

DOMESTIC STUDENT ENROLMENT FORM

PLEASE USE CAPITAL LETTERS TO COMPLETE THIS FORM.

Type of enrolment (Tick the appropriate box)

I declare that advice has been provided to me concerning expectations and rules regarding SA government funded training programs offered at Jabin Hopkins Institute of Technology.

Do you live or work in South Australia?	☐	Yes	☐	No
Are you 18 years or older?	☐	Yes	☐	No
Are you enrolled in high school?	☐	Yes	☐	No
Would you like to do an apprenticeship or traineeship?	☐	Yes	☐	No
Have you undertaken subsidised training previously?	☐	Yes	☐	No
Do you agree to undergo an Upfront Assessment of Need Assessment (UAN)?	☐	Yes	☐	No
Do you agree to the conditions of access determined through the Upfront Assessment of Need (UAN)?	☐	Yes	☐	No

Course preferences and start date: dd/mm/yyyy:

Select	Course Code and Name	Duration	SA Government-Funded General Training	Training Contract: SA Funded Apprentices/Trainees Training	SA Government-Funded Training Contribution Fee (Concession)	Full Fee-paying Training
Information Technology Trainings						
	ICT40120 Certificate IV in Information Technology	1 Year	☒	☒	\$400	☒
	ICT50220 Diploma of Information Technology	1 Year	☒	☒	\$600	☒
	ICT60220 Advanced Diploma of Information Technology	1 Year	☒	☒	\$600	☒
Patisserie and Baking Trainings						
	SIT31021 Certificate III in Patisserie	1 Year	☒	☐	\$450	☒
	FBP30521 Certificate III in Baking	58 Weeks	☐	☒	\$800	☒
	FBP40221 Certificate IV in Baking	48 Weeks	☐	☐	N/A	☒
Cookery and Hospitality Trainings						
	SIT30821 Certificate III in Commercial Cookery	58 Weeks	☐	☒	\$800	☒
	SIT40521 Certificate IV in Kitchen Management	26-90 Weeks	☒	☐	\$450-\$1000	☒
	SIT50422 Diploma of Hospitality Management	26-104 Weeks	☒	☐	\$120-\$650	☒
	SIT60322 Advanced Diploma of Hospitality Management	26-130 Weeks	☐	☐	N/A	☒

Important Information About Course Conditions

- **Participant Eligibility Criteria apply.** JHIT is required to sight and retain valid evidence of each student's eligibility for subsidised training in accordance with SkillsSA requirements.
- Participants must pay a **minimum Student Contribution Fee of \$0.50** per payment hour to access SA Government funded training.
- Requirements for Upfront Assessment of Needs (**UAN**).
- **Delivery methods** include face-to-face, online, self-paced or blended training.
- To be eligible as a Training Contract student under SA funded apprenticeships or traineeships, individuals must be employed in a declared apprenticeship or traineeship role with an approved Training Contract. Please contact us for further information.
- If you are interested in full fee-paying training, the entry requirements may differ slightly. Please contact us for more information.
- The duration and cost of the course **may vary** depending on the student's existing qualifications and recognised competencies.

PERSONAL DETAILS

1. Your contact details:

Your full name * This MUST be your name that matches EXACTLY on your USI account.

I only have one name (If you have only one name, then write your **single name** in the 'Family name') Title:

Mr. Mrs. Ms. Miss

First Name :

Second Name :

Last Name :

2. Your date of birth:

3. Gender: Male Female Other Prefer not to say

4. Your contact details:

Mobile Email

Home Phone Work phone

5. What is the address of your usual residence?

Please provide your physical address (street number and name **not a post office box**).

Flat/unit number Street number Street name

Suburb State Post code

6. Provide your postal address if it is different from your residence address:

PO box number Flat/unit number Street number Street name

Suburb..... State Post code

7. Your emergency contact details:

Emergency contact name Relationship

Address

Email Phone

LANGUAGE AND CULTURAL DIVERSITY

8. In which country were you born?

Australia Other – please specify

9. What language you speak at home? (If more than one language, indicate the one that is spoken most often)

English only 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

STUDENT SUPPORT

11. Do you have any literacy, numeracy, or language barriers that may impact your ability to successfully complete your training? Yes No

12. Do you consider yourself to have a disability, medical condition, mental health condition, impairment, or long-term condition that may impact your ability to successfully complete your training? Yes No

Please refer to the **Disability Supplement** (page.9 of this form) for detailed explanations of the following categories of disability:

	Mental health condition		Medical condition		Learning difficulty
	Hearing/deaf		Physical		Intellectual
	Acquired brain injury		Vision		Other

13. Do you think you will require additional learning support to undertake your study? Yes No

14. Would you like our Student Support Officer to contact you with more details on how we can help? Yes No

EDUCATION

15. What is your highest COMPLETED School Level?

Year 12 or equivalent

Year 10 or equivalent

Never Attended school

16. What is the highest level of education you have achieved?

In Australia	In Overseas
Certificate I	Year 10
Certificate II	Year 12
Certificate III (or trade certificate)	Certificate III (or trade certificate)
Certificate IV (or advanced certificate/technician)	Certificate IV (or advanced certificate/technician)
Diploma (or associate diploma)	Diploma (or associate diploma)
Advanced diploma or associate degree	Advanced diploma or associate degree
Bachelor degree or higher degree	Bachelor degree or higher degree

17. Which one in the following categories BEST describes your current employment status? (Tick ONE box only)

Full-time employee (35+ hours per week)	Employed – unpaid worker in a family business
Part-time employee (less than 35 hours per week)	Unemployed – seeking full-time work
Self-employed – not employing others	Unemployed – seeking part-time work
Self-employed – employing others	Not employed – not seeking employment

If you are employed by any of the forms listed above, you **MUST** provide the following details of your employer.:

Employer Postcode:.....**Employer Suburb:**

18. Job Provider Referral

If you are referred by job providers, you **MUST** provide the following information.

Job provider Name:.....**Job seeker ID:**.....

STUDY REASON

19. Of the following categories, select one or more that BEST describes the main reason/s you are undertaking this course/traineeship/apprenticeship:

☐	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	☐	To get skills for community/voluntary work
☐	Other reasons:		

20. How did you first hear about Jabin Hopkins or Are you referred by anyone?

Internet search

Skills SA (www.skills.sa.gov.au)

Social medias

Agent

Event

From a friend or relative

Name of person you hear from:

GOVERNMENT FUNDING AVAILABILITY

21. What is your residency status? Select your appropriate status from the following:

Australian Citizen

Holder of other visa (specify below)

Permanent Australian Resident

New Zealand citizen living in Australia

Holder of eligible visa (specify below)

Visa name: Visa Subclass number:

22. Are you eligible for SA Government Funding? YES NO UNSURE

a. To check YOUR ELIGIBILITY, please visit mytraining.skills.sa.gov.au/training/get-started/check-eligibility and follow the prompts.

b. If YES, did you understand that there is a student contribution amount to be paid?

YES

NO

UNSURE (refer to the Domestic Student Fees & Charges Policy)

c. If NO, are you paying for your fees without accessing government funding?

YES

NO

UNSURE

d. If UNSURE, do you wish to be assessed for eligibility under SA Government funding?

YES

NO

UNSURE

23. Do you have an approved training contract?

NO

YES (Please fill out below questions),

Training contract number

Describe (types)

24. Concession Eligibility test:

a. Select if you have any of the following concession cards:

Health Care Card

Veterans Affairs Concession Card

Pensioners Concessions Card

Concession card expiry date (if applicable) DD/MM/YYYY

b. Does any of these additional concession criteria applies to you:

Prisoner in a South Australian correctional institution

Aged 16 years or over and under Guardianship of the responsible Minister (GOM)*

- To receive this exemption, the Guardianship order must be verified by the Department of Child Protection. You need to submit the 'Application for Exemption as a person under the Guardianship of the Minister' form to skillscontracts@sa.gov.au or mail to:

Department for Innovation and Skills
Contract Support Services
GPO Box 320
Adelaide, SA 5001

- THE Application form is available in Skills SA website, or you can ask us for that. Upon approval you may be eligible for concession fee if the other requirements are met.

RECONGNITION OF PRIOR LEARNING (RPL) and Course Credit Transfer (CT)

25. RPL & CT

a. Are you seeking Recognition of RPL?

YES NO UNSURE

If yes, you must complete the RPL Application Kit with all relevant documentation attached. (e.g., attach a copy of your resume/CV and copies of your qualifications/transcripts)

b. Are you seeking CT?

YES NO UNSURE

If yes, you must complete the CT Form and attach all relevant academic transcripts.

UNIQUE STUDENT IDENTIFIER (USI)

- 26.** From 1 January 2015, we (JHIT) are 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).

I have a Unique Student Identifier Code

I DON'T HAVE ONE. Please create your USI at www.usi.gov.au on a computer or on a mobile device

DOCUMENTS TO PROVIDE FOR ENROLMENT

27. Please ensure you have provided the following documents for your application to be processed. To assist you, please tick the box next to each document you have included with your application.

Checklist		Documents
Eligibility – Identification		Photo ID (Driver's Licence, Proof of Age Card or Passport)
		Proof of Address (Utility Bill, Driver's Licence or Proof of Age Card)
		Proof of Citizenship (Australian Birth Certificate, Citizen Certificate or Australian Passport) or Eligible Visa (Overseas Passport and Visa Grant Letter)
Fees Concession		Health Care Card Pensioner Concession Card
		Veteran Affairs Gold Card
Academic – Prior Qualifications		Parchment/Qualification
		Academic results/Transcript
RPL-Employment Evidence		Current Resume/Employment evidence/Experience evidence

STUDENT DECLARATION AND CONSENT

By signing this form, I acknowledge and agree to the following:

- I understand that I am required to complete a Language, Literacy and Numeracy (LLN) assessment, along with a Suitability and Support Needs Assessment, to determine my eligibility for the course.
- I acknowledge that if I do not achieve the required LLN exit level, I may be required to undertake foundation skills training as a condition of enrolment.
- I confirm that the information provided in this application is true, complete, and correct to the best of my knowledge.
- I consent to the collection, use, and disclosure of my personal information in accordance with the Privacy Notice.
- I understand that providing false or incomplete information may result in the refusal of my application or the cancellation of my enrolment.
- I authorise Jabin Hopkins Institute of Technology to obtain official records from any educational institutions I have previously attended.
- I understand that Jabin Hopkins Institute of Technology collects, stores, and uses my personal information solely for purposes related to admission, enrolment, and education. This information will be kept confidential and only disclosed when required by government, legal, or regulatory authorities.
- I understand that if I have applied through an authorised agent, Jabin Hopkins Institute of Technology may share relevant correspondence with that agent.
- I agree that my academic progress and results may be shared with government departments, schools, or employers, where applicable.
- I acknowledge and accept my responsibilities to myself, the institute, and (if applicable) my vocational placement provider.
- I agree to abide by the Jabin Hopkins Institute of Technology Code of Conduct and Student Handbook, as outlined during the student induction. I understand that breaches may lead to disciplinary action, including suspension or termination of my enrolment.
- I understand that if vocational placement is a mandatory component of the course, the Institute will assist me in securing one (1) placement provider.
- I acknowledge that accessing a government-subsidised course may affect my future eligibility for additional subsidised training.

- I confirm that I have selected this course after careful consideration of my interests and career goals.
- I understand that I may not enrol in more than two government-subsidised courses at the same time, whether at the same or different institutions.
- I authorise Jabin Hopkins Institute of Technology to manage my personal information in accordance with Australian privacy laws.
- I understand that training sessions may be recorded for quality assurance and staff development purposes.
- I acknowledge that I am not entitled to any financial compensation (such as royalties or remuneration) for my involvement in projects or materials produced during training.
- I agree that I hold no copyright or intellectual property rights to any part of the training projects or assessment tasks undertaken.
- I grant Jabin Hopkins Institute of Technology permission to use training materials (including those I am involved in) in full or in part, across any format or media, with or without accompanying text or imagery.
- I authorise Jabin Hopkins Institute of Technology to contact me via post, phone, SMS, and email regarding matters related to my enrolment and training.

Authorised Person to Communicate on Your Behalf Regarding Enrolment

(If you would like to nominate a trusted person, such as family member, to act on your behalf in relation to your training and enrolment matters, please complete the section below.)

I understand that if I wish to access Success and Wellbeing Services (SWS), a separate consent form will be required to authorise communication with any third-party providers involved.

Full Name:

Relationship to you:

Contact Number:

Email Address:

By ticking this box, I authorise the person listed above to communicate with the JHIT on my behalf regarding my enrolment.

Student Name

Signature Date DD/MM/YYYY

PRIVACY NOTICE

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. This is a requirement of enrolment at the Institute.

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

DISABILITY SUPPLEMENT

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.

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 <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

If students are receiving funding through a South Australian Government program information will be shared with the relevant government departments. All Personal Information received, created or held by the Government for the purposes of this training, must comply with:

- The Privacy Act 1988 (Cth) ("Privacy Act") and the Australian Privacy Principles established under that Act; and
- The South Australian Government Information Privacy Principles (a copy of which can be found on the Department of the Premier and Cabinet website www.dpc.sa.gov.au) ("IPPs")

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, thirdparty 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 Jabin Hopkins Institute of Technology 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.

The full Privacy Policy is available on the Institutes' website at <https://www.jabinhopkins.edu.au>

Student declaration and consent

Tick here to confirm you have declared and consented to the above mentioned

Student Name

Signature Date DD/MM/YYYY

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.