Domestic Enrolment Form

PART A - ENROLMENT DETAILS

Qualification/Course	☐ 11147NAT - Diploma of Project Controls ☐ ICT50220 - Diploma of Information Technology	
Proposed Commencement Date		
Current Student of Project Controls Institute	☐ Yes	☐ No
If yes, please provide Student ID number		

Recognition of Prior Learning (RPL)

Do you wish to apply for RPL	☐ Yes	☐ No
If yes, then one of our administration team will be get in touch for further processing.		

PART B - PERSONAL DETAILS

Surname		**Given Name**	
Please provide your full name as it appears on your Unique Student Identifier (USI) record, including any middle names. If you do not yet have a USI and would like Project Controls Institute, Australia to apply for one on your behalf, you must provide your name exactly as it appears on your identification document (*Passport, Drivers licence*, ...) Please refer to the USI section at the end of this form for further information.			
Date of Birth		**Email Address**	
Gender	☐ Male	☐ Female	☐ Other ☐ Prefer not to say
Home Phone		**Mobile Phone**	

Please provide your usual residential address, including the street number and name (not a PO Box). Do not use a temporary address where you may be staying for training, work, or other short-term purposes. If you live in a rural area, use your state or territory's rural property addressing or numbering system. You may also include the building or property name if applicable, such as a building, apartment complex, homestead, or community name.					
Unit Number		**Street Number and Name**			
Suburb/Town		**State / Territory**		**Post Code**	

Postal Address, if different from the above	

PART C - DISABILITY

Do you consider yourself to have a disability, impairment, or long -term condition that will affect your study	☐ Yes	☐ No, Proceed to Part D

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 at the back of this form for an explanation of the following disabilities.

Hearing / Deaf (11) ☐	Learning (14) ☐	Vision (17) ☐	Physical (12) ☐	Mental illness (15) ☐
Medical Condition (18) ☐	Intellectual (13) ☐	Acquired Brain Impairment (16) ☐	Other (19) ☐	

Other Disability/s not mentioned:

PART D - LANGUAGE AND CULTURAL DIVERSITY

Country of Birth	☐ Australia (1101) ☐ Other, please specify _____
Do you speak a language other than English at home? If more than one language is spoken, please indicate the language used most often.	☐ English only (1201) ☐ Other, please specify _____
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, please select "Yes" for both.)	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait

PART E - SCHOOLING

What is your highest completed school level? (Tick one box only)
If you are currently in secondary school, select the highest year you have completed (not your current year level).

☐ 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]

If you answered this question, proceed to Part F.

Are you still enrolled in secondary or senior secondary education?	Yes ☐	No ☐

PART F - PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the qualifications listed below? Yes ☐ No ☐

- ☐ 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]
- ☐ None

PART G - EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick one box only)

For casual, seasonal, contract, or shift work, use your current weekly hours to determine your status:

- *Full-time = 35 hours or more per week*
- *Part-time = 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]

PART H - STUDY REASONS

Of the following categories, which best describes your main reason for 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]
- ☐ Other reasons [11]
- ☐ For personal interest or self-development [12]

Domestic Enrolment Form

PART I - Language, Literacy, Numeracy and Digital Capability (LLND)

Do you require additional support with language, literacy, or numeracy?	☐ Yes	☐ No
Do you require additional support with Digital Capability? *(Ability to use LMS/Online Platforms)*	☐ Yes	☐ No
If you answered **Yes** to the above LLND questions, please provide a brief overview of your LLND support below.		

PART J - UNIQUE STUDENT IDENTIFIER (USI)

Project Controls Institute, Australia is unable to issue 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).
If you have not yet obtained a USI Number, you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on your computer or mobile device.

Enter your USI, if you already have one										

If you do not have a Unique Student Identifier (USI), would you like Project Controls Institute, Australia to apply for one on your behalf?

☐ Yes – please complete the USI Consent Form
☐ No – proceed to the next section

PART J – NEXT of KIN /EMERGENCY CONTACT

Please provide details of a person we may contact in the event of an emergency during your participation in training. Ensure that the nominated person is aware they have been listed as an emergency contact and has consented to their details being provided to Project Controls Institute, Australia.

Name		Relationship to you:	
Address			
Mobile		Other contact No:	
Email			

PRIVACY NOTICE

This confidential enrolment form collects personal information about you. The primary purpose of collecting this information is for administrative, regulatory, and/or reporting purposes, and to ensure the course is appropriate for your needs.

All staff at Project Controls Institute, Australia are required to handle and protect your personal information in accordance with applicable privacy laws. Further information is provided in the Privacy Notice at the end of this form.

Project Controls Institute, Australia is committed to protecting your personal information and managing it in accordance with the **Privacy Act 1988**, the National Vocational Education and Training Regulator Act 2011 (Cth), and the Data Provision Requirements 2012.

Collection of Personal Information

We collect personal information from you for the primary purpose of processing and managing your enrolment in a vocational education and training (VET) course, delivering training and assessment services and meeting our obligations as a Registered Training Organisation (RTO).

If you do not provide the required personal information, we may be unable to proceed with your enrolment or deliver training and assessment services to you.

Use of Personal Information

Your personal information may be used for:

- Processing your enrolment and managing your course participation
- Delivering training, assessment and student support services
- Monitoring course progress and outcomes
- Communicating with you about your enrolment and training
- Complying with legal, regulatory and reporting obligations

Disclosure of Personal Information

Your personal information may be disclosed to third parties where required or authorised by law, including:

- The National Centre for Vocational Education Research Ltd (NCVER) for inclusion in the National VET Data Collection
- Relevant Commonwealth, State, or Territory government departments and authorised agencies
- Regulatory bodies and auditors (e.g. ASQA)
- Third-party service providers engaged by Project Controls Institute, Australia to deliver services on our behalf (who are required to maintain confidentiality)

Under the National Vocational Education and Training Regulator Act 2011 (Cth), we are required to disclose your personal information to NCVER. NCVER may use, disclose, or publish this information in accordance with the Data Provision Requirements 2012. This may include sharing de-identified data for statistical, research and policy development purposes.

Data Collection and Reporting

Your personal information will be collected and reported in accordance with the Data Provision Requirements 2012 and current AVETMISS standards. Data provided to NCVER may be used for statistical, administrative, regulatory and research purposes; however, any public reporting will not identify you personally.

Privacy and Security
Project Controls Institute, Australia takes reasonable steps to ensure your personal information is:

- Protected from misuse, interference, loss, and unauthorised access
- Stored securely and accessed only by authorised personnel
- Used only for legitimate and lawful purposes

We do not sell or trade your personal information.

Access and Correction
You have the right to request access to, and correction of, your personal information held by Project Controls Institute, Australia. Requests should be made in writing in accordance with our Privacy Policy.

Further Information

For more information about how your personal information is handled, please refer to our Privacy Policy or contact Project Controls Institute, Australia directly.

NCVER – Privacy Notice

Under the National Vocational Education and Training Regulator Act 2011 (Cth), Project Controls Institute, Australia is required to collect and disclose your personal information for inclusion in the National VET Data Collection.

The National Centre for Vocational Education Research Ltd (NCVER) is responsible for managing this data and may use and disclose your information for:

- VET administration and regulation
- Statistical analysis and research
- Surveys and data linkage
- Understanding the VET sector and informing policy

NCVER may disclose your information to:

- Australian Government and State/Territory authorities
- VET regulators
- Approved research organisations

All personal information is handled in accordance with the **Privacy Act 1988**.

For further information, please refer to the NCVER Privacy Policy:
www.ncver.edu.au/privacy

You may be contacted to participate in a survey conducted by NCVER or an authorised agency. Participation is voluntary, and you may opt out at the time of contact.

You may contact Project Controls Institute, Australia at any time to:

- Access or correct your personal information
- Make a complaint about privacy handling
- Request further information

You can access the Privacy Policy of Project Controls Institute, Australia at www.pci.edu.au

Student Declaration

I declare that the information I have provided in this enrolment form is true and correct to the best of my knowledge.

I confirm that I have been provided with access to, and have read and understood, the following:

- Course information, including entry requirements, course structure, and fees
- The Refund Policy
- The Privacy Notice, including how my personal information will be collected, used, and disclosed

Course Delivery and Study Commitment

I understand that:

- This course can be delivered through scheduled virtual workshops, and/or blended solution of online and workshops
- I am required to attend and actively participate in all scheduled sessions
- The course includes a self-directed learning component in addition to scheduled training
- I am expected to commit sufficient time to complete all learning and assessment requirements

Student confirmation: ☐ Yes

Fees and Enrolment Acknowledgement

I confirm that:

- I have been provided with and understand the fees associated with this course
- I understand my financial obligations in relation to this enrolment

Student confirmation: ☐ Yes

USI Acknowledgement

I understand that:

- I must provide a valid Unique Student Identifier (USI) to receive a nationally recognised qualification or Statement of Attainment
- If I do not provide a valid USI, Project Controls Institute, Australia is unable to issue my certification

Student confirmation: ☐ Yes

Privacy and NCVER Acknowledgement

I understand that:

- Project Controls Institute, Australia is required to collect and report my personal information to the National Centre for Vocational Education Research Ltd (NCVER) for the National VET Data Collection
- My personal information may be used or disclosed for statistical, administrative, regulatory and research purposes
- I may be contacted to participate in surveys relating to my training and that participation is voluntary

Student confirmation: ☐ Yes

Consent to Contact

I consent to being contacted by Project Controls Institute, Australia regarding my enrolment, training and related services.

Student confirmation: ☐ Yes

Student Declaration

I understand that providing false or misleading information may affect my enrolment.

Student Name			
Student Signature		Date	

PCI staff approval / Name			
PCI Signature		Date	

DISABILITY SUPPLEMENT

Disability in this context does not include short-term health conditions such as a fractured limb, influenza, or conditions that are corrected (e.g. vision corrected by glasses or contact lenses).

If you have a disability, impairment, or long-term medical condition, please select the option(s) that best describe your situation.

Disability Categories

11 - Hearing / Deaf
Hearing impairment refers to a partial or total loss of hearing, which may be mild, moderate, severe, or profound. A person who is deaf may rely primarily on visual forms of communication, such as lip reading, gestures, or sign language.

12 - Physical
A physical disability affects mobility or dexterity and may involve total or partial loss of a part of the body. It may be present from birth or acquired through illness, injury, or accident (e.g. cerebral palsy, arthritis, amputation).

13 - Intellectual
An intellectual disability involves limitations in intellectual functioning and adaptive behaviour, originating before the age of 18.

14 - Learning
Learning disabilities refer to difficulties in acquiring and using skills such as listening, speaking, reading, writing, reasoning, or mathematics. These may affect learning across the lifespan.

15 - Mental Illness
Mental illness refers to psychological or emotional conditions that affect thinking, behaviour, or mood and may impact daily functioning.

16 - Acquired Brain Impairment
Acquired brain impairment refers to damage to the brain occurring after birth, resulting in changes to cognitive, physical, emotional, or independent functioning. Causes may include trauma, illness, or neurological conditions.

17 - Vision
Vision impairment includes partial or total loss of sight, including blindness. It may be present from birth or acquired.

18 - Medical Condition
A medical condition may be temporary or ongoing and can affect a person's physical or mental wellbeing (e.g. asthma, diabetes, chronic illness). These conditions may fluctuate in severity.

19 - Other
A disability, impairment, or long-term condition not covered by the categories above. This includes conditions such as autism spectrum disorder