



Application for Funded Traineeship Courses

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Instructions:

- Please use BLOCK LETTERS when completing this form
- Submit the completed application along with the following evidence.
 - Copies of all qualifications/courses/studies
 - Copy of any form of identification e.g. Driver's License or Birth Certificate or passport

Qualification	
<input type="checkbox"/>	BSB20120 Certificate II in Workplace Skills
<input type="checkbox"/>	BSB30120 Certificate III in Business
<input type="checkbox"/>	SIT20316 Certificate II in Hospitality
<input type="checkbox"/>	SIT30616 Certificate III in Hospitality
Employer/Workplace Details	
Business Legal Name:	
Business Trading Name:	
ABN:	
Location/Address:	
Contact No:	

Employee/Trainee Details	
Title:	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name:	
Family/Surname:	
Preferred Name:	
Date of Birth:	
Mobile No:	
Home/Work Phone No:	
Email:	
Home/Residential Address:	Street No: _____ Street Name: _____ Suburb: _____ Post Code: _____
Country of Birth:	
Nationality:	
Are you an Australian citizen or Permanent Resident Visa Holder	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employment Status:	<input type="checkbox"/> Part-time <input type="checkbox"/> Full-time
Language Proficiency	
Mother/First Language	
Do you speak another language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes (Please Specify) _____
How well you speak English?	<input type="checkbox"/> Well <input type="checkbox"/> Average <input type="checkbox"/> Poor

Academic Background	
<p>(USI) Unique Student Identifier Number: <i>(If you have not obtained this number yet, please refer to the instructions provided at the end of this form to set it up)</i></p>	
<p>Are you currently studying?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide the following details)</p> <p>Name of the School:</p> <p>Current Year of Study:</p>
<p>Have you completed High School?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide the following details)</p> <p>Name of the School:</p> <p>Completion Year:</p>
<p>Have You Completed Any Higher Qualifications?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide the following details)</p> <p>Name of the Institution:</p> <p>Completion Year:</p>
Health & Disability	
<p>Do you have an illness or disability that could affect the completion of the course that you will be enrolling in?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide details)</p> <p>.....</p> <p>.....</p> <p>.....</p>
<p>Do you have a concession card?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes (Please provide details)</p> <p>Card Number:</p> <p>Expiry Date:</p> <p>Issuing Authority:</p>

Emergency Contact

Full Name:	
Address:	
Relationship to you:	
Contact Details:	

Declaration:

I declare that the information I have provided in this application is true and correct to the best of my knowledge and I consent ATCWA to collect, use and disclose my personal information to applicable third parties as part of this traineeship program.

Signature:	Date:
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Submission of Your Application

Completed application and supporting documents can be submitted via email; admin@atwa.edu.au or in person at **8, Francis Street, Perth WA 6000**

For further information and enquiries, please contact us via email to;

k.stabback@atc.wa.edu.au

Additional Information for Trainee

Privacy Notice:

It is required that we collect your personal information for the purpose of enrolment and manage your enrolment in a vocational education and training (VET) course with us. It enables us to comply with our obligations as an RTO. Under the National Vocational Education and Training Regulator Act 2011, it is required for ATCWA to collect and disclose your personal information 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. For information about how the NCVER and other bodies handle your personal information, please check on <https://www.ncver.edu.au/>

Unique Student Identifier (USI)

You are advised and agree that you understand and consent that the personal information you provide in connection with your application for a Unique Student Identifier (USI) is collected by the Registrar as authorised by the Student Identifiers Act 2014 for the purposes of:

- applying for, verifying and giving a USI;
- resolving problems with a USI; and
- creating authenticated vocational education and training (VET) transcripts;

Your personal information may be disclosed to Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:

- the purposes of administering and auditing VET, VET providers and VET programs;
- education related policy and research purposes; and
- to assist in determining eligibility for training subsidies;
- VET Regulators to enable them to perform their VET regulatory functions;
- VET Admission Bodies for the purposes of administering VET and VET programs;
- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;

- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;

The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information on (<https://www.usi.gov.au/documents/privacy-policy>) or by contacting the Registrar on admin@usi.gov.au or telephone 1300 857 536,

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act 1988, including in relation to the misuse or interference of or unauthorized collection, use, access, modification or disclosure of USIs.

Disability Supplement Information

If you indicated the presence of a disability, impairment or long-term condition, please see the information below.

Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation.

Other

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.

Further Assistance

During the enrolment process, you will be provided with all the relevant course information that helps guide you into making a formal decision about the course which will reflect your existing skills and competencies and meet your needs. The ATCWA representative will assist you completing this form so you will be able to know further details of the course at the initial meeting.

ATCWA takes responsibility to ensure to support you throughout the training/assessment process.

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If at any point throughout your course you require assistance or support, please discuss these needs with your Trainer in the first instance. If you have any special needs, including language, literacy, numeracy, mobility, visual impairment or hearing, or any other disability that could limit your ability to undertake or complete the course, please contact ATCWA Student Support Services to cater for your needs.

Contact Details:

Phone: +61 8 6377 8270

Address: 8 Francis Street, Perth, WA 6000

Email: support@atc.wa.edu.au

Website: <https://atc.wa.edu.au/>