

## Privacy Notice

Under the *Data Provision Requirements 2012*, the International Trade & Logistics College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by the International Trade & Logistics College for statistical, administrative, regulatory and research purposes. The International Trade & Logistics College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory Government Departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys & data linkage;
- pre-populate RTO student enrolment forms
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring & evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Privacy Notice & Student Declaration

### Student 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)***

- |                      |                          |
|----------------------|--------------------------|
| <b>License</b>       | <input type="checkbox"/> |
| <b>Passport</b>      | <input type="checkbox"/> |
| <b>Medicare card</b> | <input type="checkbox"/> |

Student signature [or electronic acknowledgement]: ..... Date: .....

Please tick which Diploma course you wish to enrol in:

- TLI50816 Diploma of Customs Broking
- TLI50316 Diploma of International Freight Forwarding

## 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.*

<b>Title</b>	
<b>First Name</b>	
<b>Middle Name</b>	
<b>Last Name</b>	
<b>Preferred Name</b>	
<b>Date of Birth</b>	
<b>Gender</b>	Male / Female / Other

**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

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Flat/unit details

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Street or lot number (e.g. 205 or  
Lot 118)

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Street name

---

Suburb, locality or town

---

State/Territory

---

Postcode

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

As Above

Building/property name

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Flat/unit details

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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

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## 2. Nationality & Citizenship

Were you born in Australia? YES / NO

If NO, please state your country of birth:

Are you an Australian citizen? YES / NO

If NO, are you a permanent resident? YES / NO

## 3. Language

Do you speak any language(s) other than English at home? YES / NO

If yYES please specify the main language spoken at home:

Where English is NOT the main language at home please specify how well you speak English:

Very well	Well	Not well	Not at all
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## 4. Indigenous Status

Are you of Aboriginal or Torres Strait Islander origin?

- No  04
- Yes, Aboriginal  01
- Yes, Torres Strait Islander  02

## 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)

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

**Have you any special need requirements.**

Please list.

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## 6. Schooling

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

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

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

## 8. Employment Status

**It is highly recommended that to successfully complete these Diploma programs that you are employed within the International Supply Chain Sector.**

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

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

## 9. Study Reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course. *(Tick ONE box only)*

- |  |                          |    |
|--|--------------------------|----|
| To get a job                               | <input type="checkbox"/> | 01 |
| To develop my existing business            | <input type="checkbox"/> | 02 |
| To start my own business                   | <input type="checkbox"/> | 03 |
| To try for a different career              | <input type="checkbox"/> | 04 |
| To get a better job or promotion           | <input type="checkbox"/> | 05 |
| It was a requirement of my job             | <input type="checkbox"/> | 06 |
| I wanted extra skills for my job           | <input type="checkbox"/> | 07 |
| To get into another course of study        | <input type="checkbox"/> | 08 |
| For personal interest or self-development  | <input type="checkbox"/> | 12 |
| To get skills for community/voluntary work | <input type="checkbox"/> | 13 |
| Other reasons                              | <input type="checkbox"/> | 11 |

Please list any specific needs requirements that you may have:

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## 10. 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 NCVET.

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: \_\_\_\_\_

## 11. Language Literacy & Numeracy (LLN) skills test.

ITALC recognises that not every student will have the same level of ability in relation to the core skills of learning, reading, oral communication, writing and numeracy. Prior to enrolment, ALL students will be issued with a Language, Literacy and Numeracy (LLN) assessment, to assess your ability. This process is to ensure that as a student commencing a Diploma course that you possess the skills required to understand the presented material and complete the required assessments.

The login details will be emailed to you for the LLN and you will NOT be provided with access to enrolled units until the LLN is completed and marked.

If your first attempt is not successful (NYS) with an 80% pass mark you will be provided with a 2nd attempt to complete the LLN.

If you do not achieve an 80% pass mark with your 2nd attempt you will not be provided a 3rd attempt.

In the event that your needs exceed the ability of ITALC staff to assist, you will be referred to an external support agency so that you have the opportunity to obtain the LLN skills required to complete the training program.

ITALC will endeavor to provide assistance to students having difficulty with core skills to accommodate your needs.

## 12. IFCBAA Student Membership

As a student of the International Trade and Logistics College, studying the TLI50816 Diploma of Customs Broking, or the TLI50316 Diploma of International Freight Forwarding, you are eligible for student membership with IFCBAA. **(This does not include Licensed Customs Brokers completing the AEPCOMM / NCCC course)**

The membership is valid whilst you are actively studying and is provided to you at no charge. If you would like to accept the IFCBAA student membership, Please read the below and then sign your acceptance.

- I have not been refused admission to any professional institute or society. If admitted as a member, I agree to be bound by the Rules for Incorporation of IFCBAA and the Code of Professional Conduct and By-Laws of IFCBAA now in force or which may hereafter from time to time be in force

Student signature [or electronic acknowledgement]: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your application!**

