

RTO No: 32493 – www.mtogroup.com.au

ENROLMENT INFORMATION FORM

Enrolling in (Course Name):		Collect Specimens for Drugs of Abuse Testing	
Course ID: (i.e., TAE40116, RIIMPO301D, etc)		HLTPAT005	
First Given Name:			
Middle Name(s):			
Last Name:			
If you have only one name, please tick here: €			
Date of Birth:		Gender (M/F):	
Mobile No:			
E-mail:	*** NOTE: Certificates are delivered electronically, please include your email address ***		
Usual residential Address: <small>(street number and name not post office box)</small>			
Suburb:			
State:		Postal Code:	
Postal Address: (if different from above)			
Current Employer:			
Unique Student Identifier (USI) 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. Enter your Unique Student Identifier (USI) (if you already have one) 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			

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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/>.

Unique Student Identifier (USI)

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PLEASE PRINT CLEARLY		
Identification Validation: (two (2) are required) <i>Please attach copy of two IDs to this form</i> NOTE: For QLD White Card Training, three (3) pieces of ID are required		
Australian Drivers 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?		
<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - Please specify:		
Are you of Aboriginal or Torres Strait Islander origin?		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
Do you consider yourself to have a disability, impairment, or long-term condition?		
<input type="checkbox"/> No <input type="checkbox"/> 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)			
€ Year 12 or equivalent	€ Year 11 or equivalent		
€ Year 10 or equivalent	€ Year 9 or equivalent		
€ Year 8 or below	€ Never completed a primary or secondary level education		
Are you still enrolled in secondary or senior secondary education?			
Yes €		No €	
Have you SUCCESSFULLY completed any of the qualifications below?			
No €		Yes € (if yes, please tick highest qualification held)	
€ Bachelor degree or higher degree	€ Certificate III (or trade certificate)		
€ Advanced diploma or associate degree	€ Certificate II		
€ Diploma (or associate diploma)	€ Certificate I		
€ Certificate IV (or advanced certificate/technician)	€ 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"/>
Self-employed – not employing others	<input type="checkbox"/>	To start my own business	<input type="checkbox"/>
Self-employed – employing others	<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>
Not employed - not seeking employment	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
		For personal interest or self-development	<input type="checkbox"/>
		To get skills for community/volunteer work	<input type="checkbox"/>

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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>.

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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

www.mtogroup.com.au

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).

MTO Candidate Handbook

The Candidate Handbook is available to me by downloading a copy from the MTO website at www.mtogroup.com.au.

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 language, 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 _____ 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?	

Assessor Declaration:

I have reviewed the results of this candidate's LLN assessment and discussed it with the candidate; we have agreed this candidate **DOES** **DOES NOT** require additional LLN support to complete this training.

NOTE: If the candidate DOES require additional LLN support, briefly describe further actions taken:

Assessor's Signature: _____

Candidate's Signature: _____

Disability supplement

Introduction

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,

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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

[OFFICE USE ONLY]			
Candidate's Enrolment Accepted?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conditional (please explain):	
Any conditions on the student's enrolment, for example:		<input type="checkbox"/> All parties completed LLN requirements? <input type="checkbox"/> Satisfactory completion of a course that has an entry requirement? <input type="checkbox"/> SoA/Certificate or USI Transcript provided if applicable?	
Pre-Training Review and Individual Learning Plan completed?		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA	
Applicant Notified?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
<u>Name</u>	<u>Position</u>	<u>Signature</u>	<u>Date</u> / /