

JCE Positive Outcomes Enrolment Form

To be used for all traineeships and apprenticeships

If you have an enrolment enquiry:JCEPO Information Line:(02) 6258 0033Email:admin@jcepositiveoutcomes.com.au

JCEPO Student Support:

Services include: careers advice, counselling, disability support, financial assistance, migrant support, peer tutoring, student equity, youth support

Contact us: (02) 6258 0033 Locations : 2/55 Crofts Crescent, Spence, ACT 2615 Australia Suite 9, Grand Chancellor Hotel, 29 Cameron St Launceston, TAS 7250 Australia

www.jcepositiveoutcomes.com.au

Exceed your Expectations



RTO ID 88185



Personal details

1. Enter your full name *

Single name only [] (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)
First given name
Second given name (middle name)

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want [name of RTO] to apply for a USI on your behalf, **you must write your name, including any middle names, exactly as written in the identity document** you choose to use for this purpose. See section on the USI at the end of this form for a detailed explanation.

2. Enter your birth date

Day/month/year		
· · · · ·		

3. Gender (Tick ONE box only)

Male	
Female	
Other	

4. Enter your contact details

Home phone	Work phone
Mobile	Email address
Alternative email address (optional)	
Emergency Contact Name:	Emergency Contact No:

5. What is the address of your usual residence?

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. 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 (e.g. 205 or Lot 118)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	



6. What is your postal address (if different from usual residence)?

Building/property name	
Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	

La	nguag	e an	d cultural d	iversi	ty						
7.	In which	o count	try were you born Australia	?		101					
			Other – please	specify							
8.	•	•	a language other t re than one langua	•		nat is spo	oken i	most often)			
			No, English onl	у		12	01				
			Yes, other – ple	ease speci	fy						
		How v	well do you speak	English?	tick one box)						
			Very Well		Well			Not Well		Not at all	
9.	-		original or Torres s ersons of both Ab		-	ait Island	er ori	gin, mark both 'Y	es' boxes)		
			No			4					
		Yes, Aboriginal		1		3 (yes to both)					
	Yes, Torres Strait Islander		2								

Disability

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

Yes	□ Y	
No	🗌 N	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 for an explanation of the following disabilities.

Hearing/deaf	11
Physical	12
Intellectual	13
Learning	14
Mental illness	15
Acquired brain impairment	16
Vision	17
Medical condition	18
Autism Spectrum Disorder	
Other	19

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	12	
Year 11 or equivalent	11	
Year 10 or equivalent	10	
Year 9 or equivalent	09	
Year 8 or below	08	
Never attended school	02	Never completed any primary or secondary level
		education – go to question 14

In which year did you complete that school level:

In which Australian state did you compete that school level:

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

Yes	□ Y
No	🗌 N

Previous qualifications achieved

14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes	Π Υ	
No	🗌 N	No – go to question 16

15. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	008
Advanced diploma or associate degree	410
Diploma (or associate diploma)	420
Certificate IV (or advanced certificate/technician)	511
Certificate III (or trade certificate)	514
Certificate II	521
Certificate I	524
Other education (including certificates or overseas qualifications not listed above)	990



Employment

16. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract 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	01
Part-time employee	02
Self employed – not employing others	03
Self employed – employing others	04
Employed – unpaid worker in a family business	05
Unemployed – seeking full-time work	06
Unemployed – seeking part-time work	07
Not employed – not seeking employment	08

Study reason

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)

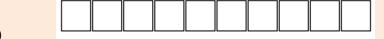
To get a job	01
To develop my existing business	02
To start my own business	03
To try for a different career	04
To get a better job or promotion	05
It was a requirement of my job	06
I wanted extra skills for my job	07
To get into another course of study	08
For personal interest or self-development	12
To get skills for community/voluntary work	13
Other reasons	11
	••••••

Unique Student Identifier (USI)

From 1 January 2015, we at JCE Positive Outcomes 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 <u>https://www.usi.gov.au/students/create-your-usi</u> on computer or mobile device.

18. Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/.



Unique Student Identifier (USI)



Qualification

Qualification Code	
Qualification Title	
Start Date (Expected)	End Date (Expected)

Student Declaration

ENROLMENT

I declare that to the best of my knowledge the information supplied above is correct and complete. I have read and accept the terms and conditions as described in the JCEPO Participant Manual including privacy and fees and refunds information.

By enrolling at JCEPO I agree to abide by JCEPO policies and student responsibilities as listed in the JCEPO participant manual.

I give permission for JCE Positive Outcomes to review and report my training progress to representatives from Apprenticeship Network Providers, Department of Education and Communities, ASQA, State Education and Training Directorate and my employer.

I understand that my enrolment may be cancelled if fees are not paid in full by the invoice due date.

Withdrawals and Refunds

I am aware that if I withdraw from my course after the JCE Positive Outcomes invoice due date, I will be liable for payment of the fees even if I have not attended classes or completed any work.

For further information, please refer to our RTO's present refund terms and conditions policy in our student handbook/website.

I (we) agree that the above information has been provided to all parties during this induction.

Participant Name	Signature	Date
Supervisor Name	Signature	Date
JCEPO Rep. Name	Signature	Date

If Participant is under 18 years of age

I have read the terms and conditions and agree to this enrolment.

Parent/Guardian Name:

Signature:	. Date:	//
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Induction Checklist

Outline of training program	Duration of the program
Completion of enrolment form	Selection of elective units
Verified ID: Driver's License/Passport/Student ID Visa/Medicare	USI Number provided
LLN assessment discussed and completed	Participant manual provided
Training Plan discussed and completed	Regularity and method of visits by trainer/assessor
Learning and assessment resources provided	Competence-Based Assessment and Assessment methods
Qualification to be issued on successful completion	Recognition of Prior Learning explained and offered
Student Hand Book provided	ASBA Concession card holder
Explanation of traineeship processes, roles and responsibilities of all parties	Early completion is a consideration. YES NO
JCE Positive Outcomes trainer and office contact details	Privacy Notice discussed
Fees and fee payment discussed	Debit form used
Payment option discussed	Appeal processes explained