



STUDENT ENROLMENT FORM

Privacy Statement & Student Declaration

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

Privacy Notice

Under the *Data Provision Requirements 2012*, Maximum Asset Education Institute of Australia (MAEI) 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), may be used or disclosed by MAEI for statistical, administrative, regulatory and research purposes. MAEI may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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

Application for Unique Student Identifier

If you would like MAEI to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I authorise MAEI to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>

I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

By signing below, I am also declaring that I have read and fully understand the student fee schedule associated with my program of study and the Refund Policy of MAEI.

By signing below, I am also declaring that I have had access to and the opportunity to read the MAEI Learner Handbook, which contains all upfront student information as MAEI are required to provide by law.

[Student Signature] [DATE]

[Parent/Guardian Signature].....[DATE].....

Note: parental consent required if student is under the age of 18.



Unique Student Identifier

1. Enter your Unique Student identifier (if you already have one)

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Course applied for (please tick):

Course Code and Name	Select Course	Confirm you have access to the internet and a laptop or PC.
CHC33021 Certificate III in Individual Support	<input type="checkbox"/>	<input type="checkbox"/>
CHC43015 Certificate IV in Ageing Support	<input type="checkbox"/>	<input type="checkbox"/>
CHC43121 Certificate IV in Disability Support	<input type="checkbox"/>	<input type="checkbox"/>

Personal details

2. Enter your full name *

Single name only (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)

First given name

Second given name (middle)

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want MAEI to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

3. Enter your birth date

Day/month/year

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4. Sex (Tick ONE box only)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

Sex

5. Enter your contact details

Home phone _____ Work phone _____

Mobile _____ Email address _____

6. What is the address of your usual residence?

Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address.

Building/property name

Flat/unit details

MAEI Pty Ltd, Level 3, 191 Thomas St, Haymarket NSW 2000, Australia, Phone: +61 402 498 363

Email: info@maei.com.au, RTO Number: 45772



Street or lot number (e.g. 205 or Lot 118) _____
Street name _____
Suburb, locality or town _____
State/territory _____
Postcode _____

7. What is your postal address (if different from above)?

Building/property name _____
Flat/unit details _____
Street or lot number (e.g. 205 or Lot 118) _____
Street name _____
Postal delivery information (e.g. PO Box 254) _____
Suburb, locality or town _____
State/territory _____
Postcode _____

Language and cultural diversity

8. In which country were you born?

Australia _____
Other – please specify _____

9. 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 **English only – Go to question 10** _____
Yes, other – please specify _____

10. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No _____
Yes, Aboriginal _____
Yes, Torres Strait Islander _____

Disability

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

Yes Y _____
No N **No – Go to question 13** _____

12. 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 _____
Intellectual _____
Learning _____
Mental illness _____
Acquired brain impairment _____
Vision _____
Medical condition _____



Other

Schooling

13. What is your highest COMPLETED school level? (Tick ONE box only)

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

Never attended school – go to question 16

14. Are you still enrolled in secondary or senior secondary education?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

Previous qualifications achieved

15. Have you SUCCESSFULLY completed any of the qualifications listed in Question 15 below?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

No – go to question 18

16. If YES, then tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Certificates other than the above	<input type="checkbox"/>

Employment

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

Full-time employee	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>
Self employed – not employing others	<input type="checkbox"/>
Self employed – employing others	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>
Not employed – not seeking employment	<input type="checkbox"/>

Study reason

18. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

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 was a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
To get skills for community/voluntary work	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

Additional Information for USI Application – only required if you do not already have a USI

Town/City of Birth _____
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI.

Please ensure that the name written in 'Personal Details' section is the same as written in the document you provide below.

Australian Driver Licence

State: _____ Licence Number: _____

Medicare Card

Medicare card number _____
Individual reference number (next to your name on Medicare card): ____
Card colour: (select which applies)
Green Expiry date ____/____ (format MM/YYYY)
(month/year)
Yellow Blue Expiry date ____/____/____ (format DD/MM/YYYY)
(day/month/year)

Australian Birth Certificate State/Territory _____

Australian Passport number _____

Non-Australian Passport (with Australian Visa)

Passport number _____ Country of issue _____

Immicard

Immicard Number _____

Citizenship Certificate

Stock number _____ Acquisition date ____/____/____
(day/month/year)

Certificate of Registration by Descent

Acquisition date ____/____/____
(day/month/year)

In accordance with section 11 of the *Student Identifiers Act 2014*, MAEI will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.