

Enrolment Form

The following questions have been designed to ensure consistent interpretation of data collected from our Learners via Enrolment Form. Information collected from Learners is confidential and will not affect you as an individual in your studies. **All sections must be completed.**

Course Codes: AUR30616 <input type="checkbox"/> AUR20218 <input type="checkbox"/> <i>(please, tick BOTH boxes if you wish to enrol in both qualifications)</i>	Course Names: ➤ AUR30616 - Certificate III in Light Vehicle Mechanical Technology ➤ AUR20218 - Certificate II in Automotive Air Conditioning Technology	Program Duration: 3 years / 1228 hours (Part Time) Learner's Hyundai Passport No:
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Personal Details

Given Names:		Family Name:	
Gender <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	Date of Birth: (Day/Month/Year)	
Proof of age evidence:	Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Other <input type="checkbox"/>	Age:	

Citizenship Status *(please, tick ONE box only)*

Australian Citizen
 Permanent Resident
 Temporary Resident
 New Zealand Citizen

Enter your contact information -Residential Address (not a PO Box)

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 to your 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.



Hyundai Motor Company Australia Pty Ltd
394 Lane Cove Road, Macquarie Park NSW 2113
Telephone: +61 2 8873 6139
www.hyundai.com.au
RTO Code: 91394

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 unbounded address site.	
Building/Property Name:	
Flat/Unit details:	Street or lot number (e.g. 205 or Lot118)
Suburb, locality or town:	
State/Territory:	Postcode:
Postal address (if different from above)	
Building/Property Name:	
Flat/Unit details:	Street or lot number: (e.g. 205 or Lot118)
Suburb, locality or town:	
State/Territory:	Postcode:

Your Contact Details:	
Home Phone No: (including area code)	Mobile Phone No: (Mandatory)
Email:	
Alternative email address: (optional)	

Enter contact information in case of emergency:

Emergency contact name:					
Relationship to you <i>(please, tick ONE box only)</i>	Spouse/Partner <input type="checkbox"/>	Parent <input type="checkbox"/>	Guardian <input type="checkbox"/>	Friend <input type="checkbox"/>	Other <input type="checkbox"/>
Emergency contact number:					

Language and Cultural Diversity

Are you of Aboriginal/Torres Strait Islander origin? <i>(please tick ONE box only)</i>	No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/>
In which country were you born? <i>(please tick ONE box only)</i>	Australia <input type="checkbox"/> Other <input type="checkbox"/> (please specify) _____
Do you speak a language other than English at home? <i>(if more than one language, indicate the one that is spoken most often please tick)</i>	No, English only <input type="checkbox"/> Yes <input type="checkbox"/> (please specify) _____

Disability

Do you consider yourself to have a disability, impairment or long-term condition? <i>(please, tick ONE box only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: <i>(You may indicate more than one area)</i>	Hearing/Deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Learning <input type="checkbox"/> Other <input type="checkbox"/> _____

If you answered YES to the above question do you require any assistance to participate in this program?

No

Yes (Please provide details and we'll arrange a meeting to discuss with you)

HMCA is committed to providing **language, literacy or numeracy** support to its learners. Do you consider you may require language, literacy or numeracy support? Your response and any additional assistance provided will remain confidential (please tick)

No

Yes (Please provide details and we'll arrange a meeting to discuss with you)

Education Details

Are you still enrolled in secondary or senior secondary education? *(please tick ONE box only)*

Yes No

What is your highest COMPLETED school level?

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9. *(Tick ONE box only)*

Completed Year 12

Completed Year 9

Completed Year 11

Completed Year 8

Completed Year 10

Never attended school

Previous Qualification Achieved

Have you **SUCCESSFULLY completed** any of the following qualifications listed below? *(please, tick ONE box only)*

No

Yes

Yes (if yes, please enter **one** of these Prior Education Achievement Recognition Identifiers **any** applicable qualification level)

A – Australian

Bachelor Degree or Higher Degree

Certificate III (or Trade Certificate)

E – Australian Equivalent

Advanced Diploma or Associate Degree

Certificate II

Diploma (or Associated Diploma)

Certificate I

I – International

Certificate IV (or Advanced Certificate/Technician)

Certificates other than the above

Study Reason (tick ONE only)											
Of the following reasons, which BEST describes your main reason for undertaking this course/apprenticeship?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">To get a job <input type="checkbox"/></td> <td style="width: 50%;">It is a requirement of my job <input type="checkbox"/></td> </tr> <tr> <td>To develop my existing business <input type="checkbox"/></td> <td>I wanted extra skills for my job <input type="checkbox"/></td> </tr> <tr> <td>To start my own business <input type="checkbox"/></td> <td>To get another course of study <input type="checkbox"/></td> </tr> <tr> <td>To try for a different career <input type="checkbox"/></td> <td>For personal interest/development <input type="checkbox"/></td> </tr> <tr> <td>To get a better job or a promotion <input type="checkbox"/></td> <td>Other reasons <input type="checkbox"/> _____</td> </tr> </table>	To get a job <input type="checkbox"/>	It is a requirement of my job <input type="checkbox"/>	To develop my existing business <input type="checkbox"/>	I wanted extra skills for my job <input type="checkbox"/>	To start my own business <input type="checkbox"/>	To get another course of study <input type="checkbox"/>	To try for a different career <input type="checkbox"/>	For personal interest/development <input type="checkbox"/>	To get a better job or a promotion <input type="checkbox"/>	Other reasons <input type="checkbox"/> _____
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Your Employer Details					
Employer Name/Group Training Organisation:					
Employer/Group Training Organisation ABN:					
Dealership Name:					
Dealership street address:					
Suburb, locality or town:					
State/Territory:	Postcode:				
Contact Details:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Phone No:</td> <td style="width: 50%;">Mobile Phone No:</td> </tr> <tr> <td colspan="2">Email:</td> </tr> </table>	Phone No:	Mobile Phone No:	Email:	
	Phone No:	Mobile Phone No:			
Email:					
Supervisor/Service Manager:					

Employment Status	
<p>Of the following categories, which best describes your current employment status? (please, tick ONE only)</p> <p>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).</p>	<p>Full time employee <input type="checkbox"/></p> <p>Part time employee <input type="checkbox"/></p> <p>Employer <input type="checkbox"/></p> <p>Self-Employed - not employing others <input type="checkbox"/></p> <p>Employed (unpaid worker in family business) <input type="checkbox"/></p> <p>Not employed - not seeking employment <input type="checkbox"/></p> <p>Unemployed - seeking full time work <input type="checkbox"/></p> <p>Unemployed -seeking part time work <input type="checkbox"/></p>

UNIQUE Student Identifier (USI) (ALL STUDENTS)

From 1 January 2015, we Hyundai 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

1. Enter your Unique Student Identifier (USI) (if you already have one)

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In providing my USI, I confirm Hyundai RTO is authorised to collect, use and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014*.

I understand that I will receive a notice regarding Hyundai RTO's use of this information to confirm my USI.

I understand that Hyundai RTO's name included in the notice may be different to the name they are familiar with – the name of the organisation verifying my USI is Hyundai RTO.

In accordance with section 11 of the *Student Identifiers Act 2014*, Hyundai Motor Company Australia will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

Learner Unique Identifier (Queensland Students only)

Do you have a Learner Unique Identifier?

If yes, please provide the 10 digit number.

If no, or don't know, tick box

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Victorian Student Number (Victorian Students only)

Enter your Victorian Student Number (VSN)

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If you have entered your VSN you can skip the question below and go straight to the next section

Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

Victorian Students only

No (Go to next section)

Yes – I have attended a Victorian school since 2009

Enter name of most recent Victorian school attended:

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

List the 3 most recent training organisations with which you have participated in Victoria since 2011:

1.

2.

3.

(Victorian Students ONLY)

The Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

HMCA RTO is required to provide the Department with student and training activity data. This includes personal information collected in the HMCA RTO enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

HMCA RTO provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning. A student's USI may be used for specific VET purposes including the verification of student data provided by HMCA RTO; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).



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Survey participation

Apprentices may be contacted to participate in a survey conducted by NCVET or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Consequences of not providing your information Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact HMCA RTO's Training Administrator in the first instance by phone 02 88732 6139 or email (leonie.smith@hyundai.com.au)

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

Declaration

I acknowledge that I have read the Victorian Governments Vet Student Enrolment Privacy Notice.

Applicant Signature : _____

Date: _____

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Hyundai Motor Company Australia Pty Ltd 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 Hyundai Motor Company Australia Pty Ltd for statistical, administrative, regulatory and research purposes. Hyundai Motor Company Australia Pty Ltd 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:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and 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).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

Privacy Statement ALL STUDENTS

This section MUST be read, understood and acknowledged by the Learner

I _____, understand, acknowledge and agree that the information contained in this form may be provided to Government Education and Training departments to assist with research and future funding initiatives. I consent to this occurring and declare that all details provided in this form to the best of my knowledge is true and correct.

I understand that my RTO Hyundai Motor Company Australia is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement.

The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship
- Employer – if I am enrolled in training paid by my Employer
- Government departments and authorised agencies
- NCVER
- Organisations conducting learners surveys
- Researchers

I authorise Hyundai Motor Company Australia (HMCA) Registered Training Organisation (RTO) to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility for funded training.

I consent to HMCA RTO collecting the personal and sensitive information (as those terms are defined in the [Privacy Act 1988](#)) (Cth) disclosed by me on this Nomination Form and to HMCA continuing to collect, store, use and disclose personal and sensitive information about me in accordance with this Course Information and Nomination Form, HMCA RTO's policies & procedures and as otherwise required or permitted by law or regulation. I acknowledge that I have read HMCA's privacy policy at www.hyundai.com.au/privacy.

I acknowledge and agree that HMCA RTO may disclose to my Employer/GTO/Dealership Management any information on this enrolment form and any training, assessment or other information relating to my performance, conduct and participation in the training program.



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I have read and understand the pre-enrolment information and accept the terms and conditions of enrolment with HMCA RTO. It's my responsibility to access this information on the HMCA website at www.hyundai.com.au prior to enrolling:

- enrolment and induction/orientation procedures
- course information, including content and vocational outcomes
- fees and charges, including refund policy and exemptions (where applicable)
- provision for language, literacy and numeracy assessment and support/referral
- learner handbook which contains the following:
 - complaints and appeal procedures
 - recognition of prior learning arrangements and credit transfer
 - create or provide HMCA with a valid USI

Signed:	Date:
Name and Signature of Guardian: (for applicants under 18 years of age)	Date:

Employer's Declaration

I acknowledge that I have read and understand the HMCA RTO's information relating to the enrolment of the above nominated Apprentice, as provided with the "Enrolment Form".

Employer Agreement

As part of the enrolment process, I the employer agree to provide adequate opportunities in the workplace for the Apprentice to apply and practice the skills outlined in the qualification. Employers our to assist their Apprentice in gaining the skills he/she needs by providing the opportunity for them to work on a number of varied projects with other qualified staff or Apprentice mentors.

Breach of Training Plan

In the event of an Apprentice/s failing to appear for his/her schedule training block, through an Employer restricting the learner from the agreed contractual training plan, you will be in breach of the agreement and will be charged a fee of \$200 per day if the learner is absent. This associated cost covers the cost of the trainer to reschedule with the learner, the material and training that they have missed.

Name and Signature of Employer :**Date :**

PERMISSION TO USE PHOTOGRAPHS, VIDEO AND/OR IMAGES

Can HMCA use your photo/s, video or artwork in our newsletters, website, social media sites or any other promotional material including posters, flyers, banners and brochures?

Yes, I give permission

No, I do not give permission and it is to be used only for training purposes only

I understand that I can withdraw my consent at any time but I must do so in writing and forward it to Hyundai Apprentice Academy 394 Lane Cove Road Macquarie Park NSW 2113

COPYRIGHT RELEASE

I, _____, the Apprentice named, agree to and provide permission for the photographic, video, written and audio or any other form of electronic recording of me to be used for and on behalf of the HMCA.

I acknowledge that ownership of any photographic, video, audio or any other form of electronic recording will be retained by HMCA. I authorise the use or reproduction of any recording referred to above for the purposes of publishing information materials and resources which promote the initiatives of HMCA without acknowledgment and without being entitled to remuneration or compensation. Any photos, videos, artwork or audio may be used on websites or social media available to the wider community.

I understand the nature and the consequences of what is being proposed in the above paragraphs. If there has been any matter of uncertainty, I have sought clarification from either a member of the HMCA Training Department, or some other person that has explained any such uncertainty to my satisfaction.

Office use only

To be completed by the Trainer/Assessor and/or in conjunction with RTO Administration.

Student's eligibility

I certify that in relation to _____ (learner's name), I have sighted the original document and retained a copy of the following document/s:

- An Australian Birth Certificate
- A current Australian Passport
- A current New Zealand Passport
- A current Driver/s Licence
- A proof of age card
- A naturalization Certificate
- A Temporary Protection Visa
- A Green Medicare Card

As well as, copies of previous qualifications completed (please, specify what other Certificates/Diplomas have been completed).

RTO Representative Trainer/Assessor:
Name:
Position:
Signature:
Date:

Enrolment form to be returned to:

E: leonie_smith@hyundai.com.au

P: 02 8873 6139

Or

Hyundai Motor Company Australia Pty Ltd

Locked Bag 2018 NORTH RYDE BC 1670