

Before you start

Who is completing this form?	<input type="checkbox"/> The Applicant <input type="checkbox"/> Parent or legal guardian
Name of the Parent or legal guardian	

Applicant Personal Details

Please write your full name, including any middle names, exactly as written on the identity document provided upon application for enrolment. Please use the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want us to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See the USI section later in this form for a detailed explanation.

Given Name		Middle Name		Title	
Family Name		Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Nationality		Citizenship Status			

Contact Details – Registration / Course Details

Email Address (Used for Student Portal Username)		Mobile Phone	
Confirm Your Email Address		Alternative Email Address (Optional)	
Course Name & Course Code			

The time frame of the training will be dependent on the participant's skills and knowledge of their current industry.

Delivery Location: Flexible Scheduling and Delivery Formats	Delivery Mode: Blended (online / on campus) / Classroom-based
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Residential Address**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.

Building/property name		Flat/unit details	
Street or lot number (e.g. 205 or Lot 118)		Street name	
Suburb, locality or town		State	
Postcode		Country	Australia

Postal Address

Is your Postal address the same as your Residential address? Yes No

IF NOT, please provide the physical address (street number and name or post office box)

Building/property name		Flat/unit details	
Street or lot number		Street name	
Suburb, locality or town		State	
Postcode		Country	

Emergency Contact

Emergency Contact Name		Relationship	
Contact Phone		Contact Email	

Language and Cultural Diversity

In which country were you born?		What language do you speak at home? If more than one language, indicate the one that is spoken most often.	
Proficiency in spoken English		Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, select both.	

Disability

Do you consider yourself to have a disability, impairment or long-term condition?	
If you have indicated the presence of a disability, impairment or long-term condition, please select the areas in the list You may indicate more than one area.	<input type="checkbox"/> Acquired Brain Impairment. <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Medical Condition <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Other

Employment Status

What is your current employment status? (tick one)	
<input type="checkbox"/> Full-time employee <input type="checkbox"/> Casual employee <input type="checkbox"/> Unemployed – seeking work <input type="checkbox"/> Student (currently enrolled in secondary education)	<input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed – not seeking work

Reason for Study

Which best describes your main reason for undertaking this course? (tick one)	
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To try for a different career <input type="checkbox"/> For personal interest or self-development	<input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To start my own business <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> Other: _____

Education Details

What is the highest COMPLETED school level? 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.	Year Completed
Are you still enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please list your school: _____	
Do you have any prior education / qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specific	
If yes, please select all that apply.	<input type="checkbox"/> Bachelor degree or higher degree <input type="checkbox"/> Certificate IV or advanced certificate/technician <input type="checkbox"/> Certificate I
	<input type="checkbox"/> Advanced diploma or associate degree <input type="checkbox"/> Certificate III (or trade certificate) <input type="checkbox"/> Other Education (including certificates or overseas qualifications not listed above)
Were the above qualifications achieved in Australia? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you currently enrolled in any courses? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you are currently enrolled in any courses, please list the name of the course and the registered training organisation	

Unique Student Identifier (USI) & USI application through your RTO (if you do not already have one)

Why do we need your USI?

From 1 January 2015, we 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-us/> on computer or mobile device.

Enter your Unique Student Identifier (USI) (if you already have one)

Application for Unique Student Identifier (USI)

If you would like Shafston School of Business to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information outlined in the Shafston School of Business Student Handbook.

I authorise Shafston School of Business to apply pursuant to 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>

 I authorise you to apply pursuant to 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 above.

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

Credit Transfer (CT) / Recognition of Prior Learning (RPL)

Have you previously completed any nationally recognised VET training in Australia? Yes No

If yes, would you like to apply for:

Credit Transfer (CT)? Yes NoRecognition of Prior Learning (RPL)? Yes No

If yes to either, please attach your certified transcript or Statement of Attainment.

Refer to business.shafston.edu/forms-policies-procedures/ for the CT and RPL application forms.

Verification of Identity

We will also need a copy of your identity for the enrolment as well as to verify your identity to create your USI.

Please provide details for one of the forms of identity below and confirm your enrolment (numbered 1 to 4).

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the information you provide below.

Please provide ONE of the forms of identity below:

1. Australian Driver's Licence 2. Australian Passport 3. Non-Australian Passport (with Australian Visa) 4. Other Eligible Photo ID

Please attach a copy of the photo ID and send to admissions@shafston.edu

In accordance with section 11 of the Student Identifiers Act 2014, we 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.

Change of Address

If at any stage there is a change to your details (e.g. address, phone number) you must notify Shafston as soon as possible. Failure to do so could result in, for example, a Qualification or Statement of Attainment being sent to the wrong address. Please contact Shafston via email at admissions@shafston.edu to change contact details.

Disclaimer

I declare and hereby fully waive and release Shafston and its employees, from any and all claims for personal injury, property, damage, or death that may result from my participation in the training activities.

I hereby agree to abide by all rules, instructions, policies and procedures imposed by Shafston relating to the use of the facilities and property available in the Shafston Student Handbook and as described on their website which can be viewed at business.shafston.edu

I declare that I have received, read and understood the pre-enrolment information for this course, including course content, assessment requirements, total fees payable, refund and cancellation policy, and the complaints and appeals process, as published at business.shafston.edu

I fully understand that I have an obligation and responsibility to myself, and all other participants and Shafston's employees to declare any conditions that may impact my ability to participate during the course of training.

Resources

Upon enrolment, you will be provided login details to the Shafston Student Resource Portal. This is where you can view the progress of your qualification and learning resources online. Details regarding our policies and procedures which include Student Support Services, Refund Policy and Complaints and Appeals Procedure are available in our Student Handbook located at business.shafston.edu

Learner Needs Analysis

1. The course you are enrolling into is delivered partially online. Please indicate your general level of comfort using online software and applications by ticking the most appropriate box. Note: Should you indicate that assistance is needed, your Training Plan will include support strategies that your trainer will use to assist you.

 Very comfortable Comfortable Mostly comfortable Familiar but could use some assistance I will need direct trainer support with online learning

2. Briefly describe the types of online software and computer applications you use at work and their purpose.

3. Think about the last time you did a course of study. Please tick any of the following areas that you found challenging.

 Reading long articles/texts Technical vocabulary
 Writing responses to complex assessment or test questions Time management
 Doing independent learning and research Understanding numerical information relevant to your study/work
 I don't find anything challenging

Learner Needs Analysis (continued)

4. Do you feel you need any additional support in any of the above areas? If so, please describe the type of help you would prefer from your trainer. If not, simply write 'N/A'.

Note: Should you indicate that assistance is needed, your Training Plan will include support strategies that your trainer will use to assist you.

5. Think about the last time you had to demonstrate practical skills either at work or in a course of study. Please tick any of the following areas that you found challenging.

- | | |
|--|--|
| <input type="checkbox"/> Understanding verbal instructions | <input type="checkbox"/> Understanding written instructions |
| <input type="checkbox"/> Performing calculations (if relevant) | <input type="checkbox"/> Manual or physically demanding work |
| <input type="checkbox"/> Demonstration of interpersonal or social skills | <input type="checkbox"/> Listening to feedback and applying it to improve your performance |
| <input type="checkbox"/> I don't find anything challenging | |

6. Do you feel you need any additional support in any of the above areas? If so please describe the type of help you would prefer from your trainer. If not, simply write 'N/A'.

Note: Should you indicate that assistance is needed, your Training Plan will include support strategies that your trainer will use to assist you.

Privacy & Recordkeeping**Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) qualification with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also required by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), 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

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy

If you would like to seek access to or correct your information, in the first instance, please contact us directly.

DEWR 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 DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at www.dewr.gov.au/national-vet-data/vet-privacy-notice

Surveys

Under the Data Provision Requirements 2012, we are 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 and your training activity data) may be used or disclosed by us for statistical, administrative, regulatory and research purposes. We may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Privacy & Recordkeeping (continued)

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au>).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

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 Shafston School of Business to:

- request access to your personal information
- correct your personal information
- make a complaint about how personal information has been handled
- ask a question about this Privacy Notice

Under the Data Provision Requirements 2012, Shafston School of Business is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research LTD (NCVER), authorised agencies.

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Shafston School of Business for statistical, regulatory and research purposes. Shafston School of Business may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if you are enrolled in training paid by your employer.
- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statement of attainment or qualification and populating authenticated VET transcripts.
- Facilitating statistics and research relating to education, including surveys.
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 (6th), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website www.ncver.edu.au)

Terms and Conditions of Enrolment

***Please refer to Terms and Conditions prior to signing this Declaration.**

I have read and agree to the Domestic VET Terms and Conditions of Enrolment 2026 (v1.1), available at business.shafston.edu/terms-conditions/

Student Name:	
Signature:	
Date:	Day: _____ Month: _____ Year: _____

External Complaints and Review

If you are not satisfied with the outcome of Shafston's internal complaints process, you may refer your complaint to the Australian Skills Quality Authority (ASQA) at www.asqa.gov.au, the Queensland Office of Fair Trading at www.qld.gov.au/law/fair-trading or 13 74 68, or the National Training Complaints Hotline at 13 38 73.

CONFIDENTIALITY

Shafston is not permitted or authorised to give out your private addresses or the address of other students unless requested within the law. Your personal information will be made available by the provider (Shafston School of Business) to the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes. Shafston is not permitted to give out personal information or the contact addresses of staff members. For further information please refer to Shafston handling of personal information published on the Shafston website.

DECLARATION

I understand that by completing induction, etc the student completing induction, or upon commencement of study using their unique student portal login, I declare that the information supplied to Shafston is, to the best of my knowledge, complete and correct.
I understand that giving false or incomplete information may lead to the refusal of your application or cancellation of enrolment. You accept liability for payment of all fees as explained in the Shafston FFS Application for Enrolment and you agree to abide by Shafston Terms and Conditions of Enrolment. Payment of fees is considered acceptance of Shafston's Terms and Conditions.

STUDENT OR PARENT/LEGAL GUARDIAN DECLARATION AND CONSENT

- I declare that the statements made by me on this enrolment form are true, complete and correct and that I understand the information and clauses outlined above.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I hereby consent to Shafston contacting me for the purposes of a review and to conduct Student Surveys.

Photography & Media Consent

I DO DO NOT consent to Shafston School of Business using photographs, video, or recordings taken of me during training activities for marketing, promotional, and social media purposes.

STUDENT OR PARENT/LEGAL GUARDIAN ACCEPTANCE OF OFFER

I _____ accept this offer of enrolment and declare that the information provided here is true and correct, and that false information provided by me or lack of disclosure of a material matter may lead to the termination of my enrolment with Shafston School of Business/The Mary McConnel School.

Student or Legal Guardian Name:	
Signature Declaration:	
Date:	Day: _____ Month: _____ Year: _____

Version Control

Date	Summary	Version
2023	Original domestic course application form	1.0
April 2026	Spelling corrections, brand name update to Shafston School of Business, DESE→DEWR, added Emergency Contact / Employment Status / Reason for Study / Credit Transfer & RPL / Photography Consent / external complaints body, removed embedded T&C (now standalone document), late payment fee aligned to \$100.00	1.1