

Privacy Notice

As a Registered Training Organisation (RTO) in Queensland, we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. 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.

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.

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

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.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

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.

At any time, you may contact Total Management and Training 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

You may access TMT's [Privacy Policy](#) on our website.

We encourage you to read our [Student Handbook](#) which outlines your rights and responsibilities.

Course or Training Information

Course - Enter course names and codes (if known). Course Date - Enter the date of training course or online only

1 st Course		Course Date	
2 nd Course		Course Date	

Personal Details

Please write the name that you used when you applied for your Unique Student Identifier (USI), including middle names.

Title	<input type="checkbox"/> MR <input type="checkbox"/> MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> OTHER		
Given Name*		Middle Name	
Surname*		Preferred Name	
Position		Date of Birth*	
Mobile Phone		Work Phone	
Email Address **			

*Information required for Accredited Courses

** Certificates will be emailed to this address

Residential Address			
Building/property Name			
Flat/unit Details			
Street Number/Name			
Suburb		Postcode	
Postal Address* <input type="checkbox"/> Same as street address			
Street Number/Name		PO Box	
Suburb		Postcode	

*Qualification certificates only will have a printed copy posted to the above postal address

Unique Student Identifier (USI)

From 1 January 2015, we Total Management and Training can be prevented from issuing you with a nationally recognized VET qualification or statement of attainment when you complete your course if you do not have a USI. In addition, we are required to include your USI in the data we submit to NCVER.

Unique Student Identifier (USI): Use CAPITALS ONLY															
Cannot remember your USI number or want to create one? Visit: www.usi.gov.au															
I _____ authorise Total Management and Training to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information as outlined by the Student Identifiers Registrar . Prior to creating a USI, TMT will complete an Existing USI Search to ensure one has not already been created.															
Driver's License number											State				

In accordance with section 11 of the Student Identifiers Act 2014, Total Management and Training 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 (LUI)

Learner Unique Identifier (LUI) (secondary school students):	
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Authorisation and Payment

Please note your enrolment cannot be accepted if the payment area is left blank.

Please refer to the [Student Handbook](#) for further information on financial responsibility, payment of fees, refunds and a list of TMT's Fee and Charges.

<input type="checkbox"/> I am paying for myself	<input type="checkbox"/> I am accessing funded training
Amount Payable (up to a maximum of \$1500) ¹	\$
Balance Payable (if cost of course is over \$1500)	\$
Individuals who wish to pay above \$1500 in pre-payment fees must speak to a management representative.	

<input type="checkbox"/> My employer is paying for me	<input type="checkbox"/> I am accessing funded training
Authorising Person's Name	
Signature	Contact Number
Email Address	
Full Amount Payable	\$

PLEASE CHOOSE ONE PAYMENT METHOD	
<input type="checkbox"/> Purchase Order	Purchase Order Number
<input type="checkbox"/> Direct Deposit	A tax invoice will be issued with direct deposit details
<input type="checkbox"/> Credit Card	Credit Card processing fees will apply

¹ As an RTO we are prohibited to hold more than \$1500 of prepaid student fees for individuals (Note: this does not apply to companies or organisations). We ensure this does not occur through the following ways:

1. We only charge a deposit of \$1500 prior to the delivery of any training or providing any support services.
2. If the individual undertakes classroom or self-paced study – we charge the balance when you are halfway through your enrolment.

Employer Information

Company Name			
Address			
Suburb		Postcode	
Mobile Phone		Phone	
Email Address			
Do you provide permission for us to contact your employer to discuss the progression of your studies if they are paid for by your employer?	<input type="checkbox"/> YES <input type="checkbox"/> NO		

Citizenship and Cultural Diversity

Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		
What is your country of birth?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other –	
What is your city of birth?*			
Country of Citizenship			
Australian Citizenship Status	<input type="checkbox"/> Australian citizen	<input type="checkbox"/> New Zealand citizen	<input type="checkbox"/> Visa Holder
	<input type="checkbox"/> Australian permanent resident	<input type="checkbox"/> Overseas – no visa or citizenship	
Circle your visa type	<input type="checkbox"/> Student <input type="checkbox"/> Temporary Resident <input type="checkbox"/> Visitors <input type="checkbox"/> Business <input type="checkbox"/> Holiday <input type="checkbox"/> Other		

Do you identify as Aboriginal or Torres Strait Islander?	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander
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Employment Status

Of the following categories, please tick ONE only which BEST describes your current employment status?	
<input type="checkbox"/> Full-time Employee <input type="checkbox"/> Part-time Employee/Casual <input type="checkbox"/> Self-employed, not employing others <input type="checkbox"/> Self-employed, employing others <input type="checkbox"/> Employed – unpaid worker in a family business	<input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment

Language Proficiency, Language Literacy and Numeracy Support

Do you speak a language other than English at home?	<input type="checkbox"/> No, English only	<input type="checkbox"/> Other
Do you require assistance to read, write, do math or speak with people?		<input type="checkbox"/> YES <input type="checkbox"/> NO
If you ticked yes, please tick which area below.		
<input type="checkbox"/> Reading <input type="checkbox"/> Writing <input type="checkbox"/> Numbers <input type="checkbox"/> Communication		

Highest Completed School Level

Are you still attending school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, name of school		
What is your highest COMPLETED school level?	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school

Disabilities

Do you consider yourself to have a disability, impairment, or long-term condition?	<input type="checkbox"/> Yes – please indicate below <input type="checkbox"/> No	
If yes, please indicate the area of disability, impairment, or long-term condition. You may tick more than one.	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness	<input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other

Previous Qualifications Achieved

Have you SUCCESSFULLY completed any qualifications listed?	<input type="checkbox"/> Yes - please tick all that apply below <input type="checkbox"/> No
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma or Associate Diploma <input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above

Study Reason – Please tick one box only

What best describes your current employment status?			
<input type="checkbox"/>	To get a job	<input type="checkbox"/>	I wanted extra skills for my job
<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>	To get into another course of study
<input type="checkbox"/>	To start my own business	<input type="checkbox"/>	For personal interest or self-development
<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>	To get skills for community/voluntary work
<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	Other reasons
<input type="checkbox"/>	It was a requirement of my job		

Emergency Contact Details

Full Name of Contact		Contact Number	
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Marketing Information

How did you hear about us?	
<input type="checkbox"/> Word of mouth <input type="checkbox"/> Internet search <input type="checkbox"/> Social media <input type="checkbox"/> Existing client/student <input type="checkbox"/> Employer arranged <input type="checkbox"/> Referral _____ <input type="checkbox"/> Other _____	
TMT may take photos of students undertaking training and assessment for Good News Stories to use in social media and other advertising. Please note if NEITHER box is ticked, consent will be implied.	
<input type="checkbox"/> Yes, happy to be in photo opportunity <input type="checkbox"/> No, do not want to be in the photos	
Would you like to subscribe to the TMT Newsletter it will keep you updated on safety issues, market and legislative changes and interesting news from the safety and training industries.	
<input type="checkbox"/> Yes, please keep me up to date <input type="checkbox"/> No thank you	

Student's Agreement and Declaration

- I declare that to the best of my knowledge the information in this application and the documentation supporting my application is correct and complete.
- I acknowledge that I have read, understood and accepted the Privacy Notice on Page 1 of the Enrolment and Training Agreement.
- I acknowledge that I have read, understood and accepted my rights and obligations, and the policies and procedures in the [Student Handbook](#).

Sign Here

Participant Signature		Date	
Parent/Guardian Signature (if student is under the age of 18)		Date	

Please email your enrolment to admin@totalmantra.com.au