

Personal Details			
<b>Full Name:</b> <i>(This must be your legal name as provided in the USI)</i>			
<b>First:</b>	<b>Middle:</b>	<b>Last:</b>	<b>Preferred Name:</b>
<b>DoB:</b> ___ / ___ / _____	<b>Gender ID:</b> (optional)	<b>Unique Student Identifier (USI):</b>	
A USI must be submitted when applying for a course - go to <a href="https://www.usi.gov.au">https://www.usi.gov.au</a> to register.			
<b>Phone:</b>		<b>Email:</b>	
<b>Street/ Unit No:</b>		<b>Street Name:</b>	
<b>Suburb:</b>			<b>Postcode:</b>
Emergency Contact Details			
<b>Full Name:</b>			
<b>Contact Number:</b>		<b>Relationship:</b>	
Organisation Details			
<b>Organisation Name:</b>			
<b>Street/ Unit No:</b>		<b>Street Name:</b>	
<b>Suburb:</b>			<b>Postcode:</b>
Course Details			
<input type="checkbox"/> CRFP301 Provide information and advice on correct child car restraints This is a pre-requisite unit for CRFPRL302 Install child car restraints.			
<b>Training Start Date:</b>		<b>Estimated Completion Date:</b>	
Credit Transfer and Recognition of Prior Learning			
<input type="checkbox"/> I have studied a similar course before and hold individual Units of Competency and want to apply for a direct Credit Transfer - <i>Please provide a copy of your Qualification and an Academic Transcript with the enrolment form.</i>			
<input type="checkbox"/> I would like to apply for Recognition of Prior Learning (Assessment Only Process).			

## Fees – Tuition and Assessment Resources

CRFP301 unit fee is **\$150.00\*** per person.

After successful completion of this unit, participants who complete the second unit CRFP302 may be eligible to have the \$150.00 course fee reimbursed. To be eligible for a reimbursement, participants are required to:

- Demonstrate competency to achieve a Statement of Attainment in **CRFP302**,
- Sign the Business Rules for Type 1 CCR Fitters,
- Agreed to provide a free CCR installation and inspection service for the general public, which are advertised on the [www.childcarrestraints.com.au](http://www.childcarrestraints.com.au) website.

If applicable, please provide your fee-waiver reference number below.

Fee-waiver reference number: \_\_\_\_\_

All participants who continue on to participate in CRFP302 are required to purchase an 'Accessory Pack' at **\$55.00\*\*** per pack when enrolling in Unit Two. The 'Accessory Pack' is required to facilitate the completion of all assessments of Unit Two. The 'Accessory Pack' is non-refundable once provided and remains the property of the participant after completion of the course. The 'Accessory Pack' includes:

- extension strap,
- spanner,
- anchor kit, and
- gated buckle.

\*This unit is part of a Nationally Accredited training course, as such, the unit fee is GST exempt.

\*\* This resource is required as part of a Nationally Accredited training course, as such, the 'Accessory Pack' fee is GST exempt.

## Payment Details

Upon receiving the enrolment form, an invoice for full payment of the unit fees will be emailed to the email address provided on this enrolment form.

I acknowledge that the enrolment will not be processed until full payment of the unit fee is received.

## Enrolment Declaration:

Name:	Date:	Signature:

Please submit this Enrolment Application via email to [roadwise@walga.asn.au](mailto:roadwise@walga.asn.au) including relevant documents.

- I give permission for my Employer to be informed on my course progress.
- I give permission for WALGA Training to search for my USI on my behalf.
- I confirm that I have received and read the WALGA Student Handbook.
- I agree and provide consent that photographs taken of me by WALGA staff during training can be used for marketing or promotional purposes i.e. social media, printed publications.

## AVETMISS DATA

As a Registered Training Organisation (RTO), WALGA Training must collect your personal information to process and manage your enrolment in a Vocational Education and Training (VET) course and annually report the AVETMISS DATA to NCVET.  
For more information, read the Privacy Policy and Notice on Page 4 of this form.

### Language and Cultural Diversity

In which country were you born?:  Australia  Other – please specify: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_ City of Birth: \_\_\_\_\_

Are you of Aboriginal or Torres Strait Islander origin?

For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' boxes.

No  Yes, Aboriginal  Yes, Torres Strait Islander

### Employment Status

Of the following categories, which best describes your current employment status? Tick ONE box only.

- Full time employee  Part time Employee  Self Employed – not employing others  
 Self employed – employing others  Employed – unpaid worker in family business  Unemployed – seeking fulltime work  
 Unemployed – seeking part time work  Not employed – not seeking employment

### Language, Literacy, Numeracy and Computer Skills

Is English your first language?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you experience difficulties in reading & writing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you require special assistance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you find working with numbers difficult?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

How would you rate your computer skills?:

- Never used a computer  I struggle to operate a PC  I am confident in Word/Excel  I am proficient in the full Office Suite

Do you speak a language at home other than English? (If more than one language please specify the language that is spoken more often):

- No, English only  Yes (please specify): \_\_\_\_\_

### Schooling/Education

What is your highest COMPLETED school level (Tick one box only):

- Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent  Year 9 or equivalent  
 Year 8 or below  Never attended school  Never completed any primary or secondary school level  
 Still enrolled in secondary school or senior education

Qualifications achieved – Please tick ALL applicable boxes:

- None achieved  Bachelor's degree or higher  Adv Diploma or Associate Degree  
 Diploma (or associate Diploma)  Certificate IV (or advanced certificate technician)  Certificate II  
 Certificate I  Certificates other than the other  
 What is the highest qualification you hold: \_\_\_\_\_

### Disability

Do you consider yourself to have a disability, impairment, or long-term condition?:  Yes  No

If Yes, please select the area(s) in the following list (you may indicate more than one).

- Hearing impaired/ deaf  Physical  Intellectual  Learning  Mental illness  
 Acquired brain impairment  Vision impaired  Medical condition  Other: \_\_\_\_\_

## WALGA Privacy Policy

WALGA Training is committed to the protection of personal information.

Our Privacy Policy ensures that WALGA Training meets its obligations as defined in the Privacy Act 1988 and complies with the Australian Privacy Principles (APPs).

As a Registered Training Organisation (RTO 51992), WALGA Training is required to keep enrolment and assessments results for 30 years. WALGA Training reserves the right to retain the work for these purposes without expressed consent.

### **Privacy Notice**

#### **Why do we collect your personal information?**

As a Registered Training Organisation (RTO), WALGA Training must collect your personal information to process and manage your enrolment in a Vocational Education and Training (VET) course.

#### **How do we disclose your personal information?**

WALGA Training is required by law under the *National Vocational Education and Training Regulator Act 2011* to disclose the personal information we collect about you to the National Centre for Vocational Education Research Ltd (NCVER).

#### **How will NCVER and other bodies handle your personal information?**

NCVER is committed to managing personal information in an open and transparent way. NCVER will collect, hold, use and disclose personal information in accordance with the law and are committed to only collect information they need to do their work including:

- the Privacy Act 1988 (Privacy Act), including the Australian Privacy Principles (APPs)
- Subdivision B of the National Vocational Education and Training Regulator Act 2011 (NVETR Act)
- Divisions 4 and 5 of the Student Identifiers Act 2014 (SI Act) and the Student Identifiers Regulations
- the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020
- the National VET Data Policy.

Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET activities; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the Australian VET market.

NCVER is authorised to disclose information to the Australian Government, the 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.

For more information about how 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).

If you would like to seek access to or correct your information, in the first instance, please contact WALGA Training in writing.

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>

### **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 WALGA 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

Western Australian Local Government Association (WALGA) - RTO Code 51992

ONE70 Level 1, 170 Railway Parade West Leederville WA 6007

E: [training@walga.asn.au](mailto:training@walga.asn.au) P: (08) 9213 2088 W: [www.walga.asn.au/training](http://www.walga.asn.au/training)