

## STUDENT REGISTRATION FORM

(Student fill up this form during Orientation day)

Thank you for your interest in enrolling in Pivotal Education. Please ensure that you answer ALL of the following questions to ensure correct processing of your enrolment.

Please complete all sections in BLOCK letters

Please tick where appropriate

### Personal Details

*All applicants must be aged 18 years or over at time of application*

Surname		USI No.	
Given Name/s		Gender.	<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other
Date of Birth	/ /		dd/mm/yyyy

### Contact Details

Please provide your Australian residential address:

Street Address			
Suburb	State	Postcode	

Please provide your home country address:

Street Address			
Suburb	State	Postcode	
Email			
Phone	Mobile		

### Passport and Visa Details

Passport No.		Expiry Date	/ /	
Nationality		Country of Birth		
Visa Type	<input type="checkbox"/> Student <input type="checkbox"/> Tourist <input type="checkbox"/> Working Holiday <input type="checkbox"/> Other (please specify)			
If applying for a Student Visa, in which city are you applying?				

### Agent / Referral Details

Are you applying through:  Agent (please complete below)  Referral (please complete below)  Direct to Pivotal Education

Agent/Referral Name		Email	
Company (If applicable)		Phone	

### Previous Studies

Please list any Australian vocational courses completed:

Institute		
Course Code	Course Name	

Institute		
Course Code	Course Code	

What is the highest qualification you have obtained? Please provide details:

Institute		
Qualification	Year	

Which of the following education have you attained?  Year 12  Undergraduate Degree  Post-graduate Qualification

### English Proficiency

An intermediate level of English is required to entry to all courses (IELTS or equivalent)

Is English your first language?  Yes  No      How well do you speak English?  Very well  Well  Not well  Not at all

Have you completed a formal English test such as IELTS in the last two years?  Yes  No      If yes, please complete below:

Test  Score  Date  /  /

Have you studied an accredited English language course in Australia?  Yes  No      If yes, please complete below:

Institute   
 Course  Exit level

### Course Preferences (Please select which course/s you are applying for)

FBP30117 Certificate III in Food Processing

General English

English for Academic Purpose

Start date -      /      /

Start date – Available every Monday      /      /

### Credit Transfer

Do you wish to apply for Credit Transfer (CT)?

Yes  No

### Reason for undertaking this course

To get a job

For personal interests

To get a better job or promotion

To gain extra skills

It was a job requirement

To develop my existing business

To start my own business

To try for a different career

To get into another course of study

### Overseas Student Health Cover

Do you require Pivotal Education to arrange Overseas Student Health Cover for you?

Yes  No

### Employment Status

Which best describes your employment status?

Full time

Part time

Self employed

Unemployed

Employed – Unpaid family work member

### Medical Concerns

Do you suffer from any disabilities?  Yes  No      If no, please proceed to section **Emergency Contact**.

Please indicate the areas of disability, impairment or long-term condition:

Hearing/deaf

Intellectual

Acquired brain impairment

Vision

Learning

Medical Condition

Physical

Mental Health

Other

Do you require additional support from Pivotal Education as a result for the indicated condition?  No  Yes (Please specify)


### Emergency Contact

Surname

Relationship to contact

Given Name/s

Contact Number

## Document Checklist

- Passport
  Proof of ID
  Visa
  proof of English proficiency
- Academic Certificate(s)

## Student Declaration

I declare that to the best of my knowledge:

1. The information I have provided is true, accurate and complete
2. I will adhere to all conditions of enrolment
3. I have been informed about my rights and obligations
4. I agree to the course fees and payment arrangements (applicable/not applicable)
5. I have reviewed the course information and training and assessment services of the selected course
6. I consent to the information in this enrolment form being provided to the National Centre for Vocational Education and Research (NCVER) for statistical purposes
7. I have read and signed the Privacy Notice and application for Unique Student Identifier
8. I declare that I have disclosed all my unique learning needs and I have been informed about the learning, assessment and support services to be provided and any fees and costs that may relate to the course in which I am enrolling

**Refunds and Cancellations:** All refund and cancellation requests must be submitted using the Refund Request Form as per Fees and Refunds Policy.

**Attendance, Course Progress and Assessment Requirements:** Please be aware that a minimum of 80% attendance and satisfactory course progress is a mandatory requirement for all Pivotal Education's courses. Attendance is also monitored on a weekly basis. Please note that the successful completion of a course requires the student to complete all the required assessments for each unit of competency satisfactorily

**Public Holidays:** Pivotal Education is closed for all NSW public holidays. Compensation will not be made for classes offered on public and special holidays.

**Unique Student Identifier (USI):** All Pivotal Education students are required to provide Pivotal Education with their Unique Student Identifier. Students will not be eligible to collect their certification at completion of their course of study without providing Pivotal Education with their USI.

**Collection and Use of Personal Information:** Personal information provided on this form is collected and protected for the purpose of providing education and training only. Students may access their personal information/records at any time. Information will not be provided to a third party without the written and signed consent of the students.

The Australian Skills Quality Authority is entitled to collect activity data about a student's enrolment and achievements for the purposes of monitoring and reporting of training outcomes. The information provided by students may be accessed by Commonwealth officers and by the National Centre for Vocational Education and Research (NCVER) for statistical research purposes.

### Privacy Notice

Under the Data Provision Requirements 2012, Pivotal Education 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 Pivotal Education for statistical, administrative, regulatory and research purposes. Pivotal Education 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;

<b>INTL Student Registration Form</b>	Version #	v3.1	Effective Date	Dec 2020	Issued Date	Nov 2018	Created for	<b>PIVOTAL EDUCATION RTO 90272 – CRICOS 03872E</b>	Page <b>3</b>
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- 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](http://www.ncver.edu.au)).

**Code of Conduct:** Students must abide by Pivotal Education policies and codes of conduct at all times.

**Return Student Enrolment Form to:**

Pivotal Education Head Office  
 Level 8, 80 George Street, Parramatta NSW 2150  
 Email: [training@pivotal.com.au](mailto:training@pivotal.com.au)  
 Tel: (02) 9687 9299  
 ACN: 080 057 272  
 ABN: 82 080 057 272  
 RTO ID: 90272

Name

Signature

Date (dd/mm/yyyy)