



SALTERA
TRAINING
PRACTICAL QUALIFICATIONS

Saltera Training Enrolment Form

RTO No. 7148

IMPORTANT – Please choose one identification document from each of the categories below and submit along with your completed enrolment form.

ID 1 – Passport, Birth Certificate or Medicare Card

ID 2 – Drivers Licence or Rates Notice

PLEASE PRINT IN BLOCK LETTERS – ALL QUESTIONS ARE MANDATORY

Unit Code/Unit Name: _____

Location, Date & Time: _____

DO YOU HAVE A UNIQUE STUDENT IDENTIFIER (USI)?

Yes (Please provide) USI (10 digits) _____

No/Unsure, I authorise Saltera Group to undertake verification and/search or create a USI on my behalf.

STUDENT DETAILS ALL FIELDS ARE MANDATORY

Title (please select one): Mr Ms Miss Mrs Other: _____

Family name (surname): _____

First given name: _____ Second given name (middle): _____

The name that you enter will appear on your certificate upon completion – please ensure you spell your name correctly and also ensure that it matches your photo identification and the name you used to create your Unique Student Identifier (USI).

Residential Address : _____

Suburb: _____ P/Code: _____

Postal Address *(This must be a P.O Box or left blank)* : _____

Suburb: _____ P/Code: _____

Telephone: _____ Mobile: _____ Date of Birth: _____

Student Email : _____

(This must NOT be a workplace email address)

Gender: Male Female Other

Emergency Contact: _____ Telephone: _____

COMPANY DETAILS

Company Name: _____

Postal Address: _____ Suburb: _____ P/Code: _____

Telephone: _____ Mobile: _____

Employer Name: _____ Employer Email: _____

THIRD PARTY AUTHORITY

I authorise a copy of my Certificate and/or Statement of Attainment to be provided to:

Name / Name of Organisation: _____ Student Signature: _____



1800 651 134



ss@saltera.com.au



www.saltera.com.au
5/43 Taree St Burleigh Heads



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STATISTICAL INFORMATION

(Please ensure answers are provided for all questions)

*Please note - This information is provided anonymously to the Australian Government and is mandatory for anyone undertaking training

LANGUAGE, CULTURE AND DISABILITY

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

In which country were you born? Australia Other, Please specify _____

Do you speak a language other than English at home?

No, English only Yes, other - please specify: _____

How well do you speak English? Very Well Well Not Well Not at all

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

No Yes, please select one or more below

Vision Hearing/Deaf Physical Medical Condition

Learning Mental Illness Acquired Brain Impairment Intellectual

Other, please specify _____

Do you have a medical condition which your trainer should be aware of? Yes No

EDUCATION

What is your highest completed school level

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Year 8 or lower

Never attended school

Are you still enrolled in secondary or senior secondary education? Yes No

If no, in what year did you complete this school level? _____

Have you successfully completed any of the following qualifications? (please tick ANY applicable boxes)

No (Please go to the next question)

Bachelor Degree or Higher Degree

Certificate I

Certificate IV

Advanced Diploma or Associate Degree

Certificate II

Diploma or Associate Diploma

Certificate III (or Trade Certificate)

Other education (including certificates or overseas qualifications not listed above)

EMPLOYMENT DETAILS

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

Full-Time Employee

Part Time Employee

Self Employed

Casual

STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course? (Please tick ONE only)

To get a job

To get a better job or promotion

To start my own business

Personal interest or self-development

To develop my existing business

To try a different career

It is a requirement of my job

To get into another course of study

Other reasons

I wanted extra skills for my job

To get skills for community/voluntary work





DECLARATION

Cancellation Policy:

All cancellations must be made in writing. Cancellations made 30 days or more prior to the course will be refunded minus an admin fee equal to 10% of the total enrolment fee.

Cancellations made 14 days or less prior to the course will not be refunded. No refunds or credits will be issued for participants who fail to attend and/or achieve competency. In circumstances when Saltera Group cancels the course, your fees can be transferred to the next available course or refunded in full.

I have read and agree to all Saltera Group Pty Ltd Terms & Conditions within the Student Handbook and on this enrolment form.

I declare that the information I have provided to the best of my knowledge is true and correct. I authorise Saltera Group to undertake verification and/or USI searches on my behalf. Prior to completion of this enrolment form, I was provided a copy of the Saltera Training Student Handbook. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice outlined in this enrolment form and understand that student records will be retained as required by Saltera Group and I consent to that occurring. I acknowledge that I have received sufficient information to make an informed decision about my program of study.

Student Signature

Date

PRIVACY NOTICE

Why we collect your personal information.

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. If for any reason you are unable to provide us with certain information, we may not be able to enrol you.

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. Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Saltera Training for statistical, regulatory and research purposes. Saltera Training 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.

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 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.

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. 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. 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.

Surveys

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.

Contact information

At any time, you may contact Saltera 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.

Please tick to opt out of future Saltera Training marketing material

Please contact the Saltera Training Team anytime on 1800 651 134 or via email at info@saltera.com.au





RTO No. 7148

CONSENT FORM

I _____ (Student / Parent / Caregiver) hereby consent to Saltera Group Pty Ltd (Trading as Saltera Training) to take or have taken by others, photographs, digital images and/or audio and/or video footage of the student named below, and to store the images, make copies of the images and publish the images in any form, in whole or in part, and distribute them in any medium including, but not limited to, print media, social media platforms/Internet, other multi-media uses or graphic representation, or video.

I consent to the images being used by Saltera Group or provided to others for the following purposes only:

- General news or promotion of an event on TV, Radio or in Newspapers, in trade and other journals and on websites and social media/internet .
- The production of resources/programs that will assist Saltera Training in their educational mission.
- Promoting and advertising the resulting educational products/resources.

Saltera Group Pty Ltd and its networking partners undertake not to use any images in a way that would cause embarrassment or misrepresent the intent of the student's participation.

I understand that neither (parent/caregiver) nor the student will be paid for giving this permission and I hereby waive any claim that I or we may have or may have had for remuneration, residuals, or any other payment in respect of use of the images.

I agree that Saltera Group Pty Ltd shall not be bound to make any use of the images.

MEDIA CONSENT FORM

Student name (please print): _____

Student signature: _____ Date: _____

OR

Parent / Caregiver name (please print): _____

Parent / Caregiver signature: _____ Date: _____

Organisation / School Name: _____

Address: _____



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