

# 2023 Enrolment Application

UNIVERSITY of TASMANIA



## 1. Personal details

Course: .....

### Please fill you name as it appears on official documents

(i.e. passport, marriage certificate, birth certificate)

Title: Mr Mrs Ms Miss Dr

Family Name: .....

Given Names: .....

Gender: Male Female other unspecified

Date of Birth: ..... / ..... / .....

Former Surname: .....

Country of Birth: .....

Town/City of Birth: .....

Home Phone: .....

Work Phone: .....

Mobile: .....

Email: .....

### Unique Student Identifier

If you do not have a USI, please visit: [usi.gov.au](http://usi.gov.au) to create one.

USI (10 Digits): .....

Residential Address: .....

State: ..... Postcode: .....

Postal Address (if different from Residential Address): .....

State: ..... Postcode: .....

### Emergency Contact Details:

Name: .....

Relationship: .....

Phone: ..... Mobile: .....

## 2. Sponsorship information

Are you being sponsored? No Yes

Name of Company or Organisation: .....

Phone: .....

Billing Address: .....

State: ..... Postcode: .....

## 3. Notifications

- Do you authorise AMC to release your training and assessment results to AMSA?  
No Yes
- Do you authorise AMC to release your results and progress to your sponsor?  
No Yes
- Do you authorise AMC to utilise any suitable images of you for the promotion of AMC and its courses?  
No Yes

## 4. Statistical information

### Q1. What is your citizenship status during enrolment?

Australian citizen (including Australian citizens with dual citizenship), or

New Zealand citizen (including such persons with permanent resident status), or

Australian permanent resident, or

Temporary Australian entry permit (such as a student visa) holder or a diplomat or a dependant of a diplomat, or

Not residing in Australia.

### Q2. Are you of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

### Q3. Are you still attending school?

No Yes

#### 4. Statistical information (Cont.)

**Q4. What is your highest COMPLETED school level? (choose one box only)**

- Year 10 or equivalent
- Year 11 or equivalent
- Year 12 or equivalent
- Year 8 or below
- Year 9 or equivalent
- Never attended school

**Q5. Of the following categories which BEST describes your current employment status? (choose one box only)**

- Employed – unpaid worker in a family business
- Employer
- Full-time employee
- Not employed – not seeking employment
- Part-time employee
- Self employed – not employing others
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work

**Q6. Which of the following classifications BEST describes the industry of your current Employer?**

- Agriculture, forestry and fishing
- Mining
- Manufacturing
- Electricity, gas, water and waste services
- Construction
- Wholesale trade
- Retail trade
- Accommodation and food services

- Transport, postal and warehousing
- Information media and telecommunications
- Financial and insurance services
- Rental, hiring and real estate services
- Professional, scientific and technical services
- Administrative and support services
- Public administration and safety
- Education and training
- Health care and social assistance
- Arts and recreation services
- Other services

**Q7. Which of the following classifications BEST describes your current occupation?**

- Managers
- Professionals
- Technicians and trade workers
- Community and personal service workers
- Clerical and administrative workers
- Sales workers
- Machinery operators and drivers
- Labourers
- Other

**Q8. Do you speak a language other than English at home?**

- No, English only
- Yes, (specify most often spoken) .....

**Q9. How well do you speak English?**

- |           |            |
|-----------|------------|
| Very well | Not well   |
| Well      | Not at all |



#### 4. Statistical information (Cont.)

**Q10. Do you consider that you have a disability, impairment or long-term condition?**

No    Yes

If yes, please indicate the areas of disability, impairment or long-term conditions (*You may indicate more than one area*)

Acquired brain impairment	mental illness
Hearing/deaf	other
Intellectual	physical
Learning	unspecified
Medical condition	vision

**Q11. Have you SUCCESSFULLY completed any of the following qualifications?**

Yes (*tick any applicable boxes*)

No (*go to question 13*)

Advanced diploma or associate degree

Bachelor degree or higher degree

Certificate i

Certificate ii

Certificate iii (or trade certificate)

Certificate iv (or advanced certificate/technician)

Diploma (or associate diploma)

Certificates other than the above

**Q12. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (*choose one box only*)**

For personal interest or self-development

I wanted extra skills for my job

It was a requirement of my job

Other reasons

To develop my existing business

To get a better job or promotion

To get a job

To get into another course of study

To start my own business

To try for a different career

To gain skills for community/voluntary work

**Q13. We may be able to help you obtain support to complete your studies. Do you require assistance with learning, literacy, numeracy or a disability?**

No    Yes



## 5. Medical declaration

Some AMC courses involve activities that require you to be physically capable of undertaking activities. For example: driving a boat under instruction, jumping from a height into a swimming pool, fighting fires, etc. Students need to inform AMC of any known conditions. Please complete the following medical declaration:

1. During the last five years, have you suffered any significant illness or been in hospital?  
No    Yes
2. Are you aware of any condition that could incapacitate you or could require expert medical attention?  
No    Yes
3. Do you have diabetes, hypertension, heart disease, or are you pregnant?  
No    Yes
4. Do you have any allergies or reactions to drugs that you know of?  
No    Yes
5. Are you taking any medication we need to know about? (e.g. heart medication)  
No    Yes

If you have answered "YES" to any of the above please give details:

.....

.....

.....

## 6. Recognition of prior learning/ credit transfer

1. Are you applying for Recognition of Prior Learning (RPL)  
No    Yes
2. Are you applying for Credit Transfer (CT)  
No    Yes

If you have answered "YES" to the above, please ensure that you send certified documents with this application.  
*Please do not send originals.*

## 7. Privacy Notice, Student Declaration and Consent

The University of Tasmania, trading as the Australian Maritime College (AMC) collects, stores, uses and discloses your personal information as outlined in the [utas.edu.au/privacy](https://utas.edu.au/privacy) University's Privacy Statements and as outlined in the University Privacy Policy contained at the same link.

### Privacy Notice

#### Why we collect your personal information

Under the Personal Information Protection Act 2004 (Tas) and as a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

The University of Tasmania, trading as the Australian Maritime College (AMC), is a custodian of personal information and subject to the requirements of that Act in regard to the collection, use and disclosure of personal information. AMC collects your personal information in order to enable it to perform its functions and activities.

Your personal information (including the personal information contained on this enrolment form) may be used or disclosed by AMC for statistical, administrative, regulatory and research purposes. AMC may disclose your personal information for these purposes to:

Schools – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;

- Employers – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- Organisations conducting research on behalf of AMC

#### How we use your personal information

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.



## 7. Privacy Notice, Student Declaration and Consent (Cont.)

### How we disclose your personal information

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.

### How the NCVER and other bodies handle your personal information

The 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 Employment and Workplace Relations (DEWR), 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.

The 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 [ncver.edu.au/privacy](https://ncver.edu.au/privacy) NCVER's Privacy Policy.

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 the DEWR will handle your personal information, please refer to the [dewr.gov.au/national-vet-data/vet-privacy-notice](https://dewr.gov.au/national-vet-data/vet-privacy-notice) DEWR VET Privacy Notice.

### Surveys

You may receive a student survey run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency.

**Please note:** You can opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact AMC at [SMO.Administration@utas.edu.au](mailto:SMO.Administration@utas.edu.au) 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

### Student Declaration and Consent

I understand that AMC by law, must hold a Unique Student Identifier for each student undertaking nationally accredited training.

I provide AMC permission to search for my USI and I acknowledge and agree to the USI Privacy Statement available to me at the [usi.gov.au](https://usi.gov.au)



## 9. Student declaration and signature

I understand that:

1. I am responsible for ensuring my enrolment is correct for the duration of the academic year;
2. By enrolling in these units that I am accepting any credit which may have been granted or will change my enrolment accordingly;
3. I am responsible for the payment of all fees relevant to my course of study at the University of Tasmania within the specified timelines;
4. I will receive information and notices in relation to my course of study or general information concerning my enrolment via the email provided on my enrolment form. It is my responsibility to check my University account, and the University may contact me on occasion via other contact details provided by me;
5. I am required to abide by the Rule, Policies and Ordinances of the University of Tasmania and the conditions of use in the University's Information Technology facilities, and I accept responsibility to obtain and read the relevant documents;
6. I consent to the provision of details of my student record to other institutions involved in the delivery of my course of study and as required by law to certain government departments and statutory bodies;
7. I declare to the best of my knowledge the information given in this form is complete and true.

This Application for enrolment has been completed by:

.....

on behalf of .....

Student Signature: .....

Date of Birth: ..... / ..... / .....

## Where to send your completed form:

Australian Maritime College  
SMO Administration  
Locked Bag 1397  
Launceston TAS 7250  
Australia

## Contact Information:

Ph: 03 6324 9404 (Australia only)  
Email: SMO.Administration@utas.edu.au

RTO ID: 60131

### Please check that you have

**Completed all applicable sections of this form**

**Signed and dated the declaration**

**Attached copies of certified documents to your application, if applicable.**

