

Student Enrolment Form

Please complete this form in BLOCK letters. For help completing it, call 1300 IND SKL (463 755).

Course and enrolment

Course / qualification (code and title)			
Location of training			
Commencement date		Completion date	
Study mode	☐ Classroom / face-to-face ☐ Workplace-based ☐ Online ☐ Blended		

Student details

Title			
Given name/s			
Family name			
Gender		Date of birth	
Contact number			
Contact email			
Residential address			
Postal address (if different)			
Emergency contact — name		Relationship	
Emergency contact — number			

Unique Student Identifier (USI)

Do you already have a USI?	☐ Yes ☐ Not sure ☐ No	
If yes, write your USI clearly		
If no, may we create your USI on your behalf?	☐ Yes ☐ No	

To create a USI on your behalf we must sight one form of identification — for example a driver's licence, Medicare card, Australian passport, visa (with a non-Australian passport), birth certificate or citizenship certificate.

ID type sighted		ID number	
State/territory of issue (if a licence)			

Language, cultural and educational background

In which town/city and country were you born?	
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Do you speak a language other than English at home? (If more than one, indicate the one spoken most often.)		
How well do you speak English?	☐ Very well ☐ Not well	☐ Well ☐ Not at all
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Torres Strait Islander	☐ Yes, Aboriginal ☐ Yes, both Aboriginal and Torres Strait Islander
Do you identify as having a disability, impairment or long-term condition?	☐ No ☐ Yes, physical ☐ Yes, learning ☐ Yes, acquired brain impairment ☐ Yes, medical condition	☐ Yes, hearing/deaf ☐ Yes, intellectual ☐ Yes, mental illness ☐ Yes, vision ☐ Yes, other
What is your highest completed school level?	☐ Year 12 or equivalent ☐ Year 10 or equivalent ☐ Year 8 or below ☐ Still attending school	☐ Year 11 or equivalent ☐ Year 9 or equivalent ☐ Never attended school
In which year did you complete this level?		
Have you successfully completed any of the following qualifications? (Tick all that apply.)	☐ No ☐ Advanced diploma / associate degree ☐ Certificate IV ☐ Certificate II ☐ Other certificate	☐ Bachelor degree or higher ☐ Diploma ☐ Certificate III ☐ Certificate I
Which best describes your current employment status?	☐ Full-time employee ☐ Self-employed – not employing others ☐ Employed – unpaid worker in a family business ☐ Unemployed – seeking part-time work	☐ Part-time employee ☐ Employer ☐ Unemployed – seeking full-time work ☐ Not employed – not seeking employment
Which best describes your main reason for undertaking this course?	☐ To get a job ☐ To start my own business ☐ To get a better job or promotion ☐ I wanted extra skills for my job ☐ For personal interest or self-development	☐ To develop my existing business ☐ To try for a different career ☐ It was a requirement of my job ☐ To get into another course of study ☐ Other

Support and individual needs

Are there any individual needs we should be aware of when planning	☐ No ☐ Yes (specify below)	☐ Not sure
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your training?			
If yes, please specify			
Do you consider you have adequate language, literacy and numeracy (LLN) skills for this course?	☐ Yes	☐ Not sure	
	☐ No		
Are you seeking credit transfer or recognition of prior learning (RPL)?	☐ Yes	☐ Not sure	
	☐ No		

Employer details (if applicable)

Trading name			
Representative name			
Contact number		Email	
Workplace address			

Enrolment agreement

By signing this form, I certify that the information provided is true and correct. I further certify that:

- I have reviewed the Student Handbook supplied to me and have been informed about my rights and obligations;
- I have reviewed the Schedule of Fees and Charges and have been informed of the refund policy;
- I have reviewed the relevant course information and have been informed of the training and assessment services to be provided and the units of competency to be completed; and
- The information I have provided in this form is true and correct.

Full name	
Signature	
Date	

Your privacy

Who is collecting your information. NNZMC Pty Ltd T/a Industry Skills Solutions (RTO 45974) collects the personal information on this form and handles it in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles and our Privacy Policy.

Why we collect it. To enrol you, deliver and support your training and assessment, verify your Unique Student Identifier (USI) with the USI Registry (or create one on your behalf if you ask us to), issue your certification, and meet our mandatory reporting obligations.

Bookings and payments. Bookings and payments for our training are managed by our associated entity, HMC Group Solutions Pty Ltd, which handles the booking and payment information it collects under its own privacy policy (www.hmcgroupsolutions.com.au/privacy-policy).

Where your records are held. Your enrolment, training, assessment and certification records are held by Industry Skills Solutions in our learner management system (aXcelerate) in Australia.

Who we disclose it to. Your information is disclosed to the National Centre for Vocational Education Research (NCVER) and to Commonwealth and State or Territory training authorities for statistical, regulatory and research purposes, as required under the National Vocational Education and Training

Regulator (Data Provision Requirements) Instrument 2020, as amended (see the VET Data Privacy Notice below). Where your training is funded or commissioned by an employer or industry client, your enrolment, progress, results and Statements of Attainment are disclosed to that employer as a primary purpose of the training; by enrolling in employer-funded or employer-commissioned training you consent to this disclosure. Any other disclosure to a third party is made only with your written consent or where required by law.

No marketing. Industry Skills Solutions does not use your personal information for marketing, and we do not sell or rent it.

Sensitive information. The questions about disability and Aboriginal or Torres Strait Islander origin collect sensitive information. We collect it with your consent, given through this form, or where its collection is required or authorised by law for national VET data reporting.

Access, correction and questions. You can ask to access or correct your personal information, or raise a privacy concern, by contacting our Privacy Officer, the Compliance Manager, at kerry@industryskillsolutions.com.au. Our full Privacy Policy is available at www.industryskillsolutions.com.au.

VET Data Privacy Notice

Under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, as amended, we must give you this notice before or at enrolment. It explains how your reportable VET data is collected, used and disclosed, including disclosure to the National Centre for Vocational Education Research (NCVER) and relevant Commonwealth and State or Territory authorities.

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 you do not provide the personal information we ask for on this form, we may not be able to process your enrolment or issue your certification.

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.

How we disclose your personal information

We may be 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 Centre for Vocational Education Research Ltd (NCVER). We may also be required to provide personal information to a state training authority which may then disclose that information to NCVER. NCVER is the National VET Data Custodian and is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

How NCVER and other bodies handle your personal information

NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act), the NVETR Act, and the Student Identifiers Regulation 2014 (Cth). NCVER may use and disclose your personal information 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.

NCVER may disclose your personal information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients.

Commonwealth and State and Territory government authorities who deal with or have responsibility for VET also have contracted IT operators that design, build, test, operate, maintain and host a VET data system used to collect and/or store VET data. VET data system operators are subject to a range of strict privacy, security, and confidentiality obligations. Your personal information may be used by VET data system operators to fulfil their contractual obligations, including ensuring that the VET data system is operating properly. VET data system operators and their contractors will be required to abide by the Australian Privacy Principles.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy at <https://www.ncver.edu.au/privacy>.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, which include the following:

- administration of VET, such as 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.

DEWR may be authorised by law to share "public sector data" with third parties, including under the Data Availability and Transparency Act 2022 (Cth) (DAT Act). "Public sector data" is defined in the DAT Act to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body..." and therefore includes any data collected by the Department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey from 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 NNZMC Pty Ltd T/a Industry Skills Solutions (RTO 45974) to do any of the following:

- 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.

Our details for this notice

Registered training organisation	NNZMC Pty Ltd T/a Industry Skills Solutions (RTO 45974)
Contact	Compliance Manager (Privacy Officer), kerry@industryskillssolutions.com.au, 1300 IND SKL (463 755)
Privacy Policy	www.industryskillssolutions.com.au (RTO_POL_1.14)
Overseas disclosure	We do not disclose your enrolment, training or VET data to overseas recipients. Booking and payment information handled by HMC Group Solutions may be processed outside Australia — see HMC Group Solutions' privacy policy.

Parent or guardian consent (students under 18)

This section must be completed where the student is under 18 years of age at the date of enrolment.

I confirm that I am the parent or legal guardian of the student named above. By signing below, I acknowledge and agree that:

- I have read and understood the information provided about the course, including the training and assessment the student will undertake;
- I consent to the student's enrolment in the qualification or unit(s) of competency named in this form with Industry Skills Solutions (RTO #45974);
- I have had the opportunity to ask questions about the course, the fees and any associated requirements before enrolment;
- I have read, understood and agree to support the student to comply with the RTO's policies and procedures, including the Student Code of Conduct, the Fees and Refunds Policy and the Privacy Policy;
- I have read the Your privacy statement and the VET Data Privacy Notice, and understand how the student's personal information is collected, used, stored and disclosed in accordance with the Privacy Policy and the RTO's VET data reporting obligations under the Data Provision Requirements; and
- The information provided in this enrolment form is true and correct to the best of my knowledge.

Full name of parent or guardian	
Relationship to student	
Signature	
Date	

Pre-enrolment — Language, Literacy, Numeracy and Digital Skills (LLND) assessment

The golden question — why, as a student, do I have to do this LLND assessment?

The standards for Registered Training Organisations (RTOs) were updated on 01/07/2025. As part of these updates, students are now formally required to undergo a pre-enrolment language, literacy, numeracy and digital skills assessment.

The purpose of this assessment is to ensure that the course you have selected is the best fit for you, and how you can be best supported throughout your training.

During this LLND assessment, if you enter a response to a question that is marked incorrect, we ask that you make contact with our support team to discuss. You can contact our support team by:

- Phoning us on (02) 6884 4624;
- Emailing us at hello@hmcgroupsolutions.com.au; or
- Dropping into one of our offices.

Q1. Safe Work Method Statement (SWMS)

Read the following excerpt from a SWMS document and answer the question below.

Excerpt: “All workers must wear safety glasses, steel-capped boots, and high visibility clothing. Hearing protection is required when operating plant or machinery.”

Which of the following Personal Protective Equipment (PPE) items are required under the above SWMS excerpt? (Select all that apply)

- A. Apron
- B. Safety Glasses
- C. Steel-Capped Boots
- D. High visibility clothing
- E. Hearing protection when operating plant and machinery
- F. All of the above

Q2. Instruction from your supervisor

You will need to listen to the audio file. To do this, scan the QR code, then, once you have listened to the file, answer the question below.

Which items did your supervisor instruct you to get from the toolbox?



Your answer

Q3. First aid equipment

Review the contents list for a workplace first aid kit below, then answer the question.

- 1 × accident report notebook with pencil
- 50 × adhesive strips (fabric, 72 × 19 mm)
- 4 × alcohol wipe sachets
- 1 × antiseptic liquid / sting relief (50 mL spray bottle)
- 1 × cold pack (instant, large)

- 10 × gauze swabs
- 2 × eye pads
- 5 × burn gel
- 10 × conforming bandages
- 2 × paper tape
- 2 × triangular bandages
- 3 × wound dressings (sterile)

During the response to a minor injury in the workplace you have used 3 gauze swabs and 1 conforming bandage from the above first aid kit's stock. How many remain? (Select one)

- A. 7 × gauze swabs and 9 × conforming bandages
- B. 10 × gauze swabs and 1 × conforming bandage
- C. 3 × gauze swabs and 6 × conforming bandages
- D. 6 × gauze swabs and 9 × conforming bandages
- E. All of the above

Q4. Write a text message

Review the scenario below, then complete the activity. Scenario: you are running late to work and are due to arrive in 10 minutes. Write a simple text message to your boss (Simone) letting her know you will be late.

Your text message

Office use only

Completed by ISS staff — please do not write in this section.

USI verified		ID sighted	
LLND assessment reviewed and support planned (Y/N)			
Enrolment approved by		Date	