



Workskills Trainee Registration Form

Please complete all details on this registration form. This will be used to register you in the qualification you are seeking. Some of the information contained herein will be keyed into a national database and used for statistical and other reporting to DEST/State/Territory Training Authorities and the National Centre for Vocational Education Research (NCVER). Please ask your EzyLearn Workskills manager in your state on 1300 888 869 for assistance to fill out this form if you require help.

1. Qualification and Code: Certificate II in Business (incl. Microsoft Office Software skills)				
2. First Name:		3. Last Name		
4. Address:				
5. Suburb:		6. Post Code		7. State
8. Home Phone		9. Work Phone		10. Mobile
11. E-Mail			12. Date of Birth:	
13. Gender (circle) MALE FEMALE		14. Were you born in Australia? (circle) YES / NO		
15. If you were not born in Australia what Country were you born in?				
16. Are you an Australian Permanent Resident? (circle) YES / NO				
17. Are you Aboriginal or a Torres Strait Islander? (Circle) Aboriginal Torres Strait Islander NO				
18. What is the language you speak mainly at home?				
19. How well do you speak English? (Circle)		Very Well	Well	Not well Not at all
20. How well do you read English? (Circle)		Very Well	Well	Not well Not at all
21. How well do you write in English? (Circle)		Very Well	Well	Not well Not at all
22. What is the highest level of schooling you completed in Australia? (tick the appropriate box)				
Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 or Lower <input type="checkbox"/> Never attended <input type="checkbox"/>				
23. Of the following categories, which BEST describes your current employment status? (priority)				
Employed Full-time: Unskilled worker looking to acquire qualification (present copy of PaySlip)				<input type="checkbox"/>
Employed Part-time: Unskilled workers looking to acquire qualification (Avg 1 hr +/-wk) (present copy of PaySlip)				<input type="checkbox"/>
Income support recipient (such as carers or parents, family payment-single parent, who will be activity tested within the next two years.) (present copy of Centrelink Payment Summary)				<input type="checkbox"/>
Income support recipient (Unemployed Job Seeker) (present copy of Centrelink Payment Summary)				<input type="checkbox"/>
People who are not in the labour force, but will seek work in the near future (complete statutory Declaration)				<input type="checkbox"/>

Medicare Number _____ Drivers Lic. Number _____ State _____

Australian Passport Number _____ Birth Certificate Number _____

Initial Interview Date ____/____/____ How did you hear about this course _____

24. Of the following categories, which BEST describes the reason for this training?			
To get a job	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	To get into another course or study	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	For personal interest	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	For self development	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>
It was a requirement of my job	<input type="checkbox"/>	Not specific	<input type="checkbox"/>
25. Do you consider yourself to have a disability, impairment or long term condition? (Circle) YES / NO			
If yes, indicate your disability (eg. hearing impaired)			
Information required: These forms of identification must be presented at the Interview, copied and signed by the Interviewer to say that the original was sighted. RESIDENCY STATUS PROOF <input type="checkbox"/> Current Passport OR Birth Certificate (if international passport, witnessed copy of the VISA which shows permanent residency) INCOME PROOF <input type="checkbox"/> Copy of Pay Slip or Payment Summary if receiving Income benefits through CentreLink IDENTIFICATION <input type="checkbox"/> Medicare Card + <input type="checkbox"/> Drivers license			
OFFICE USE: <input type="checkbox"/> ID Copy <input type="checkbox"/> Email <input type="checkbox"/> E-News <input type="checkbox"/> EzyDB <input type="checkbox"/> Accounts <input type="checkbox"/> EzyRate <input type="checkbox"/> LMS <input type="checkbox"/> Access Card <input type="checkbox"/> Progress Sheet			

Privacy Policy

The Australian Government provides funding to eligible applicants to undertake approved courses under the Australian Skills Vouchers Programme. EzyLearn Pty Ltd is an authorised agent for New Horizons Learning Centre (Perth), which has been approved to deliver an approved course for which eligible applicants will be entitled to receive a Work Skills Voucher or Business Skills Voucher from the Australian Government. Approved agents for New Horizons Learning Centre (Perth) will collect and use your personal information for the purposes of:

- assessing your eligibility for a Work Skills Voucher from the Australian Government; and
- if applicable, all aspects of enrolment, administration, communication regarding and delivery of the approved course.

New Horizons Learning Centre (Perth) may also disclose your personal information to the Australian Government's Department of Education, Science and Training (DEST) for the purposes of:

- DEST confirming your eligibility for a Work Skills Voucher or Business Skills Voucher and issuing the voucher to you;
- informing DEST that you have enrolled in an approved course;
- informing DEST of your completion, non completion or withdrawal from an approved course;
- reporting to DEST's Ministers and other Member's of Parliament for the purposes of, but not limited to, marketing and promoting the Australian Skills Vouchers Programme;
- monitoring the service given by the provider to you and your satisfaction with the Australian Skills Vouchers Programme; and
- DEST generally administering the Australian Skills Vouchers Programme.

New Horizons Learning Centre (Perth) and DEST may also use and/or disclose your personal information as authorised or required by law.

Student Name: _____ Student Signature: _____

Date: _____

AUSTRALIAN SKILLS VOUCHER PROGRAMME BUSINESS SKILLS VOUCHER AND WORK SKILLS VOUCHERS

STATUTORY DECLARATION

Australian Skills Voucher Programme Business Skills Voucher and Work Skills Vouchers

Statutory Declaration

Important Information to complete the eligibility Statutory Declaration for a Work Skills Voucher.

This declaration is for individuals wanting to do training funded by a **Work Skills Voucher**. This means an approved course of one of the following types:

- a Certificate II,
- a Year 12 certificate,
- a Year 12 equivalent course, or
- a literacy & numeracy course.

To complete the Statutory Declaration you must circle any of Points 1-5 that apply to you.

If you are working: you do not need to circle any of Points 3 to 5, but you will need to supply a copy of a recent pay slip.

If you are not working: then you need to choose **ONE** Point out of 3 to 5 which applies you.

Point 3 will apply to you if you are:

- on Parenting Payment (and your youngest child has turned 4);
- on Carers Payments;
- in the Disability Employment Network;
- in the Personal Support Programme (PSP); or
- in the Vocational Rehabilitation Service.

Point 4 will apply to you if you are doing job search.

Point 5 will apply to you if you:

- are voluntarily not in the labour force;
- are voluntarily in employment services;
- have carer responsibilities but do not receive carer payments;
- are on income support but do not face active job search requirements, e.g., if you are on a Disability Support Pension.

If you have any questions regarding this declaration, please do not hesitate to ring your Registered Training Organisation.

Individuals who wish to participate in the Australian Skills Voucher Programme and who do not have documentary evidence as set out in the Programme Guidelines may make a statutory declaration under the Statutory Declarations Act 1959 using the attached statutory declaration form.

Statutory declarations will be made as part of the assessment by Approved Organisations of individuals' eligibility for a Work Skills Voucher or a Business Skills Voucher for Apprentices. For the purposes of demonstrating eligibility, a statutory declaration may be made by an individual to declare any of the circumstances listed on the following page.

Under section 6.4 of the Australian Skills Voucher Programme (Work Skills Vouchers and Business Skills Vouchers for Apprentices) Guidelines ('the Guidelines'), all individuals wishing to participate in the Australian Skills Voucher Programme (both for Work Skills Vouchers and the Business Skills Voucher for Apprentices) must make a statutory declaration to declare that they are not in receipt of funds to undertake the Approved Course or Business Training Unit(s) from another government programme.

Attached to the statutory declaration is a list of those people before whom a statutory declaration can be made, as prescribed in Schedule 2 to the Statutory Declarations Regulations 1993.

The completed statutory declaration should be kept on the individual's file in accordance with the Guidelines and the contract between Approved Organisations and the Commonwealth.



Australian Government

Department of Education, Science and Training
Commonwealth of Australia
STATUTORY DECLARATION
Statutory Declarations Act 1959

I, (Full Name)

(Address)

(Occupation)

make the following declaration under the Statutory Declarations Act 1959:

Circle the points below that apply to you:

- 1. I am not in receipt of additional or separate funds under another Australian Government or State and Territory Government programme, in relation to the training that is to be covered by my Work Skills Voucher.
2. I have not completed and am not currently enrolled in Year 12 (or equivalent) or a Vocational Certificate II or higher level qualification.
3. I am in receipt of income support and will either face job search requirements in the next two years or I intend to return to work in the next two years.
4. I am an activity tested unemployed job seeker participating in the Job Network.
5. I am not in the labour force and I intend to seek work after achieving my qualification.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declarations Act 1959, and I believe that the statements in this declaration are true in every particular.

Person making the declaration sign

.....

Declared at (Place) _____ on (Date) _____ of (Month, Year) 2007

Before me (Authorised Person, see over),
i.e. - JP, Pharmacist, Police Officer

Authorised Person Signature _____

Full Name (Printed)

Address

Qualification

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before –

Chiropractor
 Dentist
 Legal practitioner
 Medical practitioner
 Nurse
 Optometrist
 Patent attorney
 Pharmacist
 Physiotherapist
 Psychologist
 Trade marks attorney
 Veterinary surgeon
 Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
 Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
 Bailiff
 Bank officer with 5 or more continuous years of service
 Building society officer with 5 or more years of continuous service
 Chief executive officer of a Commonwealth court
 Clerk of a court
 Commissioner for Affidavits
 Commissioner for Declarations
 Credit union officer with 5 or more years of continuous service
 Employee of the Australian Trade Commission who is:
 (a) in a country or place outside Australia; and
 (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
 (c) exercising his or her function in that place
 Employee of the Commonwealth who is:
 (a) in a country or place outside Australia; and
 (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
 (c) exercising his or her function in that place
 Fellow of the National Tax Accountants' Association
 Finance company officer with 5 or more years of continuous service
 Holder of a statutory office not specified in another item in Part 2 of the *Statutory Declarations Regulations 1993*
 Judge of a court
 Justice of the Peace
 Magistrate
 Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
 Master of a court
 Member of Chartered Secretaries Australia
 Member of Engineers Australia, other than at the grade of student
 Member of Engineers Australia, other than at the grade of student
 Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:
 (a) an officer; or
 (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
 (c) a warrant officer within the meaning of that Act
 Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
 Member of:
 (a) the Parliament of the Commonwealth; or
 (b) the Parliament of a State; or
 (c) a Territory legislature; or
 (d) a local government authority of a State or Territory
 Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
 Notary public
 Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
 Permanent employee of:
 (a) the Commonwealth or a Commonwealth authority; or
 (b) a State or Territory or a State or Territory authority; or
 (c) a local government authority;
 with 5 or more years of continuous service who is not specified in another item in Part 2 of the *Statutory Declarations Regulations 1993*
 Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
 Police officer
 Registrar, or Deputy Registrar, of a court
 Senior Executive Service employee of:
 (a) the Commonwealth or a Commonwealth authority; or
 (b) a State or Territory or a State or Territory authority
 Sheriff
 Sheriff's officer
 Teacher employed on a full-time basis at a school or tertiary education institution
 Member of the Australasian Institute of Mining and Metallurgy

Enrolment process:

1. Complete the form, provide required ID and complete the Stat Dec.
2. Entered into Government Database and YOU will receive the Skills Voucher.
3. Present the Skills Voucher to the Training Provider
4. Training Provider sends it to RTO who enters it into Government database.
5. You are enrolled and will be provided with online access codes to start your course.