

# ENROLMENT FORM

Please complete this application form and return to our office

**Outdoor Training College**

**PO Box 749, Windsor NSW 2756**

**Phone: 02 4579 0677**

**Email: [info@outdoortrainingcollege.com.au](mailto:info@outdoortrainingcollege.com.au)**



TO COMPLETE THIS FORM:

- All questions in red must be answered. Incomplete enrolment forms will cannot be processed.
- The Federal Government requires all colleges to collect statistics to help with their educational planning and to comply with regulations for accredited training.

## COURSE SELECTION

**Course:**



## STUDENT DETAILS

**Legal Surname:**

**Given Names:**

**Email Address:**

**USI Number:**

**Organisation:**

**Occupation:**

**Date of Birth:**

**Gender:**

**Phone No:**

**Mobile Phone No:**

**Street Address:**

**Suburb:**

**State/Region:**

**Outside Australia:**

**Post Code:**

**Country:**

## ADDITIONAL DETAILS

**Country of Birth:**

**Language other than English:**

**English Level:**

**Indigenous Status:**

**Disabilities:**

**Highest School Level:**

**Year Finished School:**

**At School:**

**Prior Education**

**Employment Type:**

**Study Reason:**

## APPLICANT DECLARATION

- ☐ I agree to abide by the terms and conditions of Outdoor Training College for the purposes of training and assessment.
- ☐ I understand and acknowledge the holistic training and assessment process
- ☐ I acknowledge and consent that photographs containing my image can be used for promotional and auditing purposes
- ☐ I acknowledge that student information may be used by the Department of Education and Training, and other State and Territory training Registration Authorities for research, statistical analysis, program evaluation, post completion surveys and internal management processes.

**Applicants Signature:**

**Date:**

**Parent/Guardian signature if under 18 years of Age.**

**Signature:**

**Date:**

## Unique Student Identifier – USI

From 1<sup>st</sup> January 2015, it is now a Legal Requirement that all students are required to have a USI (Unique Student Identifier) number for all studies.

**Applying for a USI is free** and will remain with you for life. [www.usi.gov.au](http://www.usi.gov.au)

Benefits to you as a student:

- The USI will link information about your VET achievements regardless of where you studied
- Enable **easier access to secure digital transcripts** of your achievements
- Give you more access to, and more control over your educational information
- Easier for you to **find, collate and authenticate your VET achievements** into a single transcript
- Ensure your records are not lost

### IMPORTANT

Please note that if **you do not supply your Training Organisation** (Outdoor Training College) with your USI number, the **training organisation cannot legally issue you** with your Statement of Attainment or Qualification Certificate.

I authorise this Registered Training Organisation to access the government USI site to verify the Unique Student Identifier code and to access information about courses I have already undertaken.

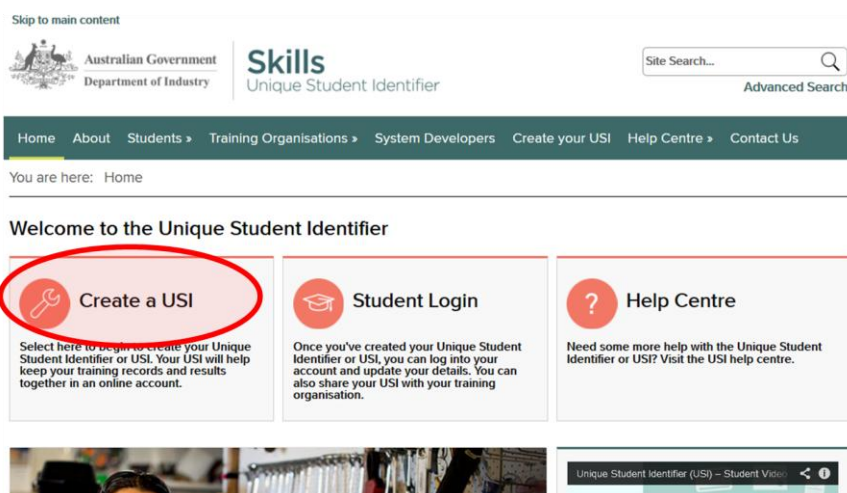
### Instruction on how to obtain a USI (Unique Student Identifier)

Please make sure you have one form of ID from the list below ready.

Examples of acceptable forms of ID:

- *Driver's Licence*
- *Medicare Card*
- *Australian Passport*
- *Visa (with Non-Australian Passport) for international students*
- *Birth Certificate (Australian) \*please note a Birth Certificate extract is not sufficient*
- *Certificate Of Registration By Descent*
- *Citizenship Certificate*
- *ImmiCard*

**Log on to [www.usi.gov.au](http://www.usi.gov.au) and press "Create a USI"**



**Once completed – please forward your USI number to [admin@outdoortrainingcollege.com.au](mailto:admin@outdoortrainingcollege.com.au)**

# **QLD- Certificate 3 Guarantee**

To be eligible for a government subsidised course you must be:

- age at time of commencement (must be 18 years or over) \* Outdoor Recreation Industry Requirement
- Have permanent residency in Queensland
- Hold Australian citizenship, Australian permanent residency (includes humanitarian entrant), temporary residency status with the necessary visa and work permits on the pathway to permanent residency, or New Zealand citizenship
- not already holding a post-school certificate III qualification (Certificate 3 Guarantee) or higher level qualification (Higher Level Skills training)
- not already having enrolled in a post-school certificate III qualification or higher level qualification
- eligibility for concession (only required for concessional students)
- Are participating in a specific cohort-targeted initiative (i.e. Community Learning, Indigenous Training Strategy or Industry Partnerships Strategy).

## **Acceptable evidence**

### **Date of birth**

- Driver's Licence or Adult Proof of Age Card (18+ card), or
- Australian, New Zealand or International Passport, or
- Birth Certificate or Birth Extract.

### **Permanent residency in Queensland**

A copy of ONE of the following:

- Student's current Queensland Driver's Licence, Heavy Vehicle or Marine Licence (where held)
- Student's current Health Care Card showing a Queensland residential address
- Student's current Department of Veterans' Affairs/Pensioner Concession Card showing a Queensland residential address
- Student's current Commonwealth Seniors Health Card

The copy retained as evidence must clearly show the student's current address and must match any other address information provided by the student (for example on their enrolment form). Where the student's address differs across information captured by the RTO, it must retain a range of evidence to support the student's eligibility as a Queensland resident.

### **Australian or New Zealand Citizenship**

A copy of the student's:

- Australian or New Zealand Passport or
- Birth Certificate or Birth Extract or
- Medicare card (green Medicare card only, except in circumstances where the candidate qualifies as in the process of obtaining permanent residency. In these cases a blue Medicare card along with the appropriate immigration documentation will suffice- coloured copies required); or
- Certificate of Status for New Zealand Citizens in Australia (CSNZA).

### **Australian permanent residency**

(only required for students who are not Australian or New Zealand citizens)

- Evidence of visa status should be documented, recorded and retained.
- Student's permanent visa label on their passport or documents from the Commonwealth Department of Immigration and Border Control showing approval of a permanent visa subclass.
- Temporary residency visa with the visa and work permits with copies of correspondence to and from the Commonwealth Department of Immigration and Border Control indicating progress toward permanent residency.
- Medicare card (usually green Medicare card however in some cases the blue Medicare card can be used with sufficient additional documentation) or
- Certificate of Evidence of Residence Status (CERS)

### **Previous qualifications**

- Provide a copy of any previous qualification, list educational studies current or completed, including copy of Senior Statement or Statement of Results issued by the Queensland Studies Authority, if applicable