

# Explore being my own Boss Workshop registration form (complete all sections)

## Contact Details

First Name:	Last Name:
Other Names:	Date of Birth: <input type="checkbox"/> Male <input type="checkbox"/> Female
Residential Address:	Suburb:
State and Post Code:	Mobile Number:
Email Address:	Landline Number:
Postal Address (if applicable):	
Suburb:	State and Post Code:
Job Seeker identification number	USI number:

## Are you registered with:

<input type="checkbox"/> Department of Human Services	<input type="checkbox"/> Disability employment Services provider	<input type="checkbox"/> Australian Disability Enterprise	<input type="checkbox"/> Job Active Provider
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## Emergency Contact Person (must enter guardian if under 18 years)

Last Name:	First Name:
Relationship:	Phone Number:

## Medical Status

Do you consider yourself to have a disability impairment or long term condition:  Yes  No

If yes, please tick applicable boxes

Hearing  Sight  Head injury  Sport injury  Disease (e.g. diabetes, asthma)  Other

Medical Details:

## Prior Education Achievements

Previously Completed:  Cert I  Cert II  Cert III  Cert IV  Diploma  
 Bachelor of Higher Degree  Advanced or Associate Diploma  
 Certificate other than the above  None

If **yes** to the above what was the qualification and year completed:

Identified as:  Aboriginal  TSI  A & TS  Neither

Country of Birth:  Town of Birth:

How well do you speak English:  Very well  Well  Not well  Not at all

Are you from a culturally and linguistically diverse background  Yes  No

Main language spoken at home:

Do you require access to an interpreter?  Yes  No

Are you an Australian citizen or permanent resident?  Yes  No (refer below question)

Are you a visa holder  Yes  No

If yes, please provide details about your visa and work rights:

Are you currently working 15 hours or more per week?  Yes  No

Are you in full-time education or training?  Yes  No

Are you currently receiving workers compensation?  Yes  No

In the last 6 months have you been made redundant?  Yes  No

## Publicity Consent

I give permission for my photo or photographs of to be used in TCA publications  Yes  No

I give permission for work completed by me to be published (including photos)  Yes  No

## Registration Acknowledgement

I acknowledge the information provided is correct and understand it will only be used for training and employment purposes.

**Signature:**

**Date:**

Guardian Signature (under 18 years):

Date:

## Privacy/confidentiality statement

From 12 March 2014, the Australian Privacy Principles (APPs) replaced the National Privacy Principles and Information Privacy Principles. TCA is bound by Commonwealth law to handle Personal Information in accordance with National Privacy Principles. These principles are designed to ensure that any personal information you provide is used and disclosed only for the primary purpose for which it was collected, unless otherwise authorised by you or the law. The principles cover issues such as the collection, storage, use and disclosure of information, as well as giving you the right to access information we hold about you.

### Training Connections Australia Personal Protection Statement:

TCA will only collect personal information that is required for the purposes of employment or education, or in meeting government reporting requirements and it will only be used for the specific purposes for which it was collected

### Disclosure of personal information:

The information that an individual provides may be disclosed to organisations that run courses in conjunction with TCA.

Personal information about Participants studying with TCA may be shared with the Australian Government and designated authorities. This information includes personal and contact details, course enrolment details and changes, and the circumstance of any suspected breach of a Participant's eligibility to participate in funded training.

TCA will not disclose an individual's personal information to another person or organisation unless:

- a) the individual concerned is reasonably likely to have been aware, or made aware that information of that kind is usually passed to that person or organisation;
- b) the individual concerned has given written consent to the disclosure; or
- c) the disclosure is required or authorised by or under law;

### Storage and security of personal information

Training Connections Australia's approach to holding personal information includes:

- As soon as practical converted to electronic means;
- Storing in secure, password protected systems
- Monitoring for appropriate authorised use at all times.

### Retention and Destruction of Information

Training Connections Australia undertakes secure destruction of personal information records as soon as possible after required use and storage periods have ended.

TCA's Policy and Procedures are fully outlined in the Participant Handbook