



**PIVOT**  
institute

training excellence

# The Pivot Institute

## Enrolment Form

Telephone: (08) 9221 1803  
E-mail: enquiries@pivot.edu.au

Please complete all details on this enrolment form.

### Course Name:

**Preferred Delivery:** Facilitated Virtual Delivery      **Course Date:**    /    /  
Supported Distance Learning  
Recognition of Prior Learning (RPL)  
Corporate Course

### 1. Unique Student Identifier (USI)

You may already have a USI if you have done any nationally recognised training. To check if you already have a USI, use the 'Forgotten USI' link on the [USI website](#). If you have not yet obtained a USI you can apply for it directly [here](#).

Enter your USI:										
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### Personal Information

#### 2. Details

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

Family Name (Surname):			
Given Names:			
Date of Birth:			
Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other

#### 3. Contact

Mobile:		E-mail:	
Work Phone:		Home Phone:	
Alternative E-mail:			
Preferred method of communication:	<input type="checkbox"/> Phone	<input type="checkbox"/> E-mail	

#### 4. Identification

Please provide your identification number for one of the forms of identification below.

Australian Drivers Licence:		Medicare:	
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#### 5. Address

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 to your home.

Building /Property Name:			
Flat/Unit Details:			
Street or Lot number (e.g. 205 or Lot 118):			
Street Name:			
Suburb:			
State/Territory:		Postcode:	

**6. Postal Address** (if different from above)

Building /Property Name:			
Flat/Unit Details:			
Street or Lot number (e.g. 205 or Lot 118):			
Street Name:			
Suburb:			
State/Territory:		Postcode:	

**Language and Cultural Diversity**

7.	<b>In which country were you born?</b>	<input type="checkbox"/>	Australia
		<input type="checkbox"/>	Other Please specify:

8.	<b>Do you speak a language other than English at home?</b> <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/>	Yes Please specify:
		<input type="checkbox"/>	No, English only

9.	<b>Proficiency in English.</b>	<input type="checkbox"/>	Very Well
		<input type="checkbox"/>	Well
		<input type="checkbox"/>	Not very Well

10.	<b>Are you of Aboriginal or Torres Strait Islander origin?</b> <i>For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.</i>	<input type="checkbox"/>	Yes, Torres Strait Islander
		<input type="checkbox"/>	Yes, Aboriginal
		<input type="checkbox"/>	No

**Education**

11.	<b>What is your highest COMPLETED school level?</b> Tick ONE box only. <i>If you are currently enrolled this refers to the highest school level you have actually completed, not the level you are currently completing.</i> <i>For example, if you are currently in Year 10 the Highest school level completed is Year 9.</i>	<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. Go to question 14.

12.	<b>Are you still enrolled in secondary or senior secondary education?</b>	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No

13.	<b>What year did you complete your secondary schooling?</b>	
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14.	<b>Please select any qualifications that you have SUCCESSFULLY completed.</b>	<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"/>	Other education (including certificates or overseas qualifications not listed above)

### Disability

15.	<b>Do you consider yourself to have a disability, impairment, or long-term condition?</b>	<input type="checkbox"/>	Yes
		<input type="checkbox"/>	No – go to Question 17.

16.	<b>If you indicated the presence of a disability, impairment, or long-term condition, please select the area(s) in the following list:</b>  <i>You may indicate more than one area. Please refer to the Disability supplement (available from The Pivot Institute) for an explanation of the following disabilities.</i>	<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

### 17. Employment

<b>Of the following categories, which best describes your current employment status?</b> (Tick ONE box only)  <i>For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether:</i> <ul style="list-style-type: none"> <li>• <i>full time (35 hours or more per week) or</i></li> <li>• <i>part-time employed (less than 35 hours per week).</i></li> </ul>	<input type="checkbox"/>	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

### 18. Reason for Study

<b>Of the following categories, select the one which best describes the main reason you are undertaking this course/traineeship/apprenticeship.</b> (Tick ONE box only)	<input type="checkbox"/>	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 or self-development
	<input type="checkbox"/>	To get skills for community/voluntary work
	<input type="checkbox"/>	Other reasons

### 19. Eligibility Criteria

**You are eligible for a subsidised training place if you have:** left school, your primary place of residence is in Western Australia, **and** you are:

- an Australian citizen; or
- a permanent visa holder or holder of visa subclass 309, 444, 785, 790, 820 or 826; or
- a dependent or spouse of the primary holder of a visa subclass 457; or
- a Bridging Visa E holder (subclasses 050 and 051) and you have made a valid application for a visa of subclass 785 or 790.

Please select the boxes to confirm:	<input type="checkbox"/>	You have left school.
	<input type="checkbox"/>	Your primary place of residence is in Western Australia.
Please tick the boxes to confirm if you are:	<input type="checkbox"/>	an Australian citizen; or
	<input type="checkbox"/>	a permanent visa holder or holder of visa subclass 309, 444, 785, 790, 820 or 826; or
	<input type="checkbox"/>	a dependent or spouse of the primary holder of a visa subclass 457; or
	<input type="checkbox"/>	a Bridging Visa E holder (subclasses 050 and 051) and you have made a valid application for a visa of subclass 785 or 790.
	<input type="checkbox"/>	None of the above.

### 20. Concession Details

**Some students are entitled to the concession rate on course fees.**

Please select the box if one or more of the following options applies to you.

<input type="checkbox"/>	Persons and dependants of persons holding: <ul style="list-style-type: none"> <li>• A Pensioner Concession Card,</li> <li>• Department of Veterans' Affairs Gold or White Card</li> <li>• A Health Care Card.</li> </ul>
<input type="checkbox"/>	Persons and dependants of persons for whom the Commonwealth's JobKeeper payments are being received.
<input type="checkbox"/>	Persons and dependants of persons in receipt of services from the following support or employment programs: <ul style="list-style-type: none"> <li>• Jobactive;</li> <li>• Online Employment Services; or</li> <li>• ParentsNext.</li> </ul>
<input type="checkbox"/>	Persons and dependants of persons in receipt of the Youth Allowance.
<input type="checkbox"/>	Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
<input type="checkbox"/>	Persons and dependants of persons who are who are inmates of a custodial institution.
<input type="checkbox"/>	Secondary school aged persons not enrolled at school. In 2018, these students will be born on or after 1 July 2000 and must be at least 15 years old.

**If you wish to apply for the concession rates, please ensure you submit appropriate evidence.**

For the following Commonwealth programs, appropriate evidence of a student's eligibility for concession is:

- JobKeeper - a statutory declaration from an employer confirming they are in receipt of JobKeeper payments for the student.
- Jobactive, Online Employment Services, or the ParentsNext program - a letter from the Commonwealth services provider confirming the student's participation in the program.

**Please submit a copy of your Australian Passport or Visa with your Enrolment kit.**

**Please review the Privacy Notice and sign the Student Agreement on the following pages to complete your enrolment application.**

## Privacy Notice

The Pivot Institute is required to collect personal information about you to process and manage your enrolment in a vocational education and training (VET) course. Under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act) we are required to disclose that personal information to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER) and 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. Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for purposes that include:

- populating authenticated VET transcripts.
- administering VET.
- facilitating 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; and
- 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 the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. Please contact The Pivot Institute for a copy if you are unable to access this.

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 The Pivot Institute to request access to or correct your personal information, make a complaint about how your personal information has been handled, or ask a question about this Privacy Notice.

## Privacy Agreements

	YES	NO
I give my consent to The Pivot Institute that my feedback on course delivery may be used in Pivot marketing materials web and print based e.g. testimonial.	<input type="checkbox"/>	<input type="checkbox"/>
I give my consent to The Pivot Institute to contact other RTO(s) where I have studied to confirm the authenticity of transcripts which may be used for credit transfer or RPL purposes.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Student Signature:</b>	<b>Date:</b>	
This is an Approved Digital Signature <input type="checkbox"/>		



## Student Agreement

All of the below must be accepted in order for enrolment to be finalised.

	YES	NO
<p><b>I acknowledge that I have reviewed a copy of The Client Handbook.</b></p> <p>This is available under the Resources tab on our website: <a href="http://www.pivot.edu.au">www.pivot.edu.au</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I understand that a deposit of \$250 must be made upon submission of my enrolment application.</b></p> <p>This can be made via bank transfer to:</p> <ul style="list-style-type: none"> <li>Account Name: <b>Pivot Solutions Pty Ltd</b></li> <li>BSB: <b>016-338</b></li> <li>Account Number: <b>9017 76068</b></li> <li>Reference: <b>SURNAME, firstname</b></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I understand that invoices must be paid by the due date to maintain a current enrolment.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I understand that I must complete my studies within the designated time frame as outlined below from the date of enrolment.</b></p> <ul style="list-style-type: none"> <li><b>Certificate IV's must be completed within 12 months*.</b> *with the exception of the Certificate IV in Training and Assessment which must be completed within 18 months.</li> <li><b>Diplomas must be completed within 18 months.</b></li> <li><b>Individual units, including upgrades, must be completed within 6 months.</b></li> </ul> <p>All training and assessment activities must be completed by the due date. Re-enrolment fees apply after this time.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I understand that all training materials, handouts and verbal information regarding The Pivot Institute's training are considered confidential information proprietary to Pivot Solutions Pty Ltd.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I have read and understand that I am required to comply with the Pivot Institute Code of Conduct.</b></p> <p>This can be found in the Client Handbook.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I declare that the information I have provided is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>I have submitted a copy of my Australian passport or Visa with my enrolment kit.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Student Signature:</b></p> <p>This is an Approved Digital Signature <input type="checkbox"/></p>	<p><b>Date:</b></p>	

Once complete please send this document to [enquiries@pivot.edu.au](mailto:enquiries@pivot.edu.au)