Evidence of identity (EOI) documents must be made up of three matching original EOI documents. A copy must be retained, excepting a financial institution debit/credit card, on the applicant’s file. You are required to keep a record that a debit/visa card was one of the original documents sighted. The three documents can be made up of:

|  |  |  |
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| **One category A + two category B** | **OR** | **Two category A + one category B** |

At least one category A document must be photographic and show a full name and date of birth (DOB).

|  |  |  |
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| **CATEGORY A DOCUMENTS** | | |
| ✓ | **Document** | **Status** |
| 🞎 | Australian Birth Certificate - full (not an Extract or a Commemorative Certificate) | **Current** |
| 🞎 | Bicentennial Birth Certificate (born in 1988) |
| 🞎 | Australian Citizenship Certificate/Naturalisation Certificate |
| 🞎 | Department of Immigration and Border Protection (DIBP)   * Certificate of Evidence of Resident Status * Visa Evidence Card (with PLO56 Visa) |
| 🞎 | Queensland or Federal police officer photo identity card. |
| 🞎 | Queensland High Risk Work licence (photographic) |
| 🞎 | Australian Passport (including Australian Document of Identity) | **Current or expired**  **less than two years** |
| 🞎 | Foreign Passport |
| 🞎 | Australian photo driver licence |
| 🞎 | Queensland Accreditation/Authorisation (laminated)   * Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate * Bus; taxi; limousine driver |
| 🞎 | DIBP - ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted. | **Valid up to five years  after issue** |
| 🞎 | Queensland Card 18+ (laminated) | **Issued after 01/01/1992** |

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| **CATEGORY B DOCUMENTS  Must be Australian Issued Documents** | | |
| ✓ | **Document** | **Status** |
| 🞎 | Australian Defence Force photo identity card (excluding civilians) | **Current** |
| 🞎 | Australian Firearm Licence (with photo) |
| 🞎 | Australian Security Guard/Crowd Controller Licence (with photo) |
| 🞎 | Department of Veterans’ Affairs/Centrelink Pensioner Concession Card (including Healthcare card) |
| 🞎 | Education institution student identity document (must include photo and/or signature) |
| 🞎 | Financial institution debit/credit card (must include signature and  embossed/printed name) |
| 🞎 | Medicare card (Green, Blue or Yellow) |
| 🞎 | Interstate government-issued or government-approved Proof of Age Card |
| In circumstances where a student cannot provide the above specified identification, the RTO should contact the Office of Industrial Relations for advice. | | |

**LEARNER SUPPORT**

To determine if you need support to successfully undertake this course it is important Blue Dog Training can evaluate your preferred way of learning, including your knowledge and skill in reading, writing, numeracy and communication.

Please complete the questions in the table below. If you answered ‘No’ to any questions, Blue Dog Training will be in contact with you to provide access to learner support throughout your training. (one-on-one support is available from a qualified Trainer and Assessor by contacting the Blue Dog Training office between 7:30am and 5:00pm Monday to Friday.)

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| **Can you:** | **Yes** | **No** |
| Write in paragraphs? |  |  |
| Use a mobile phone to search on the internet? |  |  |
| Write a text message **without** using abbreviations and emoticons (e.g.emoji)? |  |  |
| Understand every day ratios? (e.g. calculating how a cost of $20.00 p/h = $80.00 for four hours) |  |  |
| Read an instruction manual or a recipe and follow the steps? |  |  |
| Explain what 10% of $100 is to another person? |  |  |
| Solve multiplication and division problems? |  |  |
| **Do you:** |  |  |
| Look up the meaning of words in a dictionary? (either in a book or on-line) |  |  |
| Ask questions to learn more? |  |  |
| Listen for emotion in someone’s voice? (e.g. sad, angry) |  |  |
| Use gestures (sign/signals) and facial expressions to communicate? |  |  |
| **Office Use Only – Details of Support Provided** | | |
|  | | |

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| **PERSONAL DETAILS** | | | | | | | | | | |
| **What is your full name?** | |  | **What is your gender?** (Tick ONE) | | | **What is your date of birth?** | | | | |
| (Please write the name used for your USI, including any middle names) | |  | Male | 🞎 |  | dd/mm/yyyy: |  |  |  | |
| Family name (surname): |  |  | Female | 🞎 |  |  | | | | |
| Given names: |  |  | Other | 🞎 |  |  | | | | |
| **What is your contact number?** | |  | **What is your email address/s?** | |  |  | | | | |
| Home phone |  |  | Email address: | |  | | | | | |
| Mobile number: |  |  | Alternative email: | |  | | | | | |
| **What is the address of your usual residence?** | |  | **What is your postal address?** | | Same as residential | | | | | 🞎 |
| Building/property name: |  |  | Building/property name: | |  | | | | | |
| Flat/unit details: |  |  | Flat/unit details: | |  | | | | | |
| Street or lot number: |  |  | Street or lot number: | |  | | | | | |
| Street name: |  |  | Street name/PO Box: | |  | | | | | |
| Suburb, locality or town: |  |  | Suburb, locality or town: | |  | | | | | |
| State/territory: |  |  | State/territory: | |  | | | | | |
| Postcode: |  |  | Postcode: | |  | | | | | |

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| **LANGUAGE AND CULTURAL DIVERSITY** | | | | |
| **In which country were you born?** | |  | **What is your current citizenship status?** | |
| Australia | 🞎 |  | Australian or New Zealand Citizen | 🞎 |
| Other – please specify below | 🞎 |  | Permanent resident of Australia | 🞎 |
|  | |  | Holder of a refugee or humanitarian visa | 🞎 |
|  | |  | Work Visa | 🞎 |
| **Do you speak a language other than English at home?** | |  | **Are you of Aboriginal or Torres Strait Islander origin?** | |
| (If more than one language, indicate the one that is spoken most often) | |  | (For both Aboriginal and Torres Strait Islander origin, mark two boxes) | |
| No, English only | 🞎 |  | No | 🞎 |
| Yes, other – please specify below | 🞎 |  | Yes, Aboriginal | 🞎 |
|  | |  | Yes, Torres Strait Islander | 🞎 |

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| **DISABILITY** | | | | |
| **Do you consider yourself to have a disability,  impairment or long-term condition?** | |  | **Are you a Centrelink Healthcare Card holder?** | |
| No | 🞎 |  | No | 🞎 |
| Yes | 🞎 |  | Yes – copy attached | 🞎 |
| **If yes, please select the area(s) from the following list:** |  |  |  |  |
| Hearing/deaf | 🞎 |  | Physical | 🞎 |
| Intellectual | 🞎 |  | Learning | 🞎 |
| Mental Illness | 🞎 |  | Acquired brain impairment | 🞎 |
| Vision | 🞎 |  | Other – please specify below | 🞎 |
| Medical condition | 🞎 |  |  | |

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| **SCHOOLING** | | | |
| **Are you still enrolled in secondary or senior secondary education?** | | | **What is your highest COMPLETED school level?** (Year 12, 11, 10 etc.) |
| No | 🞎 |  |  |
| Yes – please specify below | 🞎 |  | **In what year did you complete your schooling?** |
|  | |  |  |

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| **PREVIOUS QUALIFICATION ACHIEVED** | | | | |
| **Have you successfully completed any of the qualifications below?** (Please attach copies of any certificates/qualifications) | | | | |
| No | 🞎 |  | Yes – Certificate III (or trade certificate) | 🞎 |
| Yes – Bachelor’s degree or higher degree | 🞎 |  | Yes - Certificate II | 🞎 |
| Yes – Advanced diploma or associate degree | 🞎 |  | Yes - Certificate I | 🞎 |
| Yes – Diploma (or associate diploma) | 🞎 |  | Yes – Other education | 🞎 |
| Yes – Certificate IV (or advanced certificate/technician) | 🞎 |  |  | |

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| **EMPLOYMENT STATUS** | | | | |
| **Of the following, which best describes your current employment?** (Tick ONE) | |  | **How many years have you been employed within Building & Construction?** | |
| Full-time employee | 🞎 |  | New to Building & Construction | 🞎 |
| Part-time employee | 🞎 |  | 1 to 3 years | 🞎 |
| Self employed – not employing others | 🞎 |  | 4 to 10 years | 🞎 |
| Self employed – employing others | 🞎 |  | 10+ years | 🞎 |
| Employed – unpaid worker in a family business | 🞎 |  |  | |
| Unemployed – seeking full-time work | 🞎 |  | **What is your current employer's business name?** | |
| Unemployed – seeking part-time work | 🞎 |  |  | |
| Unemployed – not seeking employment | 🞎 |  |  | |

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| **STUDY REASON** | | | | |
| **Of the following categories, which best describes the main reason you are undertaking this course?** (Tick ONE) | | | | |
| To get a job | 🞎 |  | It was a requirement of my job | 🞎 |
| To develop my existing business | 🞎 |  | I wanted extra skills for my job | 🞎 |
| To start my own business | 🞎 |  | To get into another course of study | 🞎 |
| To try for a different career | 🞎 |  | For personal interest or self-development | 🞎 |
| To get a better job or promotion | 🞎 |  | Other reasons – please specify below | 🞎 |
|  |  |  |  | |
| **HOW DID YOU HEAR ABOUT BLUE DOG TRAINING?** | | | | |
| **Of the following categories, select the one which best describes how you heard about this course.** | | | | |
| Former Blue Dog Apprentice | 🞎 |  | Social Media | 🞎 |
| Employer | 🞎 |  | Merchandise | 🞎 |
| Construction Skills Queensland (CSQ) / DESBT | 🞎 |  | Referral | 🞎 |
| QBCC | 🞎 |  | Other – please specify below | 🞎 |
| Google Search | 🞎 |  |  | |

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| **UNIQUE STUDENT IDENTIFIER (USI)** | | | | | | | **Create one at www.usi.gov.au/create-your-USI/.** For more info, visit **https://www.usi.gov.au/about**. | | | | | | |
| **Enter your Unique Student Identifier (USI)** | | | | | | | | | | |  | **Town of Birth** | |
|  |  |  |  |  |  |  | |  |  |  |  |  | |
|  | | | | | | | | | | | | | |
| [I authorise Blue Dog Training to search or apply for a USI on my behalf as per sub-section 9(2) of the Student Identifiers Act 2014] | | | | | | | | | | | | | 🞎 |

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| **Advice to RTOs**: if you want to apply for USIs on behalf of your students (clients), please use the questions in the following section. Alternatively, a copy of the ID document can be obtained instead of recording this information. You may remove the following section if you will not be applying for USIs for students.  **Australian birth certificate:** note that different details are required depending on the jurisdiction of issue. RTOs who wish to include the birth certificate option in their enrolment form should note the information items required set out at:  <http://usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_(australian).aspx>  Alternatively, you may wish not to include ‘birth certificate’ in your form. |

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| **USI APPLICATION THROUGH YOUR RTO (if you do not already have one)** |

**Application for Unique Student Identifier (USI)**

If you would like us, Blue Dog Training, to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ authorise Blue Dog Training to apply pursuant sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

* I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

|  |  |
| --- | --- |
| Town/City of Birth |  |
| *(please write the name of the Australian or overseas town or city where you were born)* | |

We will also need to verify your identity to create your USI.

**Please provide details for one of the forms of identity below (numbered 1 to 8).**

**Please ensure that the name written in ‘Personal Details’ section is exactly the same as written in the document you provide below.**

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| **1. Australian Driver’s Licence** | | | | | | |
| State: |  | |  | Licence Number: | |  |
| **2. Medicare Card** | | | | | | |
| Medicare card number: |  | |  | **Card Colour:** | | |
| Individual reference number: |  | |  | Green | 🞎 | |
| *(next to your name on Medicare card)* | | |  | Yellow | 🞎 | |
| Expiry date: (MM/YYYY) |  |  |  | Blue | 🞎 | |
| **3. Australian Birth Certificate** | | | | | | |
| State/Territory: |  | | | | | |
| *Details vary according to State/Territory (see note above)* | | | | | | |
| **4. Australian Passport** | | | | | | |
| Passport number: |  | | | | | |
| **5. Non-Australian Passport (with Australian Visa)** | | | | | | |
| Passport number: |  | |  | Country of issue: | |  |
| **6.Immicard** | | | | | | |
| Immicard Number: |  | | | | | |
| **7. Citizenship Certificate** | | | | | | |
| Stock number: |  | |  | Acquisition date: (DD/MM/YYYY) | |  |
| **8. Certificate of Registration by Descent** | | | | | | |
| Acquisition date: (DD/MM/YYYY) |  | | | | | |

In accordance with section 11 of the Student Identifiers Act 2014, Blue Dog Training will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.

|  |
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| **Advice to RTOs**: The *Student Identifiers Act 2014* (s.11) requires RTOs to destroy personal information collected from individuals **solely** for the purpose of applying for a USI on their behalf as soon as practicable after the application has been made or the information is no longer needed for that purpose. If you are required by or under a law to retain this information, then you may wish to include a statement on the form to explain that.  Under Standard 3.6 (d), you are required to ensure the security of the USI and all related documentation under your control, including information stored in your student management systems. |

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| **PRIVACY NOTICE** |

Under the *Data Provision Requirements 2012*, BLUE DOG TRAINING is required to collect personal information about you and to disclose that personal

information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by BLUE DOG TRAINING for statistical, administrative, regulatory and research purposes. BLUE DOG TRAINING may disclose your personal information for these purposes to:

* + Commonwealth and State or Territory government departments and authorised agencies; and
  + NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

* + Populating authenticated VET transcripts;
  + facilitating statistics and research relating to education, including surveys and data linkage;
  + pre-populating RTO student enrolment forms
  + understanding how the VET market operates, for policy, workforce planning and consumer information; and
  + administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all9

NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

|  |
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| **Student Declaration** |

**By submitting this form, I am applying to enrol in the course White Card**

* + I have been provided with sufficient information (e.g. student handbook, pre-enrolment information, and course and fee information) in which to make an informed decision prior to enrolment.
  + To the best of my knowledge, all the information I have provided to Blue Dog Training is true and correct. I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.
  + I agree to abide by the policies and procedures of Blue Dog Training outlined in the Student Handbook on the Blue Dog Training website.
  + I’ve completed the Learner Support, Language and Numeracy section of this enrolment form and I understand Blue Dog Training’s method/strategy to make support available. That is one-on-one support is available from a qualified Trainer and Assessor by contacting the Blue Dog Training office between 7:30am and 5:00pm Monday to Friday.
  + I am aware that I may receive a National Centre for Vocational Education Research (NCVER) student survey and that I may be required to participate in an evaluation or survey.
  + I have read the USI privacy information available below and consent to the collection, use and disclosure of my personal information https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf

This information is available on the Blue Dog Training Website under resources: <https://bluedogtraining.com.au/courses/resource>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student name:** |  | **Student signature:** |  | **Date:** |
|  |  |  |  |  |

Signature of Parent / Guardian / Teacher if student is under 18 years of age

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Parent / Guardian / Teacher Name:** |  | **Parent / Guardian / Teacher signature:** |  | **Date:** |
|  |  |  |  |  |