

# STUDENT PERSONAL DETAILS FORM

MAKE GREAT HAPPEN



## 1. Student Details

Student Number (if known)

Unique Student Identifier (USI)

Visit [www.usi.gov.au](http://www.usi.gov.au) to apply and / or search

Learner Unique Identifier (if known)

For more information visit [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

First Name

Middle Name/s

Last Name

Note: The name you supply should be your legal name as it appears on your identity documents and your USI record.

Preferred Name (if different from above)

Previous Names (i.e. maiden name, legal change of name)

Date of Birth (DD MM YYYY)

Gender

Male

Female

Unspecified

## 2. Your study at TAFE Queensland

Program/Course & Location

## 3. Contact Details

Home Phone

Mobile

Other

Home Email

Work Email

Other Email

Home Address (If you are an overseas student you need to supply your overseas address in this section)

City / Suburb

State

Postcode

Country

Mail Address (Please state 'as above' if same)

City / Suburb

State

Postcode

Country

Temporary Study Address (If you are an overseas student you must provide your Australian address in this section)

City / Suburb

State

Postcode

Country

This will be your temporary home address from:

to

D D M M Y Y Y Y

D D M M Y Y Y Y

## 4. Emergency Contact (Person you want us to contact in an emergency)

First Name

Last Name

Relationship to student (i.e. Parent, Friend)

Home Phone

Mobile

Other

## 5. Nationality, Language and Cultural Identity

Select one of the following to identify your citizenship status:

Australian Citizen	<input type="checkbox"/>	Temporary Entry Permit	<input type="checkbox"/>	Do you hold Dual Nationality? Yes <input type="checkbox"/> No <input type="checkbox"/>
New Zealand Citizen	<input type="checkbox"/>	Overseas Student (Residing Overseas)	<input type="checkbox"/>	Main Nationality: <input type="text"/>
Australian Permanent Resident	<input type="checkbox"/>	Other Visa (please specify below)	<input type="checkbox"/>	Dual Nationality: <input type="text"/>
Permanent Humanitarian Visa	<input type="checkbox"/>	Class: <input type="text"/> Subclass: <input type="text"/>		Main Nationality Effective Date: <input type="text"/>

DD MM YYYY

What is your Country of Birth?

What is your country of citizenship? (if on a Visa)

What is your Town/City of Birth?

Do you speak language/s at home other than ENGLISH? Yes  No

Main language at home?

**Note: If language assistance is required, please contact TAFE Queensland (or visit one of our locations) so we can best assist you and understand your needs.**

Do you identify yourself as:

Aboriginal  Torres Strait Islander  Both Aboriginal / Torres Strait Islander  None of These

## 6. Disability and Support Information

**Note: This section is to identify potential support requirements for students.**

**Do you consider yourself to have a disability, impairment or long-term condition?**

If yes, please indicate the areas of disability, impairment or long-term condition:

Hearing / Deafness	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Medical	<input type="checkbox"/>
Learning	<input type="checkbox"/>	Neurological condition	<input type="checkbox"/>
Mental health condition	<input type="checkbox"/>	Acquired brain injury	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Other	<input type="checkbox"/>
Mobility	<input type="checkbox"/>		

Description of condition (if applicable):

**Would you like to receive advice on support services, equipment and facilities which may assist you?**

If you indicate **Yes**, supporting information / documents may be required. Yes  No

## 7. Education Background/Schooling

What is your highest **completed** school level?

Did not go to school  Year 8 or below  Year 9  Year 10  Year 11  Year 12

Which year did you complete that school level?  Are you still attending secondary school? No  Yes

If yes, provide your current year level and name of school: Grade

Name of school

## 8. Highest Level of Completed Education (Australia, Australia Equivalent or International)

Have you successfully completed any of the following? No  Yes  If 'Yes', select from the options below.

Certificate I	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Where did you complete? <input type="checkbox"/> Australia <input type="checkbox"/> Australian Equivalent <input type="checkbox"/> Internationally
Certificate II	<input type="checkbox"/>	Undergraduate Certificate	<input type="checkbox"/>	
Certificate III or Trade Certificate	<input type="checkbox"/>	Bachelor's Degree	<input type="checkbox"/>	
Cert IV or Adv Cert / Technician	<input type="checkbox"/>	Postgraduate - Certificate	<input type="checkbox"/>	
Certificate other than above	<input type="checkbox"/>	Postgraduate - Masters	<input type="checkbox"/>	
Diploma or Associate Diploma	<input type="checkbox"/>	Postgraduate - Doctorate	<input type="checkbox"/>	

Award/Qualification title:

Name of Institution:  Year:

Country/Location (if not Aus):

## 9. Study Reason

Of the following options listed below which BEST describes your main reason for undertaking this training?

Tick ONE box only.

To get a job	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	To get skills for community/voluntary work	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>		

## 10. Employment Status

Which of the following categories best describes your current employment status? (Tick ONE box only)

Full-time employment (by someone else)	<input type="checkbox"/>	Employed (unpaid family worker)	<input type="checkbox"/>
Part-time employment (by someone else)	<input type="checkbox"/>	Unemployed (seeking full-time work)	<input type="checkbox"/>
Self employed (not employing other people)	<input type="checkbox"/>	Unemployed (seeking part-time work)	<input type="checkbox"/>
Employer (someone who employs other people)	<input type="checkbox"/>	Not employed (not seeking employment)	<input type="checkbox"/>

Employer Details (if applicable)

<b>Company Name</b>			
<b>Contact Person / Title</b>			
<b>Company Email</b>			
<b>Address</b>			
<b>City / Suburb</b>			
<b>State</b>		<b>Postcode</b>	
<b>Country</b>			
<b>Phone</b>	<input type="text"/>	<b>Mobile</b>	<input type="text"/>
<b>Fax</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 11. Parent/Guardian Education *(Required for Higher Education (HE) Applications only)*

If known, please provide the following details relating to your parents' education (used for HE statistics):

<b>Parent 1:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/>	<b>Parent 2:</b> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified <input type="checkbox"/>
Highest Qual Completed <input type="text"/>	Highest Qual Completed <input type="text"/>

## 12. Disclosure

Educational authorities - such as TAFE Queensland, research organisations contracted by TAFE Queensland, and the National Centre for Vocational Education Research (NCVER) - conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes. If you have any objections to being contacted in relation to marketing, please tick here.

**Please note: You will continue to receive communications relating to your study, course or attendance at TAFE Queensland locations.**

### 13. Queensland Government Certificate 3 Guarantee and Higher Level Skills Programs Eligibility

Under the Certificate 3 Guarantee and Higher Skills Programs, the Queensland Government provides a subsidy for selected Certificate I, II, III, Certificate IV or higher level qualifications or priority Skills Sets aligned to critical occupations identified by government and industry.

To be eligible individuals must:

1. be aged 15 years or over, and no longer at school
2. permanently reside in Queensland
3. be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
4. when enrolling into a Certificate III or below you must not hold, and not be enrolled in, a Certificate III or higher-level qualification (including an Apprentice or Traineeship), not including qualifications completed at school and foundation skills training or:
5. when enrolling into a Higher Level Skills Program you must not hold, and not be enrolled in, a Certificate IV or higher-level qualification
6. specific restrictions may apply to participation in certain subsidised qualifications; you will be advised of any restrictions prior to enrolments.

I confirm that I am **not currently enrolled** in any other qualifications which would result in me being ineligible for this enrolment to proceed. *(refer to points 4 and 5 above)*

If enrolling into a **Certificate III** or below, I confirm that **I do not already hold a Certificate III or higher level qualification.** *(refer to point 4 above)*

If enrolling into a **Certificate IV or higher level** qualification, I confirm that **I do not already hold a Certificate IV or higher level qualification.** *(refer to point 5 above)*

False or misleading information concerning your prior qualifications or not advising of any current enrolments may result in being withdrawn or being liable for further financial outlay for this enrolment.

**Within three months of completing or discontinuing this qualification you will be required to complete a Student Employment Survey.**

**Note:** Other funding options and eligibility criteria may apply, and separate application requirements will be required.

### 14. Student Declaration

- I have read and agree to abide by the TAFE Queensland Rules and Policies (<https://tafeqld.edu.au/about-us/policy-and-governance/policies-and-procedures/student-rules-and-policies/index.html>) and acknowledge I will only use facilities made available to me in accordance with the relevant rules for acceptable use.
- I have read and agree to the Privacy Notification in section 15 below.
- I have supplied information/evidence for all requirements relating to funding that I may be eligible to access.
- I confirm the accuracy of the information contained within this form and identification documents provided.
- I understand that TAFE Queensland reserves the right to withdraw or cancel my enrolment in accordance with the TAFE Queensland Rules and Policies and for the purposes of managing the health and safety of students, staff and other people at TAFE Queensland campuses and sites.
- I have sought information and understand my eligibility for any fee subsidy (if applicable) and have provided relevant documentation/evidence, and have read and agreed to the information in section 13 (where applicable).
- I understand that I must provide evidence of subsidy and/or concession eligibility at the time of enrolment, and that evidence supplied subsequent to my enrolment being processed will not be accepted.
- I have supplied my USI **Yes**  **No**
- If NO, then I give permission for TAFE Queensland to search for and/or apply for a USI on my behalf (if applicable). I have provided the relevant documents to support this requirement.

**If you are under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through TAFE Queensland.**

Student's  
Signature:

Parent/Guardian's  
Signature:  
*(if student is under 18 years)*

Date:

Date:

**Issues may arise beyond TAFE Queensland's control which affect its ability to deliver programs. While every effort will be made to conduct all programs as advertised, TAFE Queensland reserves the right to change or otherwise revise any aspects of training including programs offered, materials used, class timetables, class locations and teacher allocations. TAFE Queensland will make reasonable attempts to advise students of any changes made to their selected program. The details in this document are correct at the time of publishing.**

## 15. Privacy Notices

### TAFE Queensland Privacy Notice

TAFE Queensland is collecting your personal information on this form for the purposes of processing and managing your enrolment in a vocational education and training (VET) or higher education course with us. In accordance with the Information Privacy Act 2009 (Qld), your personal information will only be accessed by staff employed by or on behalf of TAFE Queensland for these purposes.

TAFE Queensland handles your personal information in accordance with our Privacy Policy (which you can view here: <https://tafeqld.edu.au/privacy>). By enrolling with TAFE Queensland you are acknowledging that you have read and agree to the collection, use and disclosure of your information in accordance with the policy.

Your information will not be provided to any other person or agency unless you have provided TAFE Queensland with permission or as otherwise outlined in the TAFE Queensland Privacy Policy or where disclosure is permitted or required by law. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed or have a concern or complaint about the way the information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at [privacy@tafeqld.edu.au](mailto:privacy@tafeqld.edu.au).

### NCVER Privacy Notice (for VET Students)

This NCVER Privacy Notice is supplementary to the TAFE Queensland Privacy Policy: <https://tafeqld.edu.au/privacy>.

#### Why we collect your personal information

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

If you do not provide personal information to us we may not be able to enrol you as a student.

#### How we use your personal information

TAFE Queensland uses 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 Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) 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.

## 15. Privacy Notices (continued)

The NCVET does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVET will handle your personal information please refer to the NCVET's Privacy Policy at [www.ncvet.edu.au/privacy](http://www.ncvet.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact the TAFE Queensland Privacy Officer at [privacy@tafeqld.edu.au](mailto:privacy@tafeqld.edu.au).

DEWR is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Data Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

### Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted. For students who have taken up state or federally funded study, some surveys are required as a part of the terms and conditions of your funded enrolment.

### Contact information

At any time, you may contact TAFE Queensland 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.

Privacy is a priority at TAFE Queensland. Your information will be stored securely. If you wish to access or correct any of your information, discuss how it has been managed, or have a concern or complaint about the way your personal information has been collected, used, stored, or disclosed, please contact the TAFE Queensland Privacy Officer at [privacy@tafeqld.edu.au](mailto:privacy@tafeqld.edu.au). For those students who require assistance in reading and understanding this Privacy Notice, please contact a TAFE Queensland Customer Service Centre prior to enrolling.

### USI Privacy Notice (where we apply for a USI on your behalf)

In limited circumstances TAFE Queensland may apply for a Unique Student Identifier (USI) on behalf of a student under the Student Identifiers Act 2014 (Cth). If we are applying for a USI on your behalf the USI Privacy Notice located here: <https://tafeqld.edu.au/legal/ncvet-privacy-policy> applies to you.

By authorising us to apply for a USI on your behalf you are acknowledging that you understand and consent to this USI Privacy Notice and you understand that if you do not provide all the information requested, or if it is inaccurate, it may affect the Student Identifiers Registrar's ability to provide you with a USI.

Last updated: June 2023

## 16. Evidence of Identity

All students enrolling with TAFE Queensland must provide evidence of identity prior to enrolment. This identity check must be completed prior to enrolment and prior to the issue of a Student ID Card.

More information is available at <https://tafeqld.edu.au/how-to-apply/eligibility-documents.html>

The evidence you supply TAFE Queensland must enable us to verify:

- Your identity (including **full legal name** and **date of birth**)
- Residency status (including **current residential address**) and country of **citizenship**
- Funding, loan and concession eligibility information (where applicable).

TAFE Queensland requires that you supply at least **two** from the selection of **Category A** and **Category B** documents as proof of your identity. You can supply at least two (2) Category A documents, or one (1) Category A and at least one (1) Category B documents to verify your details. If you cannot supply the required evidence of identity documents, please contact us for advice.

**Note: Identity documents must be current and unexpired - expired ID cannot be accepted.**

### Category A (at least one of the two documents must be from this category)

- Queensland Driver Licence, front and back
- Adult Proof of Age (18+) or Photo Identification Card (15+)
- Marine Licence
- Australian birth certificate—full, not an extract or commemorative certificate
- Australian or foreign passport
- Australian citizenship or naturalisation certificate
- Department of Immigration and Border Protection:
  - Certificate of Evidence of Resident Status OR Visa Evidence Card— with PL056 visa label attached
- Department of Immigration and Border Protection
  - Permanent Resident Evidence ImmiCard
  - Evidence of Immigration ImmiCard
  - Document for travel to Australia
  - Temporary Resident Visa
- Queensland or Australian Federal Police officer photo identity card
- Queensland government-issued photographic high risk work licence.

### Category B

- Medicare card
- Australian educational institution student identity document (must include photo and/or signature)
- Department of Veterans' Affairs or Services Australia Pensioner Concession card (including Health Care cards)
- Interstate government-issued or government-approved Proof of Age Card or Photo Card
- Electricity, gas or telephone account (with current residential address)
- Queensland local government rates notice (with current residential address)
- Contract of property purchase, lease/rental document, mortgage/land ownership certificate
- Queensland vehicle registration certificate (with current residential address)
- Renewal notice for Queensland driver licence or vehicle registration
- Bank statement (with corresponding debit or credit card, issued within last 6 months)
- Australian marriage certificate (issued by relevant Registrar of Births, Deaths and Marriages)
- Australian civil partnership/relationship certificate (issued by relevant Registrar of Births, Deaths and Marriages)
- Australian Change of Name certificate (issued by relevant Registrar of Births, Deaths and Marriages)
- Australian birth certificate (amended with/without notations, issued by Registrar of Births, Deaths and Marriages)
- Australian Defence Force photo identity card (excluding civilians)
- Divorce papers (must show the name being reverted to, issued by relevant court)
- Australian Electoral Commission document
- Australian firearm licence (with photo)
- Australian security guard or crowd controller licence (with photo)
- Department of Human Services BasicsCard
- Official letter from Services Australia or the Department of Human Services.

### For TAFE Queensland internal staff use only

Student Identification Check completed and the documents supplied have been verified and sighted (indicated above).

Operator Name

Operator Initials