

## REIT Course Registration Form

To register: Fax: (03) 6223 7748

Mail: GPO Box 868, HOBART, 7001

Email: james.jackson@reit.com.au

**All registrations close 10 Business days prior to course commencement date**

Course Name: \_\_\_\_\_ Location: \_\_\_\_\_

Course Date(s): \_\_\_\_\_ Cost:\$ \_\_\_\_\_

**I/We acknowledge that the full course fee will be charged for withdrawals less than 7 days prior to the course. Withdrawals must be in writing. If the registration form is not signed you will not be accepted.** Courses may be cancelled up to the starting date if the number of attendees is insufficient. If a course is cancelled a full refund will be offered. I acknowledge that information about my enrolment, attendance, assessment and assessment outcomes may be made available to my workplace supervisor, the principal of my agency, the Property Agents Board, the Tasmanian Qualifications Authority and Skills Tasmania. By signing this form, you acknowledge that you have read and agree to the following REIT policies: **Fees and Refunds Policy, Client Service Standards, Code of Practice for Training, Privacy Policy, Disciplinary Procedures and Training & Assessment Strategy** - these policies can be accessed via <http://reit.com.au/training/about-our-training/>.

**Please complete all fields in clear block letters.**

\*Registrant: Title \_\_\_\_\_ Given Name \_\_\_\_\_ Surname \_\_\_\_\_ DOB: / / \_\_\_\_\_

\*Signature (of registrant) \_\_\_\_\_

Company Name (if applicable) \_\_\_\_\_

\*Address \_\_\_\_\_ Postcode \_\_\_\_\_

\*Postal Address (if different to above) \_\_\_\_\_ Postcode \_\_\_\_\_

\*Telephone (BH) \_\_\_\_\_ Telephone (Mobile) \_\_\_\_\_

\*E-mail contact \_\_\_\_\_

**All registered candidates will receive confirmation and/or cancellation information by email – if you haven't received an email within the week before the course commences, please contact the REIT office 03 6223 4769 or email [james.jackson@reit.com.au](mailto:james.jackson@reit.com.au).**

Payment Options:

**\*\*Note: Non REIT members will be charged an additional administration fee of \$88 (incl GST) per course enrolment.\*\***

Please find enclosed cheque (payable to REIT)

Charge to company account. Signature (Manager of Company) \_\_\_\_\_

Please charge my credit card

Type of card: Bankcard  MasterCard  Visa

Card Number

EXPIRY DATE: \_\_\_\_\_

Cardholder's name (please print) \_\_\_\_\_ Signature \_\_\_\_\_

Office Use Only		

# REIT ENROLMENT FORM

**Instructions:**

Fill in all sections clearly and carefully by writing in block letters.

Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required.

## 1 PERSONAL DETAILS

Title: *(Please tick)*      Mr       Mrs       Miss       Ms       Dr       Other

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: \_\_\_\_\_

Usual Residential Address: Building/Property name: \_\_\_\_\_ Flat/Unit number: \_\_\_\_\_

Street or lot number: \_\_\_\_\_

Street name: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address: Building/Property name: \_\_\_\_\_ Flat/Unit number: \_\_\_\_\_

Street\lot \postal number: \_\_\_\_\_

Street name: \_\_\_\_\_ Suburb: \_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Unique student identification number (USI)  
 Please apply online <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>  
 USI (10 digit code)

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FAILURE TO PROVIDE THE USI WILL RESULT IN YOUR ENROLMENT BEING RETURNED

Emergency/Next of Kin Contact Details: Name \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## 2 COURSE DETAILS

Name of course/qualification undertaking: \_\_\_\_\_

Date of enrolment: \_\_\_\_\_

## 3 EMPLOYMENT DETAILS

Business Name: \_\_\_\_\_

Your position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/Suburb \_\_\_\_\_ Telephone: \_\_\_\_\_

## 4 LANGUAGE AND CULTURAL DIVERSITY

Are you of aboriginal or Torres Strait Islander origin?  
(For persons of both Aboriginal AND Torres Strait Islander origin,  
mark both "Yes" boxes)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

No  
Yes, Aboriginal  
Yes, Torres Strait Islander

Were you born in Australia? \_\_\_\_\_ If not, please specify? \_\_\_\_\_

Are you an Australian Citizen?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

Town/City of birth \_\_\_\_\_

Do you speak a language other than English at home?

<input type="checkbox"/>
<input type="checkbox"/>

No, English only (Go to disability section)  
Yes, other – please specify

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How well do you speak English?

Very Well

Well

Not well

Not at all

## 5 DISABILITY

Do you consider that you have a disability, impairment or long-term condition? (You may indicate more than one area)

No

Vision

Hearing/Deaf

Physical

Medical Condition

Other

Intellectual

Mental Illness

Learning

Acquired Brain Impairment

## 6 EDUCATION

What is your highest completed school level?

<input type="checkbox"/>	Completed year 12	<input type="checkbox"/>	Completed year 11	<input type="checkbox"/>	Completed year 10
<input type="checkbox"/>	Completed year 9 or equivalent	<input type="checkbox"/>	Completed year 8 or lower	<input type="checkbox"/>	Did not go to school

In which Year did you complete? **(Please complete)**

Are you still attending secondary school? Yes  No

Have you successfully completed any of the following qualifications?

<input type="checkbox"/>	Yes (please tick ANY applicable boxes)	<input type="checkbox"/>	No (Go to the Employment section)
<input type="checkbox"/>	Bachelor Degree or Higher Degree	<input type="checkbox"/>	Certificate III (or Trade Certificate)
<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Certificate II
<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Certificate I
<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Certificates other than the above

## 7 EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

<input type="checkbox"/>	Full-time employee	<input type="checkbox"/>	Employed – unpaid worker in a family business
<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>	Unemployed – seeking full-time work
<input type="checkbox"/>	Self employed – not employing others	<input type="checkbox"/>	Unemployed – seeking part-time work
<input type="checkbox"/>	Employer	<input type="checkbox"/>	Not employed – not seeking employment

## 8 STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course/traineeship /apprenticeship? (Tick ONE box only)

<input type="checkbox"/>	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	<input type="checkbox"/>	Other reasons

## 9 DECLARATION

I understand that information obtained in this form may be provided to State and Commonwealth agencies and research organisations detailed in the privacy notice and privacy policy. I certify that all details provided on these forms are correct.

I confirm that I am 15 years old or over and have been a resident of Tasmania for a minimum of 6 months.

The REIT privacy policy can be viewed at [www.reit.com.au](http://www.reit.com.au) alternatively please email [reit@reit.com.au](mailto:reit@reit.com.au) or contact us on 03 6223 4769 and a copy can be forwarded to you.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, **the Real Estate Institute of Tasmania** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by **the Real Estate Institute of Tasmania** for statistical, regulatory and research purposes. **The Real Estate Institute of Tasmania** may disclose your personal information for these purposes to third parties, including:

School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;

- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above and the REIT Privacy Policy.

STUDENT SIGNATURE .....

DATE .....

PARENT/GUARDIAN SIGNATURE .....

DATE .....

*\*Parental/guardian consent is required for all students under the age of 18.*