



PIVOTAL
EDUCATION

Student Enrolment Form

Student Enrolment Form

Applicant Details			
Given Name <small>(First name)</small>			
Last Name(s): <small>(Family name)</small>			
USI (If available):			
TCID (if available/required)			
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Other <input type="checkbox"/> Female	Date of Birth:	
Mobile Number:		Email:	
Home address:			
Employment Details			
Company Name:			
Work Address:		Work Phone:	
Employment Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Casual <input type="checkbox"/> Part-time <input type="checkbox"/> Average Hours per week:		
	Have you always been a full-time employee? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no date changed to full time)		
Employment Start Date:			
Supervisor's Name:			

Course Details			
Industry Area	Course	Fees	
Leadership and Management	<input type="checkbox"/> BSB40520 Certificate IV in Leadership and Management (36 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$7,750.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$250.00
		TOTAL	\$8,250.00
	<input type="checkbox"/> BSB50420 Diploma of Leadership and Management (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$9,500.00
		Administration Fee (non-refundable)	\$250.00
Resource Fee		\$250.00	
TOTAL		\$10,000.00	
Food Processing	<input type="checkbox"/> FBP20121 Certificate II in Food Processing (36 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$7,500.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$450.00
		TOTAL	\$8,200.00
	<input type="checkbox"/> FBP30121 Certificate III in Food Processing (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$18,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		TOTAL	\$18,800.00
	<input type="checkbox"/> FBP40321 Certificate IV in Food Processing (36 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$12,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$250.00
		TOTAL	\$12,500.00
	<input type="checkbox"/> FBP501121 Diploma of Food Science and Technology (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$14,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$250.00
		TOTAL	\$14,500.00
Pharmaceutical Manufacturing	<input type="checkbox"/> FBP30822 Certificate III in Pharmaceutical Manufacturing (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$18,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		TOTAL	\$18,800.00
	<input type="checkbox"/> FBP40518 Certificate IV in Pharmaceutical Manufacturing (36 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$15,000.00
		Administration Fee (non-refundable)	\$250.00
Resource Fee		\$250.00	
TOTAL		\$15,500.00	
Process Manufacturing	<input type="checkbox"/> MSM30116 Certificate III in Process Manufacturing (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$10,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		TOTAL	\$10,800.00

Competitive Systems and Practices	<input type="checkbox"/> MSS30316 Certificate III in Competitive Systems and Practice (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$7,500.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		TOTAL	\$8,300.00
	<input type="checkbox"/> MSS40316 Certificate IV in Competitive Systems and Practice (36 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$8,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$250.00
		TOTAL	\$8,500.00
	<input type="checkbox"/> MSS50316 Diploma of Competitive Systems and Practice (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$12,000.00
Administration Fee (non-refundable)		\$250.00	
Resource Fee		\$250.00	
TOTAL		\$12,500.00	
Hospitality	<input type="checkbox"/> SIT30616 Certificate III in Hospitality (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$8,200.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		TOTAL	\$9,000.00
Transport and Logistics	<input type="checkbox"/> TLI30321 Certificate III in Supply Chain Operations (52 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$8,000.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$550.00
		TOTAL	\$8,800.00
Work Health and Safety	<input type="checkbox"/> BSB41419 Certificate IV in Work Health and Safety (36 weeks) <input type="checkbox"/> Fee for Service – Domestic (refer to Fees) <input type="checkbox"/> Government-funded training	Tuition	\$7,500.00
		Administration Fee (non-refundable)	\$250.00
		Resource Fee	\$250.00
		TOTAL	\$8,000.00
Preferred Training Location:	<input type="checkbox"/> Work Place – (Please complete induction checklist) <input type="checkbox"/> Classroom/institution based <input type="checkbox"/> Other – please specify: _____	Commencement Date:	

AVETMISS Data Collection- Please Answer all Questions.

(Question numbers below correspond directly with AVETMISS Data Collection Requirements)

7. Country and city of birth:	<input type="checkbox"/> Australia (1101) Suburb: _____	<input type="checkbox"/> Other (Please specify): Country/City: _____
8. Do you speak a language other than English at home? <small>(If more than one language is spoken at home, indicate the one that is spoken most often)</small>	<input type="checkbox"/> No, English only (1201)	<input type="checkbox"/> Yes (please specify):
9. Are you of Aboriginal or Torres Strait Islander origin? (tick one)		
<input type="checkbox"/> No		
<input type="checkbox"/> Yes, Torres Strait Islander		
<input type="checkbox"/> Yes, Aboriginal		
For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes		
10. Do you identify yourself as having a disability, impairment or long-term condition? (Please tick)		
<input type="checkbox"/> Yes		
<input type="checkbox"/> No – go to Question 12		
11. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list (You may indicate more than one area)		
<input type="checkbox"/> Hearing/deaf (11)	<input type="checkbox"/> Acquired brain impairment (16)	<input type="checkbox"/> Vision (17)
<input type="checkbox"/> Physical (12)	<input type="checkbox"/> Medical condition (18)	<input type="checkbox"/> Other – please specify (19)
<input type="checkbox"/> Intellectual (13)		
<input type="checkbox"/> Learning (14)		
<input type="checkbox"/> Mental Illness (15)		
12. What is your highest school level and year COMPLETED? (Tick ONE box only.)		
<input type="checkbox"/> Year 12 or equivalent (12): _____	<input type="checkbox"/> Year 9 or equivalent (09): _____	<input type="checkbox"/> Never attended school (02) – go to question 14
<input type="checkbox"/> Year 11 or equivalent (11): _____	<input type="checkbox"/> Year 8 or below (08): _____	
<input type="checkbox"/> Year 10 or equivalent (10): _____		
13. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Have you successfully completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No – go to question 16
15. If yes, the 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"/> Certificates other than the above (990)
16. Of the following categories, which best describes your current employment status?	<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"/> Employer (04) <input type="checkbox"/> Employed - unpaid worker in 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)
17. Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only.)	<input type="checkbox"/> To get a job (01) <input type="checkbox"/> To develop my existing business (02) <input type="checkbox"/> To start my own business (03) <input type="checkbox"/> To try for a different career (04) <input type="checkbox"/> To get a better job or promotion (05) <input type="checkbox"/> It was a requirement of my job (06) <input type="checkbox"/> I wanted extra skills for my job (07) <input type="checkbox"/> To get into another course of study (08) <input type="checkbox"/> For personal interest or self-development (12) <input type="checkbox"/> Other reasons (11)
18. I declare that I am:	<input type="checkbox"/> An Australian Citizen <input type="checkbox"/> A New Zealand Citizen <input type="checkbox"/> An Australian Permanent Resident <input type="checkbox"/> An Australian Temporary Visa Holder-Sub Class <input type="checkbox"/> A Humanitarian Visa Holder

Personal Statement

Do you consider that you have adequate literacy and numeracy skills to undertake the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Are you seeking credit for previous training or recognition of prior learning?	<input type="checkbox"/> Yes (please specify): _____ <input type="checkbox"/> No
Are there any individual needs you have that we should be aware of so we take these into account when planning your training?	<input type="checkbox"/> Yes (please specify) <input type="checkbox"/> No <input type="checkbox"/> Not sure

Fee Information:

Funding Source:	<input type="checkbox"/> Fee for Service (refer to Schedule of Fees) <input type="checkbox"/> State Government Funding/Subsidy – please specify <input type="checkbox"/> Commonwealth Government Funding/Subsidy – please specify										
Fee for Service (only):	<input type="checkbox"/> Tuition Fees: \$ <input type="checkbox"/> Administration Fee (non-refundable): \$ <input type="checkbox"/> Resource Fees: \$ TOTAL AMOUNT: \$										
Payment of Fees – Fee for Service (only):	<p>All Pivotal Education Fee for Service course fees including payment structure and refund provisions are clearly stated in the Fees column. Student fees must be paid into the following:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Account Name:</td> <td style="padding: 2px;">Pivotal Training & Development</td> </tr> <tr> <td style="padding: 2px;">Account Number:</td> <td style="padding: 2px;">353 214 522</td> </tr> <tr> <td style="padding: 2px;">Branch Number (BSB):</td> <td style="padding: 2px;">012 172</td> </tr> <tr> <td style="padding: 2px;">Bank Name:</td> <td style="padding: 2px;">ANZ</td> </tr> <tr> <td style="padding: 2px;">Branch:</td> <td style="padding: 2px;">Sydney</td> </tr> </table>	Account Name:	Pivotal Training & Development	Account Number:	353 214 522	Branch Number (BSB):	012 172	Bank Name:	ANZ	Branch:	Sydney
Account Name:	Pivotal Training & Development										
Account Number:	353 214 522										
Branch Number (BSB):	012 172										
Bank Name:	ANZ										
Branch:	Sydney										
Government Funded Conditions: (please specify)	<input type="checkbox"/> Enrolment Fee (specify amount): \$ _____ <input type="checkbox"/> Enrolment Fee Waived/Concession (Specify with attached evidence) <input type="checkbox"/> Other (please specify)										

Unique Student Identifier Permission (If Required)

The Commonwealth Government has implemented a more effective way to assist students as well as collect data. This means all students must have a Unique Student identifier (USI). This will link all of your nationally recognised records and results and will make it easier for credit transfer and any other recognition process.

Students can create their own USI by going to www.usi.gov.au and creating their own account and when you receive your USI you must advise Pivotal Education of your USI. Pivotal Education must have your permission to view this in order to verify qualifications and transcripts.

Alternatively, you can give Pivotal Education permission to gather a USI on your behalf. In this case please complete Question 3

Question 1. Do you have USI?

- Yes -Please complete USI section in Student Enrolment Form - page 1
- No -Please complete Question 2

Question 2. Who do you wish to create your USI?

- Yourself - Please complete Question 3
- Pivotal Education (RTO)- Please complete Question 4 and 5

Question 3. Creating your own USI

I..... (insert name) will create my own USI and advise Pivotal Education. I also give permission for Pivotal Education to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Smart and Skilled only:

I authorise Pivotal Education and NSW Department of Education to have appropriate access to USI records.

Signature: _____ Date: _____

Question 4. Permission for Pivotal to create USI

First Name: _____ Family Name: _____

Country of Birth: _____ Town/City of Birth: _____

Preferred Contact Method: Phone E mail Mail

NSW Smart and Skilled Requirement (only)

I grant permission for Pivotal Education and the NSW Department of Education to have appropriate access to my USI records: Yes No

Question 5. Personal Identification

To create a USI, you will need to provide Pivotal Education with TWO valid Australian form of ID from the list below. **Please select and fill out.**

1. Driver's License

State		Licence Number	
-------	--	----------------	--

2. Medicare Card

Medicare Card Number:		Card Colour:	
Individual Reference Number:		Expiry Date:	

3. Australian Passport

Document Number:	
------------------	--

4. Visa (with Non-Australian Passport) for International students

Passport Number		Country of Issue	
-----------------	--	------------------	--

5. Birth Certificate (Australian) * Please note a Birth Certificate extract is not sufficient

State:

6. Certificate of Registration by Descent

Acquisition date:	
-------------------	--

7. Citizenship Certificate

Stock Number:		Acquisition Date:	
---------------	--	-------------------	--

8. Immicard

ImmiCard Number:	
------------------	--

Privacy Notice

If you do not already have a Unique Student Identifier (USI) and you want Pivotal Education to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Pivotal Education will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details

When Pivotal Education applies for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General's Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI

application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Pivotal Education to make an application for a student identifier on your behalf Pivotal Education will have to declare that [insert organisation name] has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Pivotal Education has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to Pivotal Education in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
 - o applying for, verifying and giving a USI;
 - o resolving problems with a USI; and
 - o creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
 - o Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
 - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
 - education related policy and research purposes; and
 - to assist in determining eligibility for training subsidies;
 - o VET Regulators to enable them to perform their VET regulatory functions;
 - o VET Admission Bodies for the purposes of administering VET and VET programs;
 - o current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
 - o schools for the purposes of delivering VET courses to the individual and reporting on these courses;
 - o the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
 - o researchers for education and training related research purposes;
 - o any other person or agency that may be authorised or required by law to access the information;
 - o any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the [Registrar’s Privacy Policy](#) or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar’s Privacy Policy contains information

about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf

For information about how Pivotal Education collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Pivotal Education’s privacy policy.

Pivotal Education’s Privacy Policy can be found in our Student Handbook and is provided to all students at enrolment (also provided on request at any time). This privacy policy contains information about how individuals may access and seek correction of the personal information held by us, and how to complain about a breach of privacy, and how we will deal with such a complaint.

In providing your personal information as requested and signing this notice, you are confirming your receipt of and understanding of these details and providing your consent for the collection, storage, use and disclosure of your personal information as outlined.

Student Name:			
Student Signature:		Date:	

ACKNOWLEDGMENT and DECLARATION TO BE SIGNED BY PARTICIPANT

Participant 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 independently completed the LLN assessment to demonstrate English language proficiency
4. I have been informed about my rights and obligations
5. I agree to the course fees and payment arrangements (*applicable/not applicable*)
6. I have reviewed the course information and training and assessment services of the selected course
7. I consent to the information in this enrolment form being provided to the National Centre for Vocational Education and Research (NCVER) for statistical purposes
8. I have read and signed the Privacy Notice and application for Unique Student Identifier
9. 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

NSW Smart and Skilled Student Declaration:

1. The information I have provided is true, accurate, complete and not misleading in any way
2. I am an NSW resident or worker including where specified in an approved border area (Aboriginal and Torres Strait Islander only)
3. I have completed and signed the Smart and Skilled Subsidised Training Eligibility Form required to determine program, fee and eligibility for subsidies, concessions or exemptions
4. I agree to pay any fees payable as per itemised fees list generated by the Provider Calculator based on the information, I have provided to Pivotal Education
5. I understand that the Fee may be adjusted by the NSW Department of Education if the information I have given regarding RPL or Credit Transfer changed after training has commenced and that the changes will be advised to me
6. I have read and agree to the disclosure of my personal information to the NSW Department of Education and other government agencies as included in the "Consent to Use and Disclosure of Personal Information" Form
7. I declare that I understand my rights and obligations as explained to me under the Consumer Protection Policy
8. I authorise Pivotal Education and the NSW Department of Education to have appropriate access to USI records
9. I will be informed of any subcontracting arrangements (if applicable) that Pivotal Education may enter into if it is during the course of subsidised training

Participant:

Student Name: _____ Signature _____

Date: _____

Employer (IF APPLICABLE):

Employer Representative Name: _____ Signature _____

Date: _____

Terms and Conditions

Any questions are to be referred to Pivotal Education staff if required for further information and clarification prior to proceeding with enrolment. Only applications received with the student signature will be treated as a valid application. Incomplete or unsigned applications may result in delays to processing.

Payment of Fees: All Pivotal Education Fee for Service course fees including payment structure and refund provisions are clearly stated in the Schedule of Fees. Student fees must be paid into the following:

Account Name:	Pivotal Training & Development
Account Number:	353 214 522
Branch Number (BSB):	012 172
Bank Name:	ANZ
Branch:	Sydney

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

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 (USID): 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 USID.

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;
- 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).

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
 Tel: (02) 9687 9299
 ACN: 080 057 272
 ABN: 82 080 057 272
 RTO ID: 90272