

AVETMISS VER 8.0

For reporting period 01 Jan – 31 Dec 2024
Standard enrolment questions

Serial No.

PACI office use only



This form must be filled in electronically using Adobe Acrobat Reader (free version). You must download and use the latest version.
Link: <https://get.adobe.com/reader>

Privacy Notice

Under the *Data Provision Requirements 2012*, PACI 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 PACI for statistical, administrative, regulatory and research purposes. PACI 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 program 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 all NCVER policies and protocols (including those published on NCVER's website). Link to NCVER privacy policy: <https://www.ncver.edu.au/privacy>

Student Declaration and Consent

I understand that all RTO's in Australia are required to report student information to NCVER as part of the AVETMISS standard. I hereby give my consent to the collection, use and disclosure of my personal information in accordance with the privacy notice.

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

Student Signature: _____

Date: _____

Don't forget to lock this document after you have completed filling it in! The 'lock' button is at Q18.

Personal details

Note: All details to be typed (hand writing not permitted)

1. Enter your full name (as it appears on your USI transcript or passport)

First name:

Middle name(s)

Family name (surname):

NOTE: You must write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. **You must write your name, including any middle names, exactly as written on an official identity document** (eg Australian Passport). **There must not be any mismatches – all documents must have the same name.**

2. Enter your Unique Student Identifier (USI) code

A USI is a 10 digit alpha-numeric code...

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DON'T MAKE A MISTAKE! Your USI code must be the same as it appears on your USI transcript.

REPEAT (ENTER USI AGAIN)

NOTE

From 1 January 2015, an RTO 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 <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

You are only permitted to have one (1) USI. You must not have more than one USI. It is important that you try to find out whether you already have a USI before attempting to create a new one. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faws/i-have-forgotten-my-usi/>.

3. Enter your date of birth: (eg 03 / 06 / 1987)

<input type="text"/>	<input type="text"/>	<input type="text"/>
dd	mm	yyyy

4. Enter your gender (check one box only)

Male: ☐

Female: ☐

Other: ☐

5. Enter your contact details

Home phone: _____ Work phone: _____

Mobile (cell): _____

Email: _____

6. 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.

NOTE: Be careful with abbreviations – eg Mount instead of Mt. The address you write must match the Australian place names register. Do not write St or Crt (write street or court).

<https://www.icsm.gov.au/what-we-do/place-names#>

Building/property name:

Flat/unit details:

Street or lot number:

Street name:

Suburb, locality or town:

State / Territory:

(eg QLD; NSW, ACT; VIC; SA; WA; NT; TAS)

Postcode:

You must enter the correct postcode.
The postcode must match the locality.

7. What is your postal (mailing) address (if different from above)?

Note: Only complete if different from above

Building/property name:

Flat/unit details:

Street or lot number:

Street name:

Suburb, locality or town:

State / Territory:

(eg QLD; NSW, ACT; VIC; SA; WA; NT; TAS)

Postcode:

You must enter the correct postcode.

Language and cultural diversity

8. In which country were you born?

☐ Australia

☐ Other – please specify:

Do not write 'UK'. Please enter the nation you were born in (eg England, Wales, Scotland, etc).

9. Do you speak a language other than English at home?

☐ No. English only

☐ Yes, other – please specify:

10. Are you of Aboriginal or Torres Strait islander origin?

☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

If you speak an Australian Indigenous Language (other than English) - you must indicate which dialect.

Disability

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

☐ Yes Yes – Go to question 12

☐ No No – Go to question 13

12. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (for more information, please refer to the *disability supplement* at the end of this document).

☐ Hearing/deaf (11)

☐ Physical (12)

☐ Intellectual (13)

☐ Learning (14)

☐ Mental illness (15)

☐ Acquired brain impairment (16)

☐ Vision (17)

☐ Medical condition (18)

☐ Other (19)

Schooling

13. What is your highest COMPLETED school level? (check 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
 - ☐ Year 11 or equivalent
 - ☐ Year 10 or equivalent
 - ☐ Year 9 or equivalent
 - ☐ Year 8 or equivalent
 - ☐ Never attended school (never completed any primary or secondary level education)
- Go to question 15

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

- ☐ Yes
- ☐ No

Previous qualifications achieved

15. Have you SUCCESSFULLY completed any of the qualifications listed in question 16?

- ☐ Yes
- ☐ No No – go to question 17

16. If YES, check ANY applicable boxes.

- ☐ Bachelor degree or higher degree
- ☐ Advanced diploma or associate degree
- ☐ Diploma (or associate diploma)
- ☐ Certificate IV (or advanced certificate/technician)
- ☐ Certificate III (or trade certificate)
- ☐ Certificate II
- ☐ Certificate I
- ☐ Other education (including certificates or Overseas qualifications not listed above)

Employment

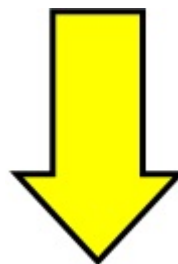
17. Of the following categories, which BEST describes your current employment status?
(**Check ONE box only**)

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

Study reason

18. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship.
(**Check ONE box only**)

- ☐ To get a job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get a better job or promotion
- ☐ It was a requirement of my job
- ☐ To get into another course of study
- ☐ For personal interest or self-development
- ☐ Other reasons



Lock this document when you have finished entering all details. This ensures no one can alter your personal information (it cannot be edited).

Disability supplement (refer to question 12)

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

‘11 – Hearing/deaf’

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

‘12 – Physical’

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

‘13 – Intellectual’

In general, the term ‘intellectual disability’ is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

‘14 – Learning’

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

‘15 – Mental illness’

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person’s usual pattern and level of functioning.

‘16 – Acquired brain impairment’

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

‘17 – Vision’

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

‘18 – Medical condition’

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn’s disease, cystic fibrosis, asthma or diabetes.

‘19 – Other’

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.