type="checkbox"/> I have read, and agree to be bound by, the Terms and Conditions overleaf, and warrant that all information provided herein is true, and correct. I also authorise Acacia to obtain a USI on my behalf if I am unable to do so. (Please tick box). Applicant's signature: Date: <input type="checkbox"/> I confirm the applicant's ATSI, long-term unemployed and disability statuses are as indicated on this form; I acknowledge any applicable enrolment and/or tuition fees will be payable as a result of this enrolment; and confirm I am a duly authorised representative of my organisation. Employer/EA signature: Date:
	ACACIA USE ONLY Quote ID: Student Fee: Commitment ID:

TERMS AND CONDITIONS

Change of details:

If you change any of the details listed in your enrolment form, please notify Acacia Education & Training in writing immediately. Failure to do so may see delays in forwarding updated material and/or your Certificate or Statement of Attainment.

Course Information:

You confirm you have been given access to information on the course you are enrolling in including estimated course duration, modes of delivery, and resources required. This information is available at www.acaciaeducation.com

Issue of Credentials:

Certificates, Statements of Attainment and other credentials will be available for collection from Acacia Education & Training head office. Credentials attained through courses conducted at a JobActive or other providers may be sent to the provider’s premises for your collection. A fee applies to the re-issue of lost or stolen credentials.

Student Guide to Policies and Procedures:

You agree to abide by the policies and procedures as detailed in the document “Student Guide to Policies and Procedures” regarding policies and procedures on Course Delivery, Training Environment, Recruitment and Selection of Students, Complaints and Appeals, Student Code of Conduct, Student Support Services, Workplace Health & Safety, Recognition of Prior Learning (RPL), Access to Records, Course Fees, Refunds, Privacy, and Quality Assurance and Improvement.

USI (Unique Student Identifier):

Your enrolment cannot be processed without your USI. If you don’t already have one you can obtain one from www.usi.gov.au. You agree to set your access controls in relation to your USI to allow Acacia Education & Training and the Department of Industry the appropriate level of access.

Use and disclosure of personal information to the Dept. of Industry, ASQA (Australian Skills Quality Authority) and other government agencies:

You understand and agree that personal information (information or an opinion about you) collected from you, your parent or guardian, such as your name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including your ethnicity or health information) (together **Personal Information**) collected by Acacia Education & Training may be disclosed to the Department of Industry, Skills and Regional Development, ASQA (Australian Skills Quality Authority) and other government agencies (**Departments**). These Departments may disclose your Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales. The above government agencies may use your Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of your training, the determination of your eligibility to receive subsidised training or for any Fee Exemptions or Concessions. Your Personal Information may also be disclosed to other third parties if required by law. You consent to the collection, use and disclosure of your Personal Information in the manner outlined above. You also acknowledge and agree that the Departments may contact you by telephone email or post during or after you have ceased subsidised training with Acacia Education & Training for the purpose of evaluating and assessing your subsidised training.

***If you are under 18 years of age** at the time of giving consent, then the consent of your guardian is required:*

PRINT FULL NAME OF GUARDIAN:

SIGNATURE OF GUARDIAN: DATE:/...../.....

Further information on the PROOF OF IDENTIFICATION section:

If you do not have a Driver’s Licence, Passport or Birth Certificate, one of the following is acceptable: Medicare Card, Visa (with Non-Australian Passport), RTA/RMS Photo Card, Certificate Of Registration By Descent, Citizenship Certificate or ImmiCard. If using a Medicare card, you must state the colour of the card and expiry date.

***For the purposes of Smart and Skilled, NSW Social housing is defined as:**

- public housing (owned and managed by the NSW Government)
- community housing (owned and/or managed by community housing providers)
- Aboriginal housing (owned and/or managed by the Aboriginal Housing Office (AHO) and Aboriginal Community Housing Providers)
- crisis accommodation/supported accommodation (Specialist Homelessness Services)
- private rental assistance managed by Housing NSW (for example: rental bond loans, tenancy guarantees, tenancy facilitation, and private rental brokerage).

#Out-of-home care

Young people currently or previously in out-of-home care may qualify for a fee-free scholarship. The term “out-of-home care” is defined in Section 135 of the *Children and Young Persons (Care and Protection) Act 1985* and refers to children or young people who are cared for by a person other than their parent, in a place that is not their usual home. Children and young people enter out-of-home care because they are in need of care and protection. There are two main types of out-of-home care:

Statutory care – where the Children’s Court has made a Care Order placing the child or young person in the parental responsibility of the Minister for Family and Community Services.

Supported care – where the Secretary of Family and Community Services forms the opinion that the child or young person is in need of care and protection.

Children and young people in out-of-home care usually reside with relative/kinship carers, foster carers or in residential care services. You may be asked to provide evidence to support your claim for a fee-free scholarship due to out-of-home care. The following evidence is acceptable: A copy of the current or expired Children’s Court Care Order, OR a copy of the “Confirmation of Placement” letter, OR a letter from Family and Community Services or the Out-of-Home Care Designated Agency verifying that you are, or were, in statutory or supported care, OR a copy of the “leaving care” letter from the Minister for Family and Community Services, OR any other evidence which clearly shows that you are or were in out-of-home care.