Privacy Notice

Under the Data Provision Requirements 2012, 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 International Trade & Logistics College for statistical, administrative, regulatory and research purposes. International Trade & Logistics College may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies;
- 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 and 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 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).

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)

License ☐
Passport ☐
Medicare card ☐

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.

<table>
<thead>
<tr>
<th>Title</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Preferred Name</th>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male / Female / Other</td>
</tr>
</tbody>
</table>

Enter your contact details

<table>
<thead>
<tr>
<th>Telephone (home)</th>
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<table>
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<tr>
<th>Telephone (work)</th>
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</table>

<table>
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<tr>
<th>Telephone (mobile)</th>
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<table>
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<tr>
<th>Email</th>
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</table>

<table>
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<tr>
<th>Alternative Email (optional)</th>
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</thead>
</table>

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.
New Student Enrolment Application

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

Flat/unit details

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

Street name

Suburb, locality or town

State/Territory

Postcode

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

As Above ☐

Building/property name

Flat/unit details

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

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
3. Language

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

If yes please specify the main language spoken at home: ____________________________

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

<table>
<thead>
<tr>
<th>Very well</th>
<th>Well</th>
<th>Not well</th>
<th>Not at all</th>
</tr>
</thead>
</table>

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 ☐ 11 Acquired brain impairment ☐ 16
- Physical ☐ 12 Vision ☐ 17
- Intellectual ☐ 13 Medical Condition ☐ 18
- Mental Illness ☐ 14 Other ☐ 19

Have you any special need requirements.
Please list. ________________________________________________________________

______________________________________________________________________________

6. Schooling

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

- Year 12 or equivalent ☐ 12
- Year 11 or equivalent ☐ 11
- Year 10 or equivalent ☐ 10
- Year 9 or equivalent ☐ 09
Year 8 or below    ☐  08
Never attended school    ☐  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    ☐  008
- Advanced Diploma or Associate Degree    ☐  410
- Diploma or Associate Diploma    ☐  420
- Certificate IV or Advanced    ☐  511
- Certificate/Technician
- Certificate III or Trade Certificate    ☐  514
- Certificate II    ☐  521
- Certificate I    ☐  524
- Other education (including certificates or overseas qualifications not listed above)    ☐  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 box only)

- Full-time employee    ☐  01
- Part-time employee    ☐  02
- Self employed – not employing others    ☐  03
- Self employed – employing others    ☐  04
- Employed – unpaid worker in a family business    ☐  05
- Unemployed – seeking full-time work    ☐  06
- Unemployed – seeking part-time work    ☐  07
- Not employed – not seeking employment    ☐  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 ☐ 01
To develop my existing business ☐ 02
To start my own business ☐ 03
To try for a different career ☐ 04
To get a better job or promotion ☐ 05
It was a requirement of my job ☐ 06
I wanted extra skills for my job ☐ 07
To get into another course of study ☐ 08
For personal interest or self-development ☐ 12
To get skills for community/voluntary work ☐ 11
Other reasons

Please list any specific needs requirements that you may have.
Eg: have not studied for a long time etc.
Please list. ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
10. **Unique Student Identifier (USI)**

From 1 January 2015, ITALC are 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 NCVER. If you have not yet obtained a USI you can apply for it directly at [https://www.usi.gov.au/students/create-your-usi/](https://www.usi.gov.au/students/create-your-usi/) on 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 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/](https://www.usi.gov.au/faws/i-have-forgotten-my-usi/).

**Enter your USI**


**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 recognizes 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) test, 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 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 (S) 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 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. CBFCA Student Membership

As a student of the International Trade and Logistics College, studying the Diploma of Customs Broking, or the Diploma of International Freight Forwarding, you are eligible for student membership with the CBFCA. *(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 CBFCA 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 the CBFCA and the Code of Professional Conduct and By-Laws of the CBFCA now in force or which may hereafter from time to time be in force

Student signature [or electronic acknowledgement] ………………………………………………….. DATE ………………