Name: ________________________________ Signature: ________________________________ Date: ________________________________

Learner Declaration
I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures. I confirm the accuracy of the information I have provided on this Enrolment Form and acknowledge that providing any false information and/or failing to disclose any relevant information including any history of violence may lead to the immediate termination of my enrolment at TAFE NSW. Information provided on this form and collected or otherwise obtained throughout my enrolment will be handled by TAFE NSW in accordance with the Learner Privacy Notice in the TAFE NSW Enrolment Information sheet and the Privacy and Personal Information Protection Act 1998 and Health Records and Information Privacy Act 2002.

Signature: ………………………………………………….. Date: …………………………………………………..
Learner Statistics – 2018

To help us to provide a better service please complete the personal details below by placing a CROSS (X) in one of the boxes or by providing information where requested. All information will be treated confidentially. Please see the ‘Learner Privacy Notice’ on the ‘TAFE NSW Enrolment Information’ sheet.

PLEASE DO NOT WRITE OUTSIDE BOXES

If your personal details change please update by contacting your campus administration or by using Learner Portal

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1. What is your highest completed school level?
   - [ ] Year 12 or equivalent
   - [ ] Year 11 or equivalent
   - [ ] Year 10 or equivalent
   - [ ] Year 9 or equivalent
   - [ ] Year 8 or below
   - [ ] Never attended school

2a. In which year did you complete the above school level?

2b. Are you still attending secondary school?
   - [ ] Yes
   - [ ] No

3a. Have you successfully completed any of the following qualifications?
   - [ ] Yes
   - [ ] No

3b. If YES, then please enter the appropriate location number in the applicable boxes:
   - [ ] Bachelor Degree or Higher Degree
   - [ ] Advanced Diploma or Associate Degree
   - [ ] Diploma (or Associate Diploma)
   - [ ] Certificate IV (or Advanced Certificate/Technician)
   - [ ] Certificate III (or Trade Certificate)
   - [ ] Certificate II
   - [ ] Certificate I
   - [ ] Certificates other than above

Location Number:

1 – Outside Australia
2 – Australia
3 – Adult & Community Education (ACE)
4 – Other Training Provider
5 – HSC VET Course
6 – Higher Education/University

4. Of the following categories, which BEST describes your current employment status? (Please place a CROSS (x) in one box only)
   - [ ] Full-time employee
   - [ ] Part-time employee
   - [ ] Self-employed – not employing others
   - [ ] Employer
   - [ ] Employed – unpaid in a family business
   - [ ] Unemployed – seeking full-time work
   - [ ] Unemployed – seeking part-time work
   - [ ] Not employed – not seeking employment

5. Of the following categories, which BEST describes your main reason for undertaking this course?
   Please place a CROSS (X) in one box only:
   - [ ] To get a job
   - [ ] It is a requirement of my job
   - [ ] To develop my existing business
   - [ ] I want extra skills for my job
   - [ ] To start my own business
   - [ ] To get into another course of study
   - [ ] To try for a different career
   - [ ] For personal interest or self-development
   - [ ] To get a better job or Promotion
   - [ ] Other reasons

6. In which country were you born?

   Please print the name of the country.

7. Do you speak a language other than English at home?
   - [ ] No, English only
   - [ ] Yes

If Yes, please write name of language

8. How well do you speak English?
   - [ ] Very well
   - [ ] Well
   - [ ] Not well
   - [ ] Not at all

9. Do you require help with English?
   - [ ] No
   - [ ] Yes

If Yes, please contact the Program Coordinator for further information

THANK YOU FOR COMPLETING THE LEARNER STATISTICS
## ENROLMENT FORM

**IMPORTANT NOTE**

a) Fill in the ID number issued to you by NTPC, FNU in 2011 and thereafter

b) For applicants enrolling for the first time, please attach the following details:
   - Copy of birth certificate
   - Copy of photo ID (FNPF card or Drivers License or Passport)
   - Sponsorship letter from sponsor (if sponsored)

c) Please complete form in block letters

### Section A - Personal Details

<table>
<thead>
<tr>
<th>ID Number</th>
<th>Family Name (Surname)</th>
<th>First Name</th>
<th>Other Given Names</th>
<th>Title (Mr./Mrs./Ms)</th>
<th>Date of Birth</th>
<th>Gender (please tick)</th>
<th>Home Phone No.</th>
<th>Business Phone No.</th>
<th>Mobile No.</th>
<th>Email</th>
<th>Fax No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Day</td>
<td>Month</td>
<td>Year</td>
<td>Male</td>
<td>Female</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Correspondence Address**

- Home Phone No.
- Business Phone No.
- Mobile No.
- Email
- Fax No.

- Employers Name and Address (if applicable)

- Work Experience (if required)

- Qualification (if required)

- Dietary Restriction
  - If any, please specify:

### Section B – Course/Program Details

<table>
<thead>
<tr>
<th>Name of the course/program</th>
<th>Date of the course/program From:</th>
<th>To:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Venue**

- Training Department

### Section C – Employers Comments (if applicable)

<table>
<thead>
<tr>
<th>Person Nominating</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for Nominating**

- Signature: __________________  Date: ______________________

### Section D – Payment Details (please tick the correct box)

- Cash
- Cheque
- FNPF
- Sponsored

**Credit card:**

- Master
- Visa

**Card No.** __________________________

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National Training & Productivity Centre

FIJI NATIONAL UNIVERSITY

Rev No. 08  Issue Date: 07/06/2011  NTPC/189
Section E – Withdrawal from Course
For withdrawal please refer to the NTPC Withdrawal from Course and Refund of Fee Policy below.

Withdrawal from Course & Refund of Fee Policy
The Training Departments of the National Training & Productivity Centre schedule courses as per the industry needs. The courses are therefore offered on the understanding that those that enroll will attend the courses as scheduled. However, exceptional circumstances may prevent those who have enrolled from attending courses on scheduled dates.

In such cases the following policy shall apply -

- A full refund shall be given for withdrawals made 7 or more days before the commencement of the course.
- A 20% administration cost shall be charged for withdrawals made less than 7 days before the commencement of the course.
- Only 50% of the course fee shall be refundable for withdrawals made after attendance of up to 25% of a course that runs for more than two days.
- There shall be no refund after attendance of more than 25% of a course that runs for more than two days.
- There shall be no refund for withdrawals after the commencement of a 1 or 2 day course.
- Only 50% of the course fee shall be refundable for non attendance after the commencement of the course.

The participants are required to fill - in the Course Withdrawal Form (NTPC/025) and submit it to the relevant Training Departments in event of withdrawal from any course.

Section F – Declaration (for your application to be valid you must complete this)

Declaration by Applicant
I certify that the information on this form is correct and complete and accept the conditions set herein. I acknowledge that the provision of the incorrect information relating to my application may result in the cancellation of my enrolment.

Applicant's Signature: ………………………………… Date: …………………………………………………