

AIST STUDENT INFORMATION FORM

PLEASE PRINT CLEARLY AND COMPLETE ALL DETAILS

1. PERSONAL INFORMATION

Given Names*

Surname*

* The name you provide here must be identical to the name that you use when you apply for your Unique Student Identifier (USI). Information about the USI, as well as instructions on how to apply for a USI, are outlined in the USI section below.

Gender (Tick ONE box only)

Female Male Other

Birth Date (dd/mm/yyyy)

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2. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, the Australian Institute of Superannuation Trustees (AIST) can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> using a computer or mobile device.

PLEASE NOTE: If you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

Enter your Unique Student Identifier (USI)

3. CONTACT DETAILS

Please provide the residential address where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Residential Address

Suburb

State

Postcode

City

Country

Postal Address (if different to above)

Suburb

State

Postcode

City

Country

Telephone (BH)

Email

Telephone (AH)

Alternate Email (optional)

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4. EMPLOYMENT

PLEASE NOTE: this section is only relevant to students undertaking the course in Victoria or via e-learning or self-paced methods.

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

Occupation Identifier (Tick ONE box only)

Full-time employee

Part-time employee

Self employed - not employing others

Self employed - employing others

Employed - unpaid worker in a family business

Unemployed - seeking full-time work

Unemployed - seeking part-time work

Not employed - not seeking employment

Manager

Professional

Technician / Trade Worker

Community / Personal Service Worker

Clerical / Administrative Work

Sales Worker

Machinery Operator / Driver

Labourer

Other

Industry of employment (Tick ONE box only)

Agriculture, Forestry and Fishing

Mining

Manufacturing

Electricity, Gas, Water and Waste Services

Construction

Wholesale Trade

Retail Trade

Accommodation and Food Services

Transport, Postal and Warehousing

Information Media and Telecommunications

Financial and Insurance Services

Rental, Hiring and Real Estate Services

Professional, Scientific and Technical Services

Administrative and Support Services

Public Administration and Safety

Education and Training

Health Care and Social Assistance

Arts and Recreation Services

Other Services

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5. EDUCATION

Highest year of school completed (Tick ONE box only)

- Not stated
- Did not go to school
- Year 8 or below
- Year 9 or equivalent
- Completed Year 10
- Completed Year 11
- Completed Year 12

Highest qualification achieved (Tick ONE box only)

- 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
- Other education (including certificates or overseas qualifications not listed above)

6. LANGUAGE & CULTURAL DIVERSITY

In which country were you born?

- Australia
- Other - please specify

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

- No, English only
- Yes, other - please specify

Are you of Aboriginal or Torres Strait Islander origin? (Tick ONE box only)

- Yes, Aboriginal
- Yes, Aboriginal and Torres Strait Islander

- Yes, Torres Strait Islander
- No, Neither Aboriginal nor Torres Strait Islander

7. DISABILITY

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

- Yes - please see below
- No - Go to section 8

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

- Hearing / Deaf
- Physical / Mobility
- Intellectual
- Vision
- Medical condition
- Learning
- Mental Illness
- Acquired Brain Impairment
- Other - please specify

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8. STUDY REASON

Of the following categories, select the one which BEST describes the main reason you are undertaking this course / traineeship / apprenticeship. (Tick ONE box only)

To get a job	It was a requirement of my job
To develop my existing business	I wanted 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 - please specify

9. EMERGENCY CONTACT

Given Name

Surname

Relationship to student

Contact telephone number

10. TERMS AND CONDITIONS

In completing this enrolment form you are agreeing to a contract with the Australian Institute of Superannuation Trustees (AIST) that stipulates the following:

- Once you commence the nominated course, AIST will deliver the training program using competency based training principles and practices in accordance with the Standards for NVR Registered Training Organisations.
- You agree to work together with AIST in a unified approach to achieve the relevant qualification.
- The course fees payable to AIST are for the provision of the following services:
 1. Training and assessment
 2. Ongoing administration processes
 3. Learning resources when appropriate
 4. Certification/Statement of Attainment
- You agree to be bound by AIST's policies and any amendments made to the policies.
- You agree to undertake Language, Literacy and Numeracy (LLN) testing requirements prior to acceptance into any course entry and adhere to any other pre-requisites identified through the enrolment process.
- Where your contact details change while studying with AIST, you must advise AIST of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details.
- You have read and understood the Student Information Handbook.
- If the information provided in this form is incomplete, AIST can record this data on their system as "not specified".
- If an assessment that you have undertaken has been marked as 'Not yet Competent' (NYC), you will be allowed to re-sit the test/or have a re-assessment a maximum of two times. If you are deemed 'NYC' for a third time, you will be required to re-enrol into that course. This will include re-training and therefore a re-enrolment fee for the course will apply.
- For re-issuance of Certificates and Statements of Attainments you will be subject to a charge per document required.
- AIST reserves the right to accept or reject any application for enrolment at its discretion.
- AIST reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the student (see refund policy).
- AIST reserves the right to withhold student results, certificates and statements of attainment if this form is incorrectly submitted.

Please consider the environment before printing any documents.

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11. PRIVACY NOTICE

Under the Data Provision Requirements 2012, the Australian Institute of Superannuation Trustees (AIST) is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by AIST for statistical, regulatory and research purposes. AIST may disclose your personal information for these purposes to third parties, including:

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

12. STUDENT DECLARATION FORM

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

In submitting this 'Student Information Form' I agree to the terms & conditions outlined in this form.

Student signature

Date (dd/mm/yyyy)
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