

RTO No: 32493 – www.mtogroup.com.au

ENROLMENT INFORMATION FORM

Enrolling in (Course Name):			
Course ID: (i.e., TAE40116, RIIMPO301D, etc)			
Title: (Circle 1):		Dr	Mr
		Ms	Miss
		Mrs	Rev
		Hon	No Title
First Name:			
Middle Name(s):			
Last Name:			
If you have only one name, please tick here:		<input type="checkbox"/>	
Date of Birth:		Gender (M/F or Other):	
Mobile No:		E-mail:	
Current Street Address:			
Suburb:			
State:		Postal Code:	
Postal Address: (if different from above)			
Current Employer:			
<p>Unique Student Identifier (USI)</p> <p>From 1 January 2015, RTOs 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.</p> <p>Enter your Unique Student Identifier (USI) (if you already have one)</p> <p>You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at an RTO. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/.</p> <p style="text-align: center;">Unique Student Identifier (USI)</p> <div style="text-align: center;"> <input type="text"/> </div>			

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PLEASE PRINT CLEARLY

Identification Validation: (two (2) are required) *Please attach copy of two IDs to this form*
NOTE: For QLD White Card Training, three (3) pieces of ID are required

Australian Driving Licence No:

State:

Expiry Date: / /

Medicare Card No:

Valid to Date: / /

Other:

Expiry Date: / /

In which country were you born?

Australia: Yes No

If no, please write the country and town/city below:

Country of Birth:

Town/City of Birth:

Do you speak a language other than English at home?

No, English only Yes, other - Please specify:

Are you of Aboriginal or Torres Strait Islander origin?

- No
 Yes, Aboriginal
 Yes, Torres Strait Islander

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

No Yes – if yes, please select the area(s) below (you may indicate more than one area).

- | | |
|---|--|
| <input type="checkbox"/> Hearing/deaf | <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 | |

PLEASE PRINT CLEARLY			
What is your highest COMPLETED school level? (Tick one only)			
<input type="checkbox"/> 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 completed a primary or secondary level education		
Are you still enrolled in secondary or senior secondary education?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			
Have you SUCCESSFULLY completed any of the qualifications below?			
No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes, please tick highest qualification held)			
<input type="checkbox"/> Bachelor degree or higher degree	<input type="checkbox"/> Certificate III (or trade certificate)		
<input type="checkbox"/> Advanced diploma or associate degree	<input type="checkbox"/> Certificate II		
<input type="checkbox"/> Diploma (or associate diploma)	<input type="checkbox"/> Certificate I		
<input type="checkbox"/> Certificate IV (or advanced certificate/technician)	<input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)		
Which BEST describes your current employment status? (Tick ONE box only)		Which BEST describes your main reason for this study? (Tick ONE box only)	
Full-time employee	<input type="checkbox"/>	To get a job	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>
Casual employee	<input type="checkbox"/>	To start my own business	<input type="checkbox"/>
Self-employed – not employing others	<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>
Self-employed – employing others	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
Not employed – not seeking employment	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
		To get skills for community/volunteer work	<input type="checkbox"/>
		Other reasons	<input type="checkbox"/>

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VET Data Use Statement and 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.

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>.

Surveys

You may receive a student survey which may be run by a government department or an NCVET 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 *MTO Group Pty Ltd, RTO 32493, also trading as HS Business School*, by emailing us at info@mtogroup.com.au to:

- 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

Declaration:

- I hereby declare the information on this form to be true and correct.
- I understand that if I have supplied false information, or not complied with the pre-requisites of the **MTO Group**, my enrolment may be cancelled.
- I authorise any information given to be used in compliance with the appropriate National and State Regulations.
- By signing this declaration, I also give consent for the **MTO Group** to advise and disclose relevant information to my employer regarding my attendance and outcome on the course.
- I confirm that I have been offered a copy of the **MTO Group** Student Handbook to keep for my own records.
- I confirm that the Trainer/Assessor has explained to me the appeals procedure which may apply if I have an issue with my training.

Plagiarism and original work

- I understand that any work that I will be required to submit will be my own original work based on research and readings that I have personally undertaken.
- I understand that if my work is found to be copied from another source or student, or otherwise plagiarised, this may result in my work being rejected or my enrolment may be cancelled, and my enrolment fees would be forfeited (i.e., no refund).

Signature:		Date:	/ /
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MTO Group Trainee Literacy & Numeracy Assessment

The **MTO Group** is required by Government Regulation to identify persons who may require additional support with literacy or numeracy. In almost all cases **MTO Group** can offer alternative assessment methods and lack of literacy or numeracy is not a problem. You cannot fail the short tests below. Answer as many questions as you can and please stop when you are asked to.

Using only the words below please fill in the blanks in the statement that follows:

protocols economy lockdown COVID-19 borders contain

The _____ pandemic changed how we live and work forever. Many people were forced into _____ and many lost their jobs as the result of business closures.

While the Australian economy will take years to recover, we are still far better off than many other countries around the world. Being an island nation with secure _____ and strict visitor quarantine _____ has helped us _____ the spread of this deadly virus.

Please complete the following maths

$6 + 14 =$	$14 + 32 - 10 =$	$9.3 + 6.4 + 3.7 =$
$4 \times 8 =$	$27 \times 41 =$	$(6 \times 5) - 7 =$

a.	What does one (1) litre of water weigh?	
b.	How many seconds are there in two (2) minutes?	
c.	How many kgs are there in a tonne?	
d.	What is the heavier, a kilo of lead or a kilo of dust?	
e.	A car is traveling at 100 kms per hour. How far will it travel in 30 minutes?	

End