PROJECT:

Parabellum International Training RTO 51786

DOCUMENT No:

PIT-ADM-FRM-002

DOCUMENT TITLE:

Training Enrolment Form

4A	13.10.2026	Revised. Amended as per VET Information Standard Sampe. Issued for Use	I. Clover	C. Coupland	C. Coupland
3	06.10.2026	Revised. Gender section amended. Issued for Use	I. Clover	C. Coupland	C. Coupland
3A	05.08.2026	Revised. Student Checklist is added. Issued for Use	I. Clover	C. Coupland	C. Coupland
2	06.08.2025	Revised. Privacy consent added	I. Clover	C. Coupland	C. Coupland
2A	25.06.2025	Revised. Moved from COM to ADM. Aligned with SRTOs 2025. CT, RPL, Media Consent sections added.	M. Hargrave	I. Clover	C. Coupland
1	29.05.2024	Issued for Use	M. Hargrave	C. Coupland	J. Keogh
1A	22.05.2024	Issued for Review	M. Hargrave	-	-
0	01.03.2024	Issued for Use	M. Hargrave	C. Coupland	J. Keogh
0A	29.02.2024	Issued for Review	M. Hargrave	-	-
REVISION	**DATE**	**DESCRIPTION OF REVISION**	**ORIGINATOR**	**CHECKED**	**APPROVED**

Purpose:

The purpose of this form is to gather the required information to successfully manage a student's enrolment and advise students of Parabellum International Privacy guidelines.

Scope:

Applicable to students, prior to enrolment, for training with Parabellum International.

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.

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 (Outcome Standards for NVR Registered Training Organisations) Instrument 2025) 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 National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information:

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.

NCVER may disclose your personal information to the Australian Government Department of Employment and Workplace Relations (DEWR), other relevant Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes for which the legislation above permits.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. NCVER does not intend to disclose your personal information to any overseas recipients. 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.

Commonwealth and State and Territory government authorities who deal with or have responsibility for VET also have contracted IT operators that design, build, test, operate, maintain and host a VET data system used to collect and/or store VET data. VET data system operators are subject to a range of strict privacy, security, and confidentiality obligations. Your personal information may be used by VET data system operators to fulfil their contractual obligations, including ensuring that the VET data system is operating properly. VET data system operators and their contractors will be required to abide by the Australian Privacy Principles.

Data submitted through a VET data system may undergo validation and quality assurance checks, which involve checking the submitted data against data held in other information systems, for example, the Unique Student Identifier Registry or the Australian Business Register.

For more information about how NCVER will handle your personal information please refer to NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil its functions and activities, including:

administration of VET, such as 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.

DEWR may be authorised by law to share "public sector data" with third parties, including under the *Data Availability and Transparency Act 2022* (Cth) (*DAT Act*). "Public sector data" is defined in the *DAT Act* to mean "data lawfully collected, created or held by or on behalf of a Commonwealth body…" and therefore includes any data collected by the department as part of performing VET related functions.

For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at https://www.dewr.gov.au/vet-activity-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 Parabellum International to:

- request access to your personal information.
- correct your personal information.
- make a complaint about how your personal information has been handled.

RTO contact details: E: training@parabellum.com.au; P: +61 8 9285 6100; Privacy Policy: Parabellum International Training Privacy Policy

COURSE ENROLMENT DETAILS *All fields in this section must be completed.*	
What are you enrolling in? *Select one option.*	☐ A single unit of competency ☐ Multiple units of competency ☐ A full qualification (for example, a Certificate III)
Course or unit code and title: *(Please list all units if enrolling in more than one)*	
Delivery Location:	

PERSONAL DETAILS	
Preferred Title:	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other
First Name:	
Middle Name/s:	
Surname:	
Date of Birth:	/ /
Gender: *(Tick ONE box only)*	☐ Male ☐ Female ☐ Non-binary ☐ Different term ☐ Prefer not to answer ☐Indeterminate / Intersex / Unspecified

CONTACT DETAILS	
Mobile Number:	
Work Number:	
Home Number:	
Email Address:	
Alternative email Address:	

RESIDENCE	
Permanent Residential Address:	
Building/property name	
Flat/unit details	
Street or lot number (e.g.205 of Lot 118)	
Street name	
Suburb, locality or town	
State/territory	

Postcode	
Temporary address (if different from above):	
Building/property name	
Flat/unit details	
Street or lot number (e.g.205 of Lot 118)	
Street name	
Suburb, locality or town	
State/territory	
Postcode	
Postal Address (if different form above):	
Building/property name	
Flat/unit details	
Street or lot number (e.g.205 of Lot 118)	
Street name	
Postal delivery information (e.g. PO Box 254)	
Suburb, locality or town	
State	
Postcode	

STUDENT CHECKLIST		
Copy of Valid Photo ID is included *(Drivers Licence OR Passport)*	☐ **YES**	☐ **NO**

LANGUAGE AND CULTURAL DIVERSITY		
In which country were you born?	☐Australia	
	☐Other	Please specify
Are you of Aboriginal or Torres Strait Islander origin?	☐ No	
	☐ Yes >	☐ Aboriginal ☐ Aboriginal and Torres Strait Islander ☐ Torres Strait Islander
Would you like to discuss any cultural background or support needs?	☐ No	
	☐ Yes >	Preferred method of communication: ☐ In-person ☐Phone ☐ Email
Do you have any cultural or community obligations that may impact your study?	☐ No	
	☐ Yes >	If yes, please specify:
What language do you speak at home?	☐ English	

	☐ Other	Please specify:
Do you have any support needs that may affect your participation in this course (e.g. reading, writing, numeracy, digital skills, disability, or personal circumstances)?	☐ No	
	☐ Yes >	Please describe your needs so we can arrange appropriate support:

DISABILITY

Do you consider yourself to have a disability, impairment, or long-term condition?	☐ Yes ☐ No (Go to SCHOOLING)	
If yes, please indicate area: *(Please select all relevant options)* *(Please refer to the 'Disability Supplement' for an explanation of the following disabilities)*	☐Acquired brain injury ☐Autism ☐Deaf and hard of hearing ☐Deafblind (dual sensory) ☐Intellectual ☐Medical Condition ☐Neurological ☐Physical ☐Psychiatric/Mental health ☐Specific Learning ☐Speech ☐Vision ☐Other ☐Prefer not to specify	
Do you require a reasonable adjustment to training or assessment?	☐ No	
	☐ Yes >	Please attach completed **PIT-ISS-FRM-001-Reasonable Adjustment Request Form** (emailed and found on our website www.parabellum.com.au)

SCHOOLING

What is your HIGHEST completed school level?	☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent	☐ Year 09 or equivalent ☐ Year 08 or below ☐ Did not attend school
Are you still enrolled in secondary or senior secondary education?	☐ Yes ☐ No	

PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the qualifications listed below	☐ No

Please select all relevant.	☐ Certificate I ☐ Certificate II ☐ Certificate III (or trade certificate) ☐ Certificate IV (or advanced certificate) ☐ Diploma (or Associate Diploma) ☐ Advanced Diploma or associate degree ☐ Bachelor's degree or higher degree ☐ Other education (including certificates or overseas qualifications not listed above)

PREVIOUS EXPERIENCE

Do you have approximately 12 months of prior experience within specific resources, emergency, or allied industries?	☐ Yes ☐ No
If yes, please list the below: **1. Position title/s;** **2. Duration of position/s; and** **3. Responsibilities of position/s.**	1. 2. 3.
If no, please contact Parabellum International's training department directly to discuss further. ** Please do not proceed with payment for course booking **	

STUDY REASON

What BEST describes your main reason for undertaking this training? *(please select the most appropriate)*	☐ To get a job ☐ It was a requirement of my job ☐ I wanted extra skills for my job ☐ To develop my existing business ☐ To start my own business ☐ To get into another course of study ☐ To get a better job or promotion ☐ To try a different career ☐ For personal interest or self-development ☐ To get skills for community/voluntary work ☐ Other reasons

CREDIT TRANSFER / RPL

Have you previously completed any nationally recognised qualifications or units of competency that may be eligible for credit transfer?	☐ No	
	☐ Yes >	• Please attach completed **PIT-TRN-FRM-003 Credit Transfer Application** (emailed and found on our website www.parabellum.com.au) • Please attach copies of your **USI transcripts** and **Statements of Attainment**

Are you seeking Recognition of Prior Learning (RPL) for any skills, knowledge, or experience relevant to this course? **(RPL is an assessment process that evaluates your existing skills and knowledge—gained through work, volunteering, or life experience—against the learning outcomes of a unit or qualification.)*	☐ No	
	☐ Yes >	Please briefly describe your relevant experience or qualifications:

EMPLOYMENT	
Of the following categories, which BEST describes your current employment status? *(Tick ONE box only)*	☐ Full-time employee ☐ Part-time employee ☐ Self-employed (not employing others) ☐ Self-employed (employing others) ☐ Employed (unpaid worker in a family business) ☐ Unemployed (seeking full-time work) ☐ Unemployed (seeking part-time work) ☐ Not employed (not seeking employment)

EMERGENCY CONTACT DETAILS	
Preferred Title:	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other
Full Name:	
Relationship:	
Mobile Number:	

Unique Student Identifier (USI)

From 1 January 2015, Parabellum International 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 NCVER. If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/create-your-usi on computer or mobile device.

Enter your 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 https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/.

USI application through Parabellum International IF YOU DO NOT ALREADY HAVE ONE

If you would like for Parabellum International to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/about-us/privacy.

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

☐ I authorise Parabellum International 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 https://www.usi.gov.au/about-us/privacy.

Unique Student Identifier (USI) application through RTO

Application for Unique Student Identifier (USI) (if you do not already have one)

If you would like Parabellum International Training to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at https://www.usi.gov.au/about-us/privacy. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

Authorisation

I [NAME] authorise **Parabellum International Training RTO** 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 [TOWN/CITY OF BIRTH]

(please write the name of the Australian or overseas town or city where you were born)

Document No:	Title	Created By:	Modified By:	Approved By:	Revision No.	Revision Date:	Review Date:
PIT-ADM-FRM-002	Training Enrolment Form	M. Hargrave	I. Clover	C. Coupland	4A	13.10.2026	13.10.2029

Please provide details for one of the forms of identity below

Parabellum International will also need to verify your identify to create your USI – please provide details for **ONE** of the forms of identify below (numbered 1 to 8). Please ensure the name written in the 'Personal Details' section is written exactly the same as 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 the Medicare card): ……

   Card colour (select which applies):

   ☐ Green Expiry date: …… / …… / …… (format DD/MM/YY)

   ☐ Yellow / ☐ Blue Expiry date: …… / …… / …… (format DD/MM/YY)

3. **Australian Birth Certificate**

   State/Territory: ……

4. **Australian Passport**

   Passport number: ……

5. **Non-Australian Passport**

   Passport number: ……

6. **Immicard**

   Immicard number: ……

7. **Citizenship Certificate**

   Stock number: ……

   Acquisition date: …… / …… / …… (format DD/MM/YY)

8. **Certificate of Registration by Descent**

   Acquisition date: …… / …… / …… (format DD/MM/YY)

Please note: A copy of your photo ID is required to process this enrolment.

In accordance with section 11 of the Student Identifiers Act 2014, Parabellum International 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.

Student Rights and Responsibilities

As a student, you have the right to:

- Be treated fairly and respectfully
- Receive accurate course information and access support services
- Learn in a safe and inclusive environment
- Lodge complaints or appeals through a fair process

You are responsible for:

- Respecting staff and other students
- Participating in learning activities and meeting course requirements
- Following RTO policies and procedures
- Inform us of any support needs, requests for reasonable adjustments, or changes to your details
- Submit required documents (e.g., ID, academic transcripts, qualifications, completed forms)

For full details, please refer to the **Student Handbook** available on our website www.parabellum.com.au

☐ I acknowledge that I have read and understood my rights and responsibilities as a student.

Media Consent

As part of our training and promotional activities, we may take photos, videos, or collect testimonials during classes, events, or assessments.

Do you give consent for your image, voice, or written feedback to be used in marketing, publications, social media, or other training-related materials?

☐ Yes, I give consent for my image, voice, or feedback to be used for training and promotional purposes.

☐ No, I do not give consent. I prefer not to be included in any media.

Signature: _____Date: _____

Optional Privacy Disclaimer:

Your consent is voluntary and can be withdrawn at any time by contacting our office in writing. We respect your privacy and will not share any media without your permission if you have not consented.

Third-Party Information Disclosure Consent

By signing this form, I consent to Parabellum International Training RTO (51786) collecting, using, and disclosing my personal and sensitive information for the purposes of delivering training and assessment services, fulfilling regulatory and contractual obligations, and supporting my learning and professional development.

This may include sharing information with relevant third parties, including but not limited to:

- Employers and industry partners
- Government agencies and departments
- Other education and training providers
- Work placement or host organisations
- Recruitment and employment agents

I understand this information will be used solely for legitimate purposes related to training delivery, assessment, compliance, learner support, staff and student administration, reporting requirements, and collaboration with authorised external organisations.

All personal information will be handled in accordance with the Privacy Act 1988 (Cth) and Parabellum International Training's Privacy Policy (PIT-ADM-POL-002).

I acknowledge that I may withdraw my consent at any time by notifying Parabellum International Training in writing. I understand that withdrawing consent may impact my access to some services or training activities.

This consent complies with the National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations) Instrument 2025 and all other applicable legislation and standards.

☐ Yes, I give consent for Parabellum International Training RTO (51786) to collect, use, and disclose my personal and sensitive information to relevant third parties as outlined above.

☐ No, I do not give consent.

Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

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.

Marketing and Recruitment Survey

1. **The information I received about my course before I enrolled (signed up) was true.**
   a. ☐ Yes ☐ No ☐ Somewhat

2. **Were you offered any incentives to sign up for the course?**
   a. ☐ Yes ☐ No ☐ Somewhat

3. **Were you promised or guaranteed that you would get a job if you completed the course?**
   a. ☐ Yes ☐ No ☐ Somewhat

4. **Was there another organisation involved in signing you up to this course?**
   a. ☐ Yes ☐ No ☐ Somewhat

5. **I understood the length of the course before I enrolled (signed up)?**
   a. ☐ Yes ☐ No ☐ Somewhat

6. **Parabellum International gave me information about how the course would meet my needs before I enrolled (signed up).**
   a. ☐ Yes ☐ No ☐ Somewhat

7. **I understood the study requirements before I enrolled (signed up).**
   a. ☐ Yes ☐ No ☐ Somewhat

8. **My rights and responsibilities as a student were explained to me before I enrolled (signed up).**
   a. ☐ Yes ☐ No ☐ Somewhat

9. **The payment terms and conditions were clear to me when I enrolled (signed up).**
   a. ☐ Yes ☐ No ☐ Somewhat

10. **I was aware of my training provider's refund policy when I enrolled (signed up).**
    a. ☐ Yes ☐ No ☐ Somewhat

Acknowledgement and Consent

I acknowledge that:

- I have received accurate and sufficient information about the course I am enrolling in, including course content, duration, delivery modes, fees, support services, assessment methods, and my rights and responsibilities as a student.
- I understand the policies and procedures of the Parabellum International Training RTO (51786) including those relating to complaints, refunds, credit transfer, and recognition of prior learning (RPL).
- I have been given the opportunity to ask questions and clarify any information prior to enrolling.

I consent to:

- The RTO collecting, using, and storing my personal information in accordance with its Privacy Policy and the Privacy Act 1988 (Cth).
- My information being reported to government bodies as required for training and regulatory purposes (e.g. AVETMISS and USI reporting).
- The RTO contacting me regarding my training and assessment progress or for quality assurance purposes.

Student Full Name: _____Signature: _____Date: _____

STUDENT CHECKLSIT		
Completed Enrolment Form submitted: training @parabellum.com.au	☐ **YES**	☐ **NO**
Copy of Valid Photo ID (Drivers Licence OR Passport) is included	☐ **YES**	☐ **NO**