

Enrolment Form

Please complete ALL applicable sections of the form and return to info@sca.edu.au

Only provide identification documents where specifically requested for USI creation, funding eligibility, licensing or course entry requirements.

1. PERSONAL AND CONTACT DETAILS			
Surname:	_____	First Given Name:	_____
Other given name/s:	_____		
Title:	☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other		
Date Of Birth:	___ / ___ / ___	Mobile:	_____
Email:	_____		
Gender:	☐ Man/Male ☐ Woman/Female ☐ Non-binary ☐ Different term: _____ ☐ Prefer not to answer		
Residential Address:	_____		
Suburb/Town:	_____	State/Postcode:	_____
Postal Address	☐ Same as permanent ☐ If different: _____		
Suburb/Town:	_____	State/Postcode:	_____
2. EMERGENCY CONTACT			
Name:	_____	Relationship:	_____
Phone:	_____	Permission to contact in a critical incident: ☐ Yes ☐ No	
3. UNIQUE STUDENT IDENTIFIER (USI)			
☐ I already have a USI. USI: _____ ☐ If I cannot provide my USI, I authorise Star College Australia to search for my existing USI in the USI Registry System. ☐ I authorise Star College Australia Pty Ltd to apply for a USI on my behalf under subsection 9(2) of the Student Identifiers Act 2014. I confirm I have been given the relevant USI privacy information and consent to the collection, use and disclosure of my personal information for this purpose. ☐ I will create my own USI at www.usi.gov.au			
Student Signature: _____		Date: ___ / ___ / ___	
4. EMPLOYMENT STATUS / DETAILS			
Which BEST describes your current employment status? (Tick ONE)			
☐ Full-time employee ☐ Part-time employee ☐ Self-employed - employing others ☐ Self-employed - not employing others			
☐ Unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment			
Employer Name:	_____	Employer Contact:	_____
5. CULTURAL DIVERSITY & LANGUAGE			
Country of Birth:	_____	Visa Holder?	☐ Yes ☐ No Type: _____
Are you of Aboriginal and/or Torres Strait Islander origin? ☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Yes, both			
What is the main language you speak at home? ☐ English ☐ Other Language (please specify): _____			
How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all			

6. DISABILITY & LEARNER SUPPORT

Do you have a disability, impairment or long-term condition? ☐ No ☐ Yes ☐ Prefer not to specify

If YES, tick all that apply:

☐ Acquired brain injury ☐ Autism ☐ Deaf and hard of hearing ☐ Deafblind (dual sensory) ☐ Intellectual ☐ Medical condition
☐ Neurological ☐ Physical ☐ Psychiatric/Mental health ☐ Specific learning ☐ Speech ☐ Vision ☐ Other: _____

Do you require learner support or reasonable adjustment? ☐ Yes ☐ No

If yes: ☐ Language ☐ Literacy ☐ Numeracy ☐ Digital literacy ☐ Accessibility/reasonable adjustment ☐ Other: _____

If support is identified, Star College Australia will contact you to discuss your individual needs and reasonable adjustment/support options.

7. STUDY REASON

Which BEST describes your main reason for undertaking this course? (Tick ONE)

- | | |
|---|---|
| ☐ To get a job | ☐ To develop my existing business |
| ☐ To start my own business | ☐ To try for a different career |
| ☐ To get a better job or promotion | ☐ It was a requirement of my job |
| ☐ I wanted extra skills for my job | ☐ To get into another course of study |
| ☐ For personal interest or self-development | ☐ To get skills for community/voluntary work |
| ☐ To achieve points/credits towards my senior secondary certificate of education | ☐ Other reasons |

8. EDUCATION DETAILS

Are you currently attending secondary school?

☐ Yes ☐ No

Highest secondary school level completed:

☐ Year 12/equivalent

☐ Year 11/equivalent

☐ Year 10/equivalent

☐ Year 9/equivalent

☐ Year 8 or below

☐ Never attended school

Year completed:

Currently studying Certificate III or higher? ☐ Yes ☐ No

Have you successfully completed any qualifications? ☐ Yes ☐ No If YES, tick all that apply:

☐ Bachelor degree or higher ☐ Advanced diploma/associate degree ☐ Diploma/associate diploma ☐ Certificate IV/advanced certificate/technician ☐ Certificate III/trade certificate ☐ Certificate II ☐ Certificate I ☐ Other education

9. STUDENT OUTCOMES SURVEY

Are you available to be contacted for a Student Outcomes Survey? ☐ Yes ☐ No

If you do not wish to be contacted, Star College Australia will record this for VET reporting purposes.

10. QUALIFICATION / COURSE YOU ARE ENROLLING IN

Course / Program code:

Course / Program title:

Funding Source:

Employer/school funded?

☐ Yes ☐ No

11. LEARNER DECLARATION

☐ Before enrolling, I was provided with or given access to clear and current information about this course, including the code/title, duration, delivery mode/location/schedule, entry and completion requirements, assessment, licensing/work placement/third-party arrangements where applicable, fees/refunds, learner support, complaints and appeals, and my rights and responsibilities.

☐ I have read and understood the Privacy Notice in this form and understand how my personal information may be collected, used and disclosed.

☐ I confirm the information I have provided is true, complete and correct to the best of my knowledge and I will advise Star College Australia if my details change.

Student Name:

Signature / Date:

If under 18: Parent/Guardian name: _____ Signature: _____ Date: ____ / ____ / ____

IMPORTANT NOTE FOR ELECTRONIC / EMAIL ENROLMENTS:

Star College Australia may accept a valid electronic signature or reliable written electronic acknowledgement where the student's identity and agreement can be evidenced.

12. PAYMENT OPTIONS

Non-Refundable Administration Fee \$97

Course Fee: \$ _____

OPTIONS (please tick): ☐ Direct Deposit ☐ BPAY ☐ Credit Card ☐ Funding Source ☐ Payment Plan

Where a payment plan applies, the current payment schedule, fees and direct debit terms will be provided before the student authorises the arrangement.

CONTACT DETAILS

Post to:
 Star College Australia
 PO Box 457
 Nerang QLD 4211

Phone: 1300 206 000
 Email: admin@sca.edu.au
 Website: www.sca.edu.au

Privacy Policy and overseas-disclosure information: [Star College Australia - Privacy Policy](#) (also available on request)

OFFICE USE ONLY

Date received:	_____	Staff:	_____
Student ID / SMS ID:	_____		
Pre-enrolment information provided: ☐ Yes		Date: _____ Method: ☐ Email ☐ Website ☐ LMS ☐ Hard copy	
Pre-enrolment suitability / entry review completed: ☐ Yes		LLN / digital literacy considered as relevant: ☐ Yes	
Student advised whether training is suitable: ☐ Yes		Learner support: ☐ None ☐ Referred/actioned	
USI verified: ☐ Yes ☐ No Date: _____		USI search permission: ☐ N/A ☐ Yes	
ID required for USI creation: ☐ No ☐ Yes - sighted/verified		Copy retained only if separately required by contract: ☐ N/A ☐ Yes	

Privacy Notice

Why we collect your personal information
As a registered training organisation (RTO), Star College Australia Pty. Ltd. collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If information needed for enrolment, VET reporting, a USI, funding eligibility or certification is not provided, Star College Australia may be unable to enrol you, report your training, verify or create your USI, determine eligibility or issue certification, as applicable.
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 may be 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 Centre for Vocational Education Research Ltd (NCVER). We may also be required to provide personal information to a state training authority which may then disclose that information to NCVER. NCVER is the National VET Data Custodian and is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.
Star College Australia - overseas disclosure information
Star College Australia will comply with the Australian Privacy Principles in relation to any likely disclosure of personal information to overseas recipients. Current information about SCAs handling of personal information, including any likely overseas disclosure and relevant countries where practicable, is set out in our Privacy Policy.
How NCVER and other bodies handle your personal information
NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act), the NVETR Act, and the Student Identifiers Regulation 2014 (Cth). NCVER may use and disclose your personal information 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. NCVER may disclose your personal information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits. NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. Commonwealth and State and Territory government authorities who deal with or have responsibility for VET also have contracted IT operators that design, build, test, operate, maintain and host a VET data system used to collect and/or store VET data. VET data system operators are subject to a range of strict privacy, security and confidentiality obligations. Your personal information may be used by VET data system operators to fulfil their contractual obligations, including ensuring that the VET data system is operating properly. VET data system operators and their contractors will be required to abide by the Australian Privacy Principles. Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register. For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy at https://www.ncver.edu.au/privacy DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, which include the following: • administration of VET, such as 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 DEWR may be authorised by law to share "public sector data" with third parties, including under the Data Availability and Transparency Act 2022 (Cth) (DAT Act). "Public sector data" is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body..." and therefore includes any data collected by the Department as part of performing VET related functions. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/national-vet-data/vet-privacy-notice
Surveys
You may receive a student survey from 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 Star College Australia to do any of the following: • 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 Star College Australia: 1300 206 000 admin@sca.edu.au Privacy Policy
USI privacy: If Star College Australia searches for or creates a USI on your behalf, we will obtain the required authorisation and provide the relevant USI privacy information. Identification obtained solely for USI creation will not be retained unless another law or contractual requirement requires retention. https://www.usi.gov.au/about-us/privacy
By signing or electronically accepting the Learner Declaration, I acknowledge that this Privacy Notice was made available to me before or at enrolment and before or at the time my personal information was collected.