



**RTO NO:** 40877

**ABN:** 57 145 992 445

[info@vigiltrainingcollege.nsw.edu.au](mailto:info@vigiltrainingcollege.nsw.edu.au)

[www.vigiltrainingcollege.nsw.edu.au](http://www.vigiltrainingcollege.nsw.edu.au)

**Version** - 2.4 Modified 11 March, 2021

**NSW Security Master License No:** 410 519 198

**ACT Security Master License No:** 17 502 681

## Privacy Notice

### 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) course with us.

If an individual does not provide their personal information require to enrol in the course, then you will not be able to enrol them as a student.

### 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 authorised 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 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.

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](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

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 [www.dese.gov.au/national-vet-data/vet-privacy-notice](http://www.dese.gov.au/national-vet-data/vet-privacy-notice).

*If the privacy notice on the Department's website cannot be accessed electronically by the student, they can contact us to get the electronic or hard copy.*

### 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 Vigil Training College 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

## Important instructions

1. Enrolment form must be filled by the enrolling student.
2. Read and understand the information provided on Course Information Brochures and Student Handbook carefully prior to enrolment
3. If you have any special learning needs and/or have any doubt about your language literacy and numeracy (LLN) skills please mention in this form, VIGIL staff will contact you to discuss further.
4. Please verify the course date and location for the course you wish to undertake.
5. After completing the form attach relevant supporting documents, fee and then send it back to us by email / fax / mail or drop in
6. For students enrolling in multiple courses must note that separate declaration is needed to be signed for each course. So, copy the declaration page as per requirement.
7. For any further assistance please 1800 9797 66.

You can use this form to book into one or more of our courses. Please select the course/s, date and location corresponding to the course.

### Course Undertaking (Mention/select date & Location corresponding to course undertaking)

Security Licensing Course 1AC <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
<small>(CPP20218 Certificate II in Security Operations)</small>				
First Aid (HLTFAID003 Provide First Aid) <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
CPR (HLTAID001 Provide <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
<small>Cardiopulmonary Resuscitation)</small>				
<hr/>				
RSA (SITHFAB201 Provide Responsible <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
<small>Service of Alcohol)</small>				
RCG (SITHGAM201 Provide Responsible <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
<small>Gambling Services)</small>				
White Card (CPCWHS1001 - Prepare to <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
<small>work safely in the construction industry)</small>				
<hr/>				
Certificate III in Individual Support <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
Health and Safety Representative (HSR) <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
<small>Initial Course</small>				
Health and Safety Representative <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>
<small>(HSR Refresher Course)</small>				
Certificate IV in Human Resource Management <input type="checkbox"/>	Location	<input type="text"/>	Date	<input type="text"/>

## Personal details

### 1. Enter your full name \*

Student Title (e.g. Mr, Mrs, Dr. etc)

Single name only  (Tick this box if you have one name only that cannot be written in the following format. Write your single name in the 'Family name section').

Family name (surname)

First given name

Second given name (middle)

\* Please write 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 [name of RTO] 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 section on the USI at the end of this form for a detailed explanation.

### 2. Enter your birth date

### 3. Gender (Tick ONE box only)

Male

Female

Other

### 4. Enter your contact details

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email address \_\_\_\_\_ Alternative email address \_\_\_\_\_  
 (optional)

### 5. 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/territory \_\_\_\_\_

Postcode \_\_\_\_\_

### 6. What is your postal address (if different from above)?

Building/property name \_\_\_\_\_

Flat/unit details \_\_\_\_\_

Street or lot number (e.g. 205 or Lot 118) \_\_\_\_\_

Street name \_\_\_\_\_

Postal delivery information (e.g. PO Box 254) \_\_\_\_\_

Suburb, locality or town \_\_\_\_\_

State/territory \_\_\_\_\_

Postcode \_\_\_\_\_

## Language and cultural diversity

### 7. What is current residency status?

Australian Citizen

Permanent Resident

Other - Please Specify \_\_\_\_\_

### 8. In which country were you born?

Australia

Other - please specify \_\_\_\_\_

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

(If more than one language, indicate the one that is spoken most often)

No, English only

Yes, other - please specify \_\_\_\_\_

### 10. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

## Disability

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

Yes  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:

(You may indicate more than one area) Please refer to the Disability supplement for an explanation of the following disabilities.

Hearing/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	<input type="checkbox"/>	Medical condition	<input type="checkbox"/>	Other	<input type="checkbox"/>

## Schooling

13. What is your highest COMPLETED school level? (Tick 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	<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 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) *Prior educational achievement flag*

16. If YES, tick ANY applicable boxes.

Bachelor degree or higher degree	<input type="checkbox"/>	Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>	Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>	Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>

## Employment

17. Of the following categories, which BEST describes your current employment status?

(Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

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 a family business	<input type="checkbox"/>	Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>	Not employed – not seeking employment	<input type="checkbox"/>

## Study reason

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

To get a job	<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>

For personal interest or self-development   
 Other reasons

To get skills for community/voluntary work

## Unique Student Identifier (USI)

From 1 January 2015, we Vigil Group Pty Ltd 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 [www.usi.gov.au/students/create-your-usi](http://www.usi.gov.au/students/create-your-usi) on computer or mobile device.

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

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at [www.usi.gov.au/faqs/i-have-forgotten-my-usi/](http://www.usi.gov.au/faqs/i-have-forgotten-my-usi/).

Unique Student Identifier (USI)

         

Unique student identifier

If you want VIGIL to apply for USIs on your behalf, please use the questions in the following section. A copy of the ID document must be provided of recording this information.

## USI application through your RTO (if you do not already have one)

### Application for Unique Student Identifier (USI)

If you would like VIGIL TRAINING COLLEGE to apply for a USI on your behalf. Please provide the following additional details.

I [NAME] \_\_\_\_\_ authorise VIGIL TRAINING COLLEGE 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 [www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf](http://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.**

#### 1. Australian Driver's Licence

State: \_\_\_\_\_

Licence Number: \_\_\_\_\_

#### 2. Medicare Card

Medicare card number \_\_\_\_\_

Individual reference number (next to your name on Medicare card): \_\_\_\_\_

Card colour: (select which applies)

Green

Expiry date \_\_\_\_\_ / \_\_\_\_\_ (format MM/YYYY)

Yellow  Blue

Expiry date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ (format DD/MM/YYYY)

#### 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 \_\_\_\_\_

**6. Immicard**

Immicard Number \_\_\_\_\_

**7. Citizenship Certificate**

Stock number \_\_\_\_\_ Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)

**8. Certificate of Registration by Descent**

Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)

In accordance with section 11 of the *Student Identifiers Act 2014*, VIGIL TRAINING COLLEGE 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.

## Disability supplement

### 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.



## Terms & Conditions

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1. I have filled out the application form provided by Vigil Training College and await application acceptance. Vigil will make contact by phone or email to confirm your enrolment.
2. I have confirmed the duration of course, date, timings and location of the course.
3. The Students Handbook provides details of my rights and obligations. I have read and understood the information provided in it.
4. The Course Information Brochure received by me provides the information about the course overview contents, pre-requisites and other entry requirements, outcome, assessment strategies, pathways and awards. I have read and understood the information provided in Course Information Brochure.
5. I need to inform Vigil Training College if I have a medical condition or disability or any other special needs or assistance in attending a class.
6. I need to inform Vigil Training College if I cannot speak, read or write well in English so that Vigil can help me.
7. Courses with insufficient enrolments may be cancelled at which time Vigil Training College will provide a full refund within 48 hours, or with your permission allocate those fees to a replacement course. Every effort will be made to contact Students so please ensure we have your home and/or work telephone numbers and email address.
8. A request for variation in the refund fees for personal circumstances or in the interest of "fairness" is possible. All applications for fee terms variances should be directed in writing to the CEO.
9. Vigil Training College reserves the right to decline admission to a course, terminate a Student's enrolment in a class at any time or change a course or tutor at any time without notice to course students if required to. Student who has their enrolment terminated may be entitled to a full/partial refund as per fee and refund policy.
10. Students participating in courses involving physical activity, practical assessments, demonstrations etc. do so at their own risk.
11. Certificates and Statements of Attainment are only issued to Students who are assessed as competent. The cost for all certificates is included in the course fee. Statements of attainment or Certificates can be reissued by Vigil as per fee schedule.
12. Vigil Training College recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework.
13. The students failing to attend due to illness or other unavoidable circumstances must provide relevant evidence e.g. a medical certificate verifying illness or bereavement notice etc. Vigil Training College may offer a transfer of course that may incur administration fee in this instance.
14. Vigil Training College collects and stores your personal details and during training we record your progress to measure performance. Training evaluation comments are also used for internal management purposes to ensure training and assessment strategies are regularly validated.
15. The information provided by students will remain private and confidential. We do not share, rent, or sell personal information that you provide us. The confidentiality of the information we collect from you is protected under the Privacy Act.
16. Credit/savings card numbers are deleted or destroyed from our system once course fees have been processed to ensure the confidentiality of these details and to eliminate any possibility of misuse or fraud.
17. The complaints and appeals policy of Vigil provide an avenue for students to address their complaints and appeals to Vigil Training College and have them dealt with in a constructive and timely manner.
18. Vigil Training College may discuss your training progress and results with your employer, ASQA, Department of Education and staff members and contractors responsible for the quality of the training programs.
19. Vigil Training College may use the record evidence of your participation and assessment, in written, verbal, photographic (including video) formats. The recorded evidence may be used for future promotional, commercial and educational purposes.
20. VIGIL is committed to providing training and assessment services to all clients regardless of race religion sex socio-economic status, disability, language, literacy or numeracy.
21. VIGIL students have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should contact college via email or drop at our office.
22. Vigil Training College Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to WH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation.

- 23. Recognition of Prior Learning (RPL) and Credit Transfer is available as per Vigil's policy in student handbook.
- 24. I understand that Vigil Training College will make every effort to deliver the course to me as promised and that in the event of VIGIL not doing so, that I may be entitled to a refund or other options as detailed in Fee and Refund Policy detailed in the Student Handbook.
- 25. Students who are unruly, offensive or conduct themselves in a disrespectful manner toward Vigil staff or fellow students may be warned, suspended or expelled, required to pay for damage or loss, be reported to the police.
- 26. I understand that student must provide their USI to their training provider before the person can receive a statement of attainment or qualification.
- 27. Additional Information may be found at [www.vigiltrainingcollege.nsw.edu.au](http://www.vigiltrainingcollege.nsw.edu.au)

**(To be completed by the participant at enrolment for every course)**

I (full name) \_\_\_\_\_ agree to undertake training  
in \_\_\_\_\_, with Vigil Group Pty Ltd (Trading as Vigil Training College)  
Commencing (face to face) on the \_\_\_\_\_ at \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Below:(Applicable for students under the age of 18)**

Student's Parent's/Guardian's Name: \_\_\_\_\_

Student's Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_