



STAFF-IN-CONFIDENCE  
(WHEN COMPLETE)

## OnRoad OffRoad Training Enrolment Form

Information contained in this document is utilised in accordance with OnRoad OffRoad Training Privacy Policy

### Personal Details *(Please choose by placing an X in the boxes that apply to you)*

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	Date of Birth:	
Family Name:			Given Name		

Do you have a USI? (Standard 3.6) Yes  (please write your USI here \_\_\_\_\_) No  (you will need to apply)

I hereby authorise OnRoad OffRoad Training to create or verify a Unique Student Identifier on my behalf using the details and documentation provided by me. I understand that if all information requested is not provided, or is inaccurate, it may affect the student's identifiers registrar's ability to provide me with or verify my USI.

For more information on USI, please refer to back page

### Contact Details

Phone: (Home)		Phone: (Work)	
Mobile:		E-Mail	

### Home Address

Address:			
State:		Postcode:	

### Mailing Address *(Complete this section only if your mailing address is different to your home address)*

Address:			
State:		Postcode:	

### List at least ONE form of ID (e.g. Drivers Licence). The Instructor or Admin Staff to sight ID

ID Type	ID #	ID Sighted (Instructor / Admin to sign)

Do you hold a Visa  Yes  No  Type

### Indigenous Status *(Please choose by placing an X in the boxes that apply to you)*

<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Aboriginal and Torres Strait Islander
<input type="checkbox"/>	Yes. Torres Strait Islander	<input type="checkbox"/>	No, Neither Aboriginal or Torres Strait Islander

### 1. Employment Status (Standard 1.7)

Employment Status: *(Please choose by placing an X in the boxes that apply to you)*

<input type="checkbox"/>	Full-Time Employee	<input type="checkbox"/>	Employed – Unpaid Worker in Family Business
<input type="checkbox"/>	Part-Time Employee	<input type="checkbox"/>	Unemployed – Seeking Full-Time Work
<input type="checkbox"/>	Self-Employed (Not Employing Others)	<input type="checkbox"/>	Unemployed – Seeking Part-Time Work
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Not Employed – Not Seeking Employment

### 2. Disability Status *(Please choose by placing an X in the boxes that apply to you)* (Standard 1.7)

Do you suffer from any physical / mental disability that may effect your participation in the course?

Yes  No – Go to Question 3

Disability, Impairment or Long-Term Condition



<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Acquired Brain Impairment
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Medical Condition
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Not Specified
<b>3. Language and Literacy</b> (Please choose by placing an X in the boxes that apply to you) (Standard 1.7)			
What is your Country of Birth?			
What is your Town of Birth?			
Is English your First Language?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, what language do you usually speak?			
Do you require assistance with English?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you need any additional support?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specify:			
How well do you speak English:    Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All <input type="checkbox"/>			
<b>4. Education</b> (Please choose by placing an X in the boxes that apply to you) (Standard 1.7)			
What is your highest level of education COMPLETED?			
<input type="checkbox"/>	Did not go to school	<input type="checkbox"/>	Completed Year 10 or Equivalent
<input type="checkbox"/>	Year 8 or Below	<input type="checkbox"/>	Completed Year 11 or Equivalent
<input type="checkbox"/>	Completed Year 9 or Equivalent	<input type="checkbox"/>	Completed Year 12 or Equivalent
In what year did you complete this level of education?			
Have you completed any other courses / qualifications? (Specify Below)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate I			
Certificate II			
Certificate III			
Certificate IV			
Higher please state			
<b>5. Qualification Selection</b> (Please choose by placing an X in the boxes that apply to you)			
I am enrolling into the following course Standard 4.1			
I have made my own enquiries and believe that this training course is suitable for my personal and career purposes. I consider that, based on my educational attainment, capabilities, aspirations and interests, this training is appropriate for me. Standard 5		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I am applying for RPL/RCC for the following course: Standard 1.12 3.5		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Quality Assurance of Training Standard 5</b>			
I understand that I am enrolling in an AQF qualification course, and that I may be contacted by the Training Organisation or Regulator to discuss my training program.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree that the assessments I complete will entirely my own work.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree to OnRoad OffRoad Training terms and Conditions and relevant Policy and procedures		<input type="checkbox"/> Yes	<input type="checkbox"/> No
OnRoad OffRoad Training have given me a student handbook or I have access to one?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



Training on an OnRoad OffRoad Site (Safety Induction)	Confirm Understanding
I must wear Hi Vis clothing/vest at all times	Yes / No
I must stick to the walkways at all times	Yes / No
I must stay alert and give way to moving vehicles and mobile plant at all times	Yes / No
I am not permitted to smoke anywhere on site	Yes / No
In case of an emergency I must follow the direction of the Trainer and Assessor	Yes / No
I must report incidents/injuries/hazards/near misses to the Trainer and Assessor	Yes / No
I have viewed the evacuation plan and I know where the Assembly area is?	Yes / No
I know where the kitchen and toilets are (amenities)?	Yes / No

Declaration
I, _____, declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to OnRoad OffRoad Training to release my name, date of birth, contact details and statistical information to the relevant State and Federal Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.
Name: _____
Signature: _____
Date: _____



## About the Unique Student Identifier (USI)

A unique Student identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all provider including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students VET records are not lost.

The USI will be available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

A student needs a USI when enrolling or re-enrolling in nationally recognised training from 1 January 2015. This includes if the student is enrolling for the first time, for example, if they are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. It also applies to student's continuing or completing (re-enrolling) training, including nationally recognised training undertaken in secondary school.

For more information or to login go to [www.usi.gov.au](http://www.usi.gov.au)

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