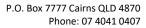


APPLICATION FOR ENROLMENT

COURSE DET	AILS						
What course are you applying to enrol in?		Course Code:					
		Course Title:	urse Title:				
Funding Stream being accessed?			TiS (VET in schools)				
What location?			Study Mode: (tick one only)				
How did you find out about us?	☐ Website ☐ S	ocial M	edia				
PERSONAL DETAILS							
Please ensure you	accurately complet	e this s	ection as incorrec	t details may affect of	enrolment.		
Title	☐ Ms ☐ Mrs ☐] Mr	Gender	□ M □ F □ X	Date of Birth		
* 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 MiHaven Training 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.						nes, exactly as written in the	
First Name			Middle Name		Surname		
Preferred Name			Previous Name (e.g. Maiden Name)				
Email Address					Phone No.		
Residential	esidential						
Address					Postcode		
Postal Address (if the same as above,	leave blank)				Postcode		
Is this the name that appears on your documents e.g. Birth Certificate or Drivers Lice If No, a <i>Statutory Declaration Form</i> may need to be completed.				Licence?	☐ Yes ☐ No		
Do you hold a Working with Children Blue Card?					☐ Yes ☐ No		
Do you hold a current National Police Check?			k?			☐ Yes ☐ No	
Do you hold a Yellow Card/ NDIS Workers Screening Check?)		☐ Yes ☐ No		
Are you aware of any reason that would deem you ineligible to apply for a Working with Children Blue Card, National Police Check and/or Yellow Card/NDIS Workers Screenin check?			ard, National	☐ Yes If yes, please provide details: ☐ No			
EMERGENCY CONTACT							
First Name				Phone Number			
Last Name				Relationship			
CULTURAL IDENTITY							
Indicate if you ider the following:				☐ Torres Strait Islander Torres Strait Islander ☐ Neither of these			

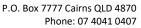




NATIONALITY							
Country of Birth	Town/City of Birth						
Citizenship Status	☐ AU/NZ Citizen ☐ AU Perr			manent Resident			
What is your Nationality?							
LANGUAGE							
Is English the main language you speak?			i □ No	If No, what is	lo, what is your main language?		
How well do you speak English?		ell do you	understand	d English?	How well do you read and write English?		
☐ Very well ☐ Well ☐ Not well	☐ Well	☐ Very well ☐ Well ☐ Not well			☐ Very well ☐ Well ☐ Not well		
STUDY REASON ID	ENTIFIER (tick	ONE box	to identify y	our main reaso	on for study)		
☐ To develop my existing business☐ It was a☐ To start my own business☐ I wante			better job or promotion requirement of my job extra skills for my job nother course of study		t or self-		
EMPLOYMENT STATUS							
Employed (tick the most relevant box)				Unemployed (tick the most relevant box)			
☐ Full-time employee ☐ Part-time employee W			Hours per week	☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work			
Self-employed - not employing others Employer				Not in the Labour Force			
Employed - unpaid worker in a family business				☐ Not employed - not seeking employment			yment
If employed, please complete employer details below.				If unemployed, how long have you been unemployed?			
Company Name				Less than 1 year			
Supervisor Name				1 to 2 years			
Contact Number	Contact Number			☐ More than 2 years			
JOB ACTIVE DETAILS							
Are you currently registered with a Job Active provider? If Yes, please fill out details below:							
Job Active Name Contact Name							
EDUCATION							
Are you still attending school?							
If Yes, indicate year level / grade currently enrolled Yr. 12 or equivalent Yr.11 or equivalent Yr. 10 or equivalent Yr. 9 or equivalent Yr. 8 or below			No, indicate the highest level and the year of completion Yr. 12 or equivalent Year: Yr. 11 or equivalent Year: Yr. 10 or equivalent Year: Yr. 9 or equivalent Year: Yr. 8 or below Year: Never attended school				



PREVIOUS QUALIFICATION	N					
Are you CURRENTLY enrolled in higher education courses)?	training (includes vocational education and training (VET) and	☐ Yes	□No			
If yes, what Qualification Title:						
Have you COMPLETED any of the	e following qualifications? If Yes, please specify below:	☐ Yes	☐ No			
☐ Bachelor's degree or Higher De	egree 🗌 Advanced Diploma or Associate Degree 🔲 Diploma	I				
☐ Certificate IV ☐ Certificate III Qualification Title:	☐ Certificate II ☐ Certificate I ☐ Miscellaneous Education					
Are you enrolled in or previously completed a qualification funded under the JobTrainer Fund?						
Are you applying for Recognition of	☐ Yes	☐ No				
Are you applying for a Credit Trans	Are you applying for a Credit Transfer?					
SUPPORT NEEDS						
Do you consider yourself to have a	Do you consider yourself to have a disability, impairment or long term condition?					
If yes, please	☐ Physical ☐ Intellectual ☐ Learning ☐ Mental Illness [☐ Vision				
	npairment					
Would you like to receive advice and/or support with services, equipment and facilities?						
Do you have any access requirem	Do you have any access requirements you would like MiHaven Training to be aware of:					
If yes, please indicate:	ulant parking Downstairs training room Other, please	specify:				
UNIQUE STUDENT IDENTI	FIER (USI)					
From 1 January 2015, MiHaven Training 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 NCVER. If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi on computer or mobile device.						
Do you have a USI? ☐ Yes ☐ Yes, but I have Forgotten ☐ No (we can apply for you-s			see below)			
Unique Student Identifier (USI)	Jnique Student Identifier (USI)					
collection, use and disclosure of	to search and find an exisiting USI on my behalf. I have read my personal information (which may include sensitive information.usi.gov.au/providers/find-student-usi					
first aid course or RSA (Responsible S It is important that you try to find out	ave done any nationally recognised training, which could include trainin Service of Alcohol) course, getting a white card, or studying at a TAFE whether you already have a USI before attempting to create a new on eady have a USI, use the 'Forgotten USI' link on the USI website at https://nxxxxxx	or training one. You show	organisation. uld not have			
the privacy information at https://www.	Identifier (USI) apply for a USI on your behalf you must authorise us to do so and decusi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf me additional information so that we can apply for a USI on your behalf	-	u have read			
I authorise MiHaven Training 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 (which may include sensitive information) pursuant to the information detailed at https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf						
In accordance with section 11 of the Student Identifiers Act 2014, MiHaven Training 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. https://www.usi.gov.au/documents/privacy-notice						





STUDENT DECLARATION	ON (read & tick the b	oxes to confirm your agr	eement to each sta	atement)		
I AGREE that the information	I have provided is true and correct.					
I AGREE to pay the relevant	course fees (where applicable). For information on fees, see the Schedule of Fees.					
	access a copy of the Student Handbook and course specific information from the request a printed copy from MiHaven Training.					
I AGREE that I have received	a Training Schedule outlining class dates and times for the course I am enrolling in.					
I AGREE to abide by the ex Training Campus Housekeep	spectations and procedures, including the Student Code of Conduct and MiHaven ing Instructions.					
UNDERSTAND that giving false or incomplete information may lead to the refusal of my application or ancellation of my enrolment.						
I GIVE MiHaven Training permission to obtain official records from an educational institution that I do and/or have attended.					e 🗆	
I AGREE for my academic progress and results to be shared with Government Departments, Schools, Employer or Job Network Providers (whichever applies) if required.						
I AGREE for MiHaven Training to video and/or take photos for quality training purposes and/or marketing.						
I UNDERSTAND that I must meet all relevant entry requirements associated with my chosen course, and/or funding arrangement, prior to my enrolment being accepted.						
I AGREE that I have been provided with the relevant funding fact sheet.						
I UNDERSTAND I will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee once I complete a Certificate III level vocational qualification.						
I UNDERSTAND I will no longer be eligible for a government subsidised training place under the Higher-Level Skills program once I complete one Certificate IV level or higher qualification						
I UNDERSTAND I will no longer be eligible for a government subsidised training place under the JobTrainer Fund once I complete one eligible qualification					d 🗆	
PRIVACY STATEMENT & CONSENT (read & tick the box to confirm your agreement to this statement)						
As a Registered Training Organisation (RTO) we are required to collect and record information about you, including your personal information. Your personal information is protected by the Privacy Act 1988 and 13 Australian Privacy Principles (APPs).						
□ I AUTHORISE MiHaven Training RTO 40928 to collect and store my personal information to administer my application and enrolment, to monitor my academic progress and to provide services, including services delivered in partnership with relevant stakeholders and third parties beneficial to my participation, completion and gaining employment. This may include checking of my migration status (work and study entitlements) through VEVO for the purpose of confirming enrolment eligibility.						
MiHaven Training will ensure that information collected from me is not excessive and is only used for the purpose for which it is collected.						
Student Signature	Date					
Parent/Guardian Name (if under 18 years old)						
Office use: Application for Enrolment:	☐ Approved ☐ Rejected	Date:	Initials:	Checked all questions:	☐ Yes ☐ No	



PRIVACY NOTICE

Why we collect your personal information?

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

Please note if an individual does not provide their personal information to MiHaven Training, consequences could include not being able to enrol as a student of MiHaven training.

How we use your personal information?

We use 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 Education, Skills and Employment (DESE), 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. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at https://www.dese.gov.au/national-vet-data/vet-privacy-notice

<u>Surveys</u>

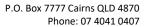
You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact MiHaven Training administration staff:

- 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

https://www.mihaven.com.au/information-forms-policies-procedures





Disability supplement

<u>Introduction:</u> The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:
Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.
☐ 11 — Hearing/deaf Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.
☐ 12 — Physical A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.
☐ 13 — Intellectual In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.
☐ 14 — Learning A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.
☐ 15 — Mental illness Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.
☐ 16 — Acquired brain impairment Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.
☐ 17 — Vision This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.
☐ 18 — Medical condition Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.
☐ 19 — Other A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.