

# WALGA Training (RTO) 51992

## Enrolment APPLICATION Form



Personal Details			
<b>Title</b> <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Mr <input type="checkbox"/> Miss		<b>DoB</b> __ / __ / ____	
<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			
<input type="checkbox"/> Councillor		<input type="checkbox"/> Mayor <input type="checkbox"/> Deputy Mayor	
		<input type="checkbox"/> Shire President <input type="checkbox"/> Deputy Shire President	
<b>Full Name:</b> <i>(This must be your legal name as provided in the USI)</i>			
<b>Unique Student Identifier (USI):</b> <i>A USI must be submitted when applying for a course - go to <a href="https://www.usi.gov.au">https://www.usi.gov.au</a> to register.</i>			
<b>Phone:</b>		<b>Email:</b>	
<b>Address:</b>	Street/ Unit No:	Street Name:	
<b>Suburb:</b>			<b>Postcode:</b>
<b>Local Government:</b>		<b>Dietary Requirements:</b>	
<b>Emergency Contact:</b>	Name:	Contact Number:	Relationship:
Course Details			
<input type="checkbox"/> LGA50220 Diploma of Local Government - Elected Member <input type="checkbox"/> LGASS00007 Elected Member Skill Set			
<b>Training Start:</b> <input type="checkbox"/> Term 1 <input type="checkbox"/> Term 2 <input type="checkbox"/> Term 3 <input type="checkbox"/> Term 4		<b>Course Duration:</b> I wish to complete my training in approx. <input type="checkbox"/> 12 months <input type="checkbox"/> 18 months <input type="checkbox"/> 24 months	
Credit Transfer and Recognition of Prior Learning			
<input type="checkbox"/> I have studied a similar course before and hold individual Units of Competency and want to apply for a direct Credit Transfer - <i>Please provide a copy of your Qualification and an Academic Transcript with the enrolment application.</i>			
<input type="checkbox"/> I would like to apply for Recognition of Prior Learning (Assessment Only Process). <i>Please note, there is a \$ 200.00 non-refundable application fee applicable. Cost per UoC is \$ 500.00.</i>			
<input type="checkbox"/> I have completed the following WALGA Short Courses – <i>Please note, only CME courses may be credited.</i>			
<b>Council Member Essentials (CME) Training</b>		<b>Year completed</b>	<b>Other WALGA Courses – please list</b>
<input type="checkbox"/> Understanding Local Government		<input type="checkbox"/> 2019	
<input type="checkbox"/> Conflicts of Interest		<input type="checkbox"/> 2020	
<input type="checkbox"/> Meeting Procedures		<input type="checkbox"/> 2021	
<input type="checkbox"/> Serving on Council		<input type="checkbox"/> 2022	
<input type="checkbox"/> Understanding Financial Reports and Budgets			

## Payment Details

- I personally will be paying for my course fees.

*Please note, that WALGA Training cannot accept pre-paid fees exceeding \$ 1500.00 from an individual at any one time as per the Standards for RTOs 2015 (Clause 7.3).*

- My Local Government is paying for my course fees.

## Payment Options

- Purchase Order No \_\_\_\_\_

- Jacqui Dodd - Diploma of LG Scholarship

- Please add a copy of your scholarship certificate to this application.
- You will receive a credit up to a value of \$ 10,000.00 for training and travel expenses.

- Bank Transfer

Western Australian Local Government Association  
Bank: Commonwealth Bank  
BSB: 066 130 ACC: 10243630  
*Please email transfer receipt to WALGA Training*

- Credit Card Payment (Surcharge may apply)

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Card Expiry: \_\_\_\_ / \_\_\_\_ CVV Code: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_

## Enrolment Declaration:

Name:

Date:

Signature:

**Please Note:** This document is an application form and does not guarantee a training place in the nominated course. WALGA Training will assess the entry requirements and pre-requisites. If all requirements are met, WALGA Training will issue a Letter of Offer which you will need to accept in writing. The acceptance of the Letter of Offer and payment will formalise your enrolment into the course. Please submit this Enrolment Application via email to [training@walga.asn.au](mailto:training@walga.asn.au) including relevant documents.

- I give permission for my Local Government/ Employer to be informed on my course progress.
- I give permission for WALGA Training to search for my USI on my behalf.
- I am aware that I will receive a Letter of Offer and an individual Training and Assessment Plan to confirm my enrolment.
- I confirm that I have received and read the WALGA Learner Handbook.
- I agree and provide consent that photographs taken of me by WALGA staff during training can be used for marketing or promotional purposes i.e. social media, printed publications.

## AVETMISS DATA

As a Registered Training Organisation (RTO), WALGA Training must collect your personal information to process and manage your enrolment in a Vocational Education and Training (VET) course and annually report the AVETMISS DATA to NCVER.  
For more information, read the Privacy Policy and Notice on Page 3 of this form.

Language and Cultural Diversity					
In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____					
Country of Citizenship: _____			City of Birth: _____		
Are you of Aboriginal or Torres Strait Islander origin? For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' boxes.					
<input type="checkbox"/> No		<input type="checkbox"/> Yes, Aboriginal		<input type="checkbox"/> Yes, Torres Strait Islander	
Employment Status					
Of the following categories, which best describes your current employment status? Tick ONE box only.					
<input type="checkbox"/> Full time employee		<input type="checkbox"/> Part time Employee		<input type="checkbox"/> Self Employed – not employing others	
<input type="checkbox"/> Self employed – employing others		<input type="checkbox"/> Employed – unpaid worker in family business		<input type="checkbox"/> Unemployed – seeking fulltime work	
<input type="checkbox"/> Unemployed – seeking part time work		<input type="checkbox"/> Not employed – not seeking employment			
Language, Literacy, Numeracy & Computer Skills					
Is English your first language?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Do you experience difficulties in reading & writing?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you require special assistance?		<input type="checkbox"/> Yes <input type="checkbox"/> No		Do you find working with numbers difficult?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
How would you rate your computer skills?					
<input type="checkbox"/> Never used a computer		<input type="checkbox"/> I struggle to operate a PC		<input type="checkbox"/> I am confident in Word/Excel	
				<input type="checkbox"/> I am proficient in the full Office Suite	
Do you speak a language at home other than English? (If more than one language please specify the language that is spoken more often)					
<input type="checkbox"/> No, English Only			<input type="checkbox"/> Yes (please specify) _____		
Schooling/Education					
What is your highest COMPLETED school level (Tick one box only)					
<input type="checkbox"/> Year 12 or equivalent		<input type="checkbox"/> Year 11 or equivalent		<input type="checkbox"/> Year 10 or equivalent	
<input type="checkbox"/> Year 9 or equivalent		<input type="checkbox"/> Year 8 or below		<input type="checkbox"/> Never attended school	
				<input type="checkbox"/> Never completed any primary or secondary school level	
<input type="checkbox"/> Still enrolled in secondary school or senior education					
Qualifications achieved – Please tick ALL applicable boxes					
<input type="checkbox"/> None achieved		<input type="checkbox"/> Bachelor's degree or higher		<input type="checkbox"/> Adv Diploma or Associate Degree	
<input type="checkbox"/> Diploma (or associate Diploma)		<input type="checkbox"/> Certificate IV (or advanced certificate technician)		<input type="checkbox"/> Certificate II	
<input type="checkbox"/> Certificate I		<input type="checkbox"/> Certificates other than the other			
<input type="checkbox"/> What is the highest qualification you hold _____					
Disability					
Do you consider yourself to have a disability, impairment, or long-term condition?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes, please select the area(s) in the following list (you may indicate more than one).					
<input type="checkbox"/> Hearing Impaired/Deaf		<input type="checkbox"/> Physical		<input type="checkbox"/> Intellectual	
<input type="checkbox"/> Learning		<input type="checkbox"/> Mental Illness			
<input type="checkbox"/> Acquired Brain Impairment		<input type="checkbox"/> Vision Impaired		<input type="checkbox"/> Medical Condition	
				<input type="checkbox"/> Other _____	

## WALGA Privacy Policy

WALGA Training is committed to the protection of personal information.

Our Privacy Policy ensures that WALGA Training meets its obligations as defined in the Privacy Act 1988 and complies with the Australian Privacy Principles (APPs).

As a Registered Training Organisation (RTO 51992), WALGA Training is required to keep enrolment and assessments results for 30 years. WALGA Training reserves the right to retain the work for these purposes without expressed consent.

### **Privacy Notice**

#### **Why do we collect your personal information?**

As a Registered Training Organisation (RTO), WALGA Training must collect your personal information to process and manage your enrolment in a Vocational Education and Training (VET) course.

#### **How do we disclose your personal information?**

WALGA Training is required by law under the *National Vocational Education and Training Regulator Act 2011* to disclose the personal information we collect about you to the National Centre for Vocational Education Research Ltd (NCVER).

#### **How will NCVER and other bodies handle your personal information?**

NCVER is committed to managing personal information in an open and transparent way. NCVER will collect, hold, use and disclose personal information in accordance with the law and are committed to only collect information they need to do their work including:

- the Privacy Act 1988 (Privacy Act), including the Australian Privacy Principles (APPs)
- Subdivision B of the National Vocational Education and Training Regulator Act 2011 (NVETR Act)
- Divisions 4 and 5 of the Student Identifiers Act 2014 (SI Act) and the Student Identifiers Regulations
- the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020
- the National VET Data Policy.

Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET activities; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the Australian VET market.

NCVER is authorised to disclose information to the Australian Government, the Department of Education, Skills and Employment (DESE), 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.

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

If you would like to seek access to or correct your information, in the first instance, please contact WALGA Training in writing.

DESE 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 DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>

### **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 WALGA Training to:

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

Western Australian Local Government Association (WALGA) - RTO Code 51992

ONE70 Level 1, 170 Railway Parade West Leederville WA 6007

E: [training@walga.asn.au](mailto:training@walga.asn.au) P: (08) 9213 2088 W: [www.walga.asn.au/training](http://www.walga.asn.au/training)