

ESSENTIAL ENERGY – RTO Enrolment Form

Please **Read and Complete ALL** sections of this form. You are required to review the Privacy Statement on page 6 and sign the Student Declaration. If you have any questions about the form, please contact Essential Energy Training Services on Ph: 02 65884570 or Email: trainingservicesadmin@essentialenergy.com.au

Training Requirements – Please Confirm

Course Location

Course Start Date

- Safe Work Practice** (proceed to page 2) (Course dates via enquiry only)
- ASP Refresher** (please select 'elements' required below) **ASP Initial ESR** (proceed to page 2)

ASP Level: Level 1 or Level 2

ASP Authorisation Number

Competent Assistant: Level 1 or Level 2

Elements required

Only select elements below that you have completed previously and that appear on your previous training transcript provided by Essential Energy or another training provider. If you previously attended training with another provider you must also email a copy of your transcript with your enrolment form so we can confirm you are eligible to enrol in the refresher units you have selected.

- HLTAID001 - Perform CPR
- UETTDRRF02B - Perform Pole top rescue
- UETTDRRF06B - Perform rescue from a live LV panel
- UETTDRRF08B - Perform EWP Controlled Descent Escape (Must supply own EWP)
- UETTDRRF03B - Perform EWP Rescue (Must supply own EWP)
- UETTDRRF10B - Provide First Aid in an ESI environment
- UETTDRRF11A - Testing of Connections to Low Voltage Electricity Networks
- UETTDRRF01B - Apply ESI Safety Rules, Codes of Practice and Procedures for work on or near Electrical Apparatus (Equivalent to Essential Energy Electrical Safety Rules)

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Personal Details

1. Enter your full name*

Surname Given Names

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

2. Enter your birth date

3. Gender (Tick ONE box only) Male Female Other

4. Enter you contact details

Mobile phone

Contact phone

Email

Unique student identifier (USI)

A. Enter your Unique Student Identifier (USI)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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B.

Unique student identifier

From 1 January 2015, we Essential Energy can be 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: <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

4b. Employer Contact Details

Business Name Postal Address

Suburb State/territory Postcode

Employer Contact Name (admin or Manager)

Contact Phone Employer Email

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5. What is the address of your usual residence?

Please provide the 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 to your home.

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 unbounded address site.

Building/property name

Flat/unit details Street or lot number (eg 205 of Lot 118)

Street name

Suburb State/territory Postcode

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

Building/property name

Flat/unit details Street or lot number (eg 205 of Lot 118)

Street name

Suburb State/territory Postcode

Language and cultural diversity

7. In which country were you born?

Australia

Other (please specify)

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

If more than one language, indicate the one that is spoken most often

No, English only

Yes, other-please specify

9. Are you of Aboriginal or Torres Strait islander origin?

For persons of both Aboriginal and Torres Strait islander origin, mark both 'Yes' boxes

No

Yes, Aboriginal

Yes, Torres Strait islander

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Disability

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes 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) Please refer to the Disability supplement [link](#) (on page 5 of this enrolment form) for an explanation of the following disabilities.

Hearing/deaf	<input type="checkbox"/>	Acquired brain impairment	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Vision	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Medical condition	<input type="checkbox"/>
Learning	<input type="checkbox"/>	Other	<input type="checkbox"/>
Mental illness	<input type="checkbox"/>		

Do you require special assistance because of this disability? No
Or Yes – Please specify

Disability type identifier

Schooling

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

If you are currently enrolled in secondary education, *the Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9

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	<input type="checkbox"/>

Never completed any primary or secondary Level education – go to question 14

13. Are you still enrolled in secondary or senior secondary educations?

Yes No

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the qualifications listed below?

Yes No

15. If YES, tick ANY applicable boxes

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associated degree	<input type="checkbox"/>
Diploma (or associated 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"/>
Other education (including certificates or	<input type="checkbox"/>
Overseas qualifications not listed above)	

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Employment

16. Of the following categories, which BEST describes your current employment status?
(Tick ONE box only)

For casual, seasonal, contractor and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week)

- | | |
|---|--------------------------|
| Full-time employee | <input type="checkbox"/> |
| Part-time employee | <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 | <input type="checkbox"/> |

Study reasons

17. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

- | | |
|---|--------------------------|
| To get a job | <input type="checkbox"/> |
| To develop my existing business | <input type="checkbox"/> |
| To start my own business | <input type="checkbox"/> |
| To try for a different career | <input type="checkbox"/> |
| To get a better job or promotion | <input type="checkbox"/> |
| It was a requirement of my job | <input type="checkbox"/> |
| I wanted extra skills for my job | <input type="checkbox"/> |
| To get into another course of study | <input type="checkbox"/> |
| For personal interest of self-development | <input type="checkbox"/> |
| Other reasons | <input type="checkbox"/> |

Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question. Should you require access to the supplement please click this link.

<http://www.essentialenergy.com.au/asset/cms/pdf/aasp/training/DisabilitySupplement.pdf>

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

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Privacy Notice

Under the *Data Provision Requirements 2012*, Essential Energy 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 and your training activity data) may be used or disclosed by Essential Energy for statistical, regulatory and research purposes. Essential Energy may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Student Declaration

- 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.
- I confirm I have reviewed the RTO Student handbook and fee schedule (links on webpage).
- I hereby agree to abide by the policies and procedures of Essential Energy during the training/assessment/course/session.
- I authorise Essential Energy to release my results for the training completed (where applicable to this enrolment) to my sponsoring employer.

STUDENT NAME (CAPITAL LETTERS)

STUDENT SIGNATURE [or electronic acknowledgement]

[DATE]

PRIVACY DISCLOSURE

Disclosure of information to regulatory bodies that monitor training and accreditation required by law will be in accordance with the Privacy Act. Your personal information held by Essential Energy may be accessed by requesting in writing to Essential Energy, Privacy Officer, PO Box 5730, Port Macquarie NSW 2444