

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 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 International Trade & Logistics College 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

Contact us at;

Phone: 07 32560146
Toll Free on 1800 633 116
Email: training@ifcbaa.com

Privacy Notice & Declaration

Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Please Submit 2 forms of ID with enrolment form.

(please make sure the copies of your ID's are clear and in colour, we will not be able to process your enrolment without ID)

- License
- Passport
- Medicare card

Student signature [or electronic acknowledgement]:

Date:

Please ensure your enrolment form is saved once all data has been entered

Please tick which Diploma or short course you wish to enrol into:

- TLI50822 Diploma of Customs Broking**
- TLI50119 Diploma of International Freight Forwarding**
- NCCC/AEPCOMM accreditation (TLIX0008 – Comply with biosecurity border clearance)**
- Individual units (Please specify)**

1. Personal Details

Enter your full name*

** Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. This name will be the name on your Qualification.*

Title	
First Name	
Middle Name	
Last Name	
Preferred Name	
Date of Birth	
Gender (select one)	Male Female Other
IFCBAA member number if known	

Enter your contact details

Telephone (<i>home</i>)	
Telephone (<i>work</i>)	
Telephone (<i>mobile</i>)	
Email	
Alternative Email (optional)	

What is the address of your usual residence?

Please provide the physical address (street number and name **not** post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning home.

If you are from a rural area, use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park, or unbound address site.

Building/property name

Flat/unit details

Street or lot number

(e.g., 205 or Lot 118)

Street name

Suburb, locality, or town

State/Territory

Postcode

Country (if not Australia)

What is your postal address (if different from above)?

As Above

Building/property name

Flat/unit details

Street or lot number

(e.g., 205 or Lot 118)

Street name

Postal delivery information

(e.g., PO Box 254)

Suburb, locality or town

State/Territory

Postcode

5. Disabilities (Answering these questions will not affect your enrolment)

Do you consider yourself to have a disability, long term condition or impairment? YES NO

If yes please indicate the area(s) of disability, long term condition or impairment: (You may indicate more than one area)

- | | | | |
|---|----|--|----|
| <input type="checkbox"/> Hearing/deaf | 11 | <input type="checkbox"/> Acquired brain impairment | 16 |
| <input type="checkbox"/> Physical | 12 | <input type="checkbox"/> Vision | 17 |
| <input type="checkbox"/> Intellectual | 13 | <input type="checkbox"/> Medical Condition | 18 |
| <input type="checkbox"/> Mental Illness | 14 | <input type="checkbox"/> Other | 19 |

Have you any special need requirements.

Please list. _____

6. Schooling

What is your highest COMPLETED school level? (Tick ONE box only)

- | | |
|--|----|
| <input type="checkbox"/> Year 12 or equivalent | 12 |
| <input type="checkbox"/> Year 11 or equivalent | 11 |
| <input type="checkbox"/> Year 10 or equivalent | 10 |
| <input type="checkbox"/> Year 9 or equivalent | 09 |
| <input type="checkbox"/> Year 8 or below | 08 |
| <input type="checkbox"/> Never attended school | 02 |

Are you still enrolled in secondary or senior secondary education? YES NO

What year (e.g., 1999) did you complete secondary or senior secondary education?

7. Prior Education (Post-Secondary)

Have you **SUCCESSFULLY** completed any of the qualifications listed below? YES NO

If YES, tick ANY applicable boxes.

- | | |
|---|-----|
| <input type="checkbox"/> Bachelor degree or higher degree | 008 |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | 410 |
| <input type="checkbox"/> Diploma or Associate Diploma | 420 |
| <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician | 511 |
| <input type="checkbox"/> Certificate III or Trade Certificate | 514 |
| <input type="checkbox"/> Certificate II | 521 |
| <input type="checkbox"/> Certificate I | 524 |
| <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above) | 990 |

8. Employment Status

Of the following categories, which **BEST** describes your current employment status? (Tick one only)

- | | |
|--|----|
| <input type="checkbox"/> Full-time employee | 01 |
| <input type="checkbox"/> Part-time employee | 02 |
| <input type="checkbox"/> Self-employed – not employing others | 03 |
| <input type="checkbox"/> Self-employed – employing others | 04 |
| <input type="checkbox"/> Employed – unpaid worker in a family business | 05 |
| <input type="checkbox"/> Unemployed – seeking full-time work | 06 |
| <input type="checkbox"/> Unemployed – seeking part-time work | 07 |
| <input type="checkbox"/> Not employed – not seeking employment | 08 |

Are you working in the Customs Broking/Freight Forwarding Industry? Yes No

If YES, please indicate for how long: 0-1yr, 1-3yrs, 3-5yrs, 5yrs+

If YES, please indicate the company name: _____

Do you wish to be linked to this company as a student: Yes No

9. Unique Student Identifier (USI)

From 1 January 2015, ITALC is 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 your 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 a TAFE or registered training organisation. 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/faws/i-have-forgotten-my-usi/>.

Enter your USI

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Please write your name clearly as per your USI / License/ Official documents as this will be the name on your certification.

FIRST NAME: _____ FAMILY NAME: _____

Signature [or electronic acknowledgement]: _____ Date: _____

10. Feedback

How did you hear about us?

Google search Email IFCBAA website Referral Other (specify below)

Other (please specify): _____

Thank you for your application!

