

Enrolment Information Sheet

Our contact details

Website	www.spectra-training.com
Phone number	1300 808 010
Email	info@spectra-training.com

Website

You can access the following documents on the front page of our website by clicking 'Information and documentation for participants':

1. Fees, credits and refunds policy
2. Organisational code of practice
3. Complaints and appeals process and forms
4. Participant handbook

Participant Handbook

You can access and download our Participant Handbook from our website. This is located on the front page of our website, by clicking 'Information and documentation for participants'.

The Handbook contains useful information including our:

1. Complaints and appeals process
2. Student support services
3. Assessment methods
4. Training delivery
5. Student rights and responsibilities
6. Fees and refunds policy overview
7. Privacy policy overview

You can download the Participant Handbook or read it online. Alternatively, we can provide you with a copy upon request.

If you are under 18

A parent or legal guardian must sign the 'Parent or Legal Guardian Declaration'. You will need to provide this to your trainer at induction.

Your Spectra trainer may discuss any aspect of your training with your parent or legal guardian whilst you are under the age of 18.

If you are undertaking an Apprenticeship, Traineeship or your employer is paying for your course

Your Spectra trainer may discuss a number of aspects of your training program with your employer. This may include:

- Discussing your progress through your program
- Establishing dates for your workshops, coaching and assessments
- Requesting supervisor reports or workplace samples for the purpose of assessment
- Discussing workplace coaching options to assist you to complete your course

Unique Student Identifier (USI)

From 1 January 2015, you will need to obtain a USI in order for Spectra Training to issue you a qualification or statement of attainment.

If you do not already hold a USI, you can obtain one via the USI website (www.usi.gov.au) or request that we obtain one on your behalf.

If you request that Spectra Training obtain a USI on your behalf

You must provide us with all the requested information. If the information requested is not provided, or is inaccurate, it may affect our ability to obtain a USI on your behalf. The personal information that Spectra Training must provide to the Student Identifiers Registrar to obtain a USI is:

- your name;
- your date of birth;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details

Spectra Training will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

Personal Information and Privacy

The personal information that we collect from you and provide to the Student Identifiers Registrar is protected by the Privacy Act 1988. The collection, use and disclosure of your USI is protected by the Student Identifiers Act 2014.

Please refer to the Student Identifiers Registrar's Privacy Policy (www.usi.gov.au/Pages/privacy-policy.aspx), which contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

USI application form

1 Your details

Name*: _____

Date of birth: _____

**Your name must match exactly the name you entered when you obtained a USI, or:*

- *if you will be obtaining one yourself – the name as listed on the form of identification that you will provide*
- *if Spectra Training will be obtaining one for you – the name as listed on the form of identification that you have provided.*

2 USI

Do you have a USI?

- Yes, it is: _____ *(no further information required)*
- No, but I will obtain this myself from www.usi.gov.au *(send your USI to usi@spectra-training.com or provide it to your trainer)*
- No, I would like Spectra Training to obtain this on my behalf *(go to section 3)*

3 Details necessary for obtaining a USI

What is your preferred method of contact? Your USI will be sent here.

- Email Mobile Mail

Town/city of birth (and country, if not Australia): _____

Provide a copy of one of the following forms of identification:

- | | |
|--|---|
| <input type="checkbox"/> Driver's licence | <input type="checkbox"/> Birth Certificate (Australian) |
| <input type="checkbox"/> Medicare Card | <input type="checkbox"/> Certificate Of Registration By Descent |
| <input type="checkbox"/> Australian passport | <input type="checkbox"/> Citizenship Certificate |
| <input type="checkbox"/> Visa (with Non-Australian Passport) | <input type="checkbox"/> Immi Card |

4 Privacy Declaration

I agree that: I have been provided with the Spectra Training Enrolment Information Sheet; and understand and consent that the personal information I have provided in connection with an application for a USI:

- is collected by the Student Identifiers Registrar 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;
- 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;
 - researchers for education and training related research purposes;
 - any other person or agency that may be authorised or required by law to access the information;
 - any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without their consent unless authorised or required by or under law.

Signature: _____

Date signed: _____