**Enrolment Form – TAE40116**

The following questions are provided for collecting data from enrolment forms. The order these questions are provided in and the wording should be followed to ensure that compatible and comparable data are collected across AVETMISS collections and over time. Provide crosses in the boxes where appropriate.

If completing enrolment form by hand, please complete in ***BLOCK CAPITAL LETTERS*** – thank you.

Confidentiality and Privacy:

Your information is kept confidential with SpecTraining and our Privacy Policy (available at our website [www.spectraining.edu.au/public-policies](http://www.spectraining.edu.au/public-policies)) describes how we use the information you give us.

We do not disclose your information to a third party except as required by:

* ASQA auditors who monitor that we comply with their regulations
* designated trainers and assessors for the purposes of your training

Should an external body, such as another training organisation wish to verify your qualifications, they must give us your written permission for this information to be released.

Fees and charges:

The schedule of fees is given on page 5.

All fees quoted on this form are GST-free. SpecTraining does charge GST for some services not listed on this enrolment form. Please refer to the website or contact SpecTraining for further information.

In accordance with RTO Standards 2015, a maximum on the amount of fees able to be collected in advance is $1500 on initial enrolment. If your fees are being paid for by your employer or another organisation they may be paid in full at time of enrolment.

To comply with the standards, you would then pay instalments so that at no time would we hold fees of $1500 in advance. However, all fees must be paid as agreed and all must be paid before a qualification can be issued.

A fourteen (14) day cooling off period applies to all enrolments. However, if you commence training or submit assessment evidence in this time you are deemed to have agreed to a contract of training and the cooling off period is voided.

Fees are held in reserve until the cooling off period has passed. Please refer to [www.spectraining.edu.au/public-policies](http://www.spectraining.com.au/public-policies) for the special conditions that apply to payments in advance for workshops where withdrawing from the enrolment may incur penalties if within seven days of scheduled starts.

Copies of our student manual can be obtained from the web site [www.spectraining.edu.au/public-policies](http://www.spectraining.com.au/public-policies)

The RPL Information Kit provides you with the opportunity to identify the evidence being supplied. This Kit is available from SpecTraining via email upon request. When considering a claim for RPL / RCC, please note that if you are unsuccessful in your RPL application, this fee is counted towards your enrolment in any gap training or full training programs for this qualification.

If necessary, contact SpecTraining on 0401 565 086 or 0404 459 367 for clarification of any enrolment issues you may have.

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| **COURSE/QUALIFICATION DETAILS** |
| TAE40116 Certificate IV in Training and assessment  |
| **PERSONAL DETAILS** |
| **First Name:** |       |
| **Middle Name(s):** |       |
| **Last Name:** |       |
| **Maiden Name:** |       (if last name changed – for USI purposes) |
| **D****ate of Birth:** |       | **Gender:** | **[ ]**  | **Male** | **[ ]**  | **Female** | **[ ]**  | **Other** |
| **Unique Student Identifier\*:**  |  |
| \*If you don’t have your 10-character USI, or don’t remember it, USI is available from [usi.gov.au](https://www.usi.gov.au/)  |
| **CONTACT INFORMATION** |
| **Phone**  | **Mobile:** |       | **Work:** |       |
|  | **Home:** |       |
| **Primary E-mail:**  |  |
| **Secondary E-mail:** |   |
| **Home Address:** |       |
| **Suburb/Town:** |       | **State:** |  | **Post Code:** |  |
| **Postal Address:** | As above **[ ]**  |
| **If different:** |  |
| **Suburb/Town:** |       | **State:** |  | **Post Code:** |  |
| **DEMOGRAPHICS (AVETMISS DATA)**  |
| AVETMISS data is data collected for the Commonwealth Government to help inform decision-makers on skills training and gaps in the community. It also provides the Commonwealth with extra information for census reporting. It is a requirement for the award of nationally recognised training that qualifications and competencies. |
| ***Your Employment*** |
| **Which one of these options BEST describes your current employment status?** (**Tick ONE box only**) |
| **[ ]**  | Full-time employee  | **[ ]**  | Part-time employee |
| **[ ]**  | Casual employee  | **[ ]**  | Contractor/Self Employed |
| **Are you currently employed in a trainer/assessor role?** | **[ ]**  | Yes | **[ ]**  | No |
| **How many years (or months) experience have you had in Vocational Training?** |   |
| ***Your Education*** |
| **What was the highest grade in school you *COMPLETED*** | Year       (e.g. ‘Year 10’) |
| **What YEAR did you complete your highest level of school?** |       (e.g. ‘1997’) |
| **Are you still attending school?** | **[ ]**  | Yes | **[ ]**  | No |
| **Where were you born?** | **[ ]**  | Australia | **[ ]**  | Other – Please Specify:       |

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| ***Your Qualifications*** |
| **Have you SUCCESSFULLY completed any of the following qualifications? (**Tick ANY applicable boxes**)** |
| **[ ]**  | Bachelor’s Degree or Higher Degree | **[ ]**  | Certificate III (or Trade Certificate)  |
| **[ ]**  | Advanced Diploma or Associate Degree | **[ ]**  | Certificate II  |
| **[ ]**  | Diploma (or Associate Diploma) | **[ ]**  | Certificate I  |
| **[ ]**  | Certificate IV (or Advanced Certificate/Technician)  | **[ ]**  | Certificates other than the above (e.g. Overseas qualifications) |
|  | **[ ]**  | No, I have no formal training certificates |
| ***About You*** |
| **What language do you speak *most often* when at home?** | **[ ]**  | English (If English only, skip the next question) |
| **[ ]**  | Other – Please Specify:       |
| **How well do you speak English?** | **[ ]**  | Very Well | **[ ]**  | Well | **[ ]**  | Not Well |
| **Do you consider yourself to have a disability, impairment or long-term condition?** | **[ ]**  | Yes | **[ ]**  | No |
| ***If you answered YES*, please indicate the areas of disability, impairment or long-term condition:** |
| **[ ]**  | Hearing | **[ ]**  | Learning | **[ ]**  | Medical Condition |
| **[ ]**  | Physical  | **[ ]**  | Vision  | **[ ]**  | Mental Illness  |
| **[ ]**  | Intellectual | **[ ]**  | Acquired Brain Injury | **[ ]**  | Other:  |
| **Are you of Aboriginal or Torres Strait Islander origin?** | **[ ]**  | Yes | **[ ]**  | No |
| ***Your Reason for Studying*** |
| **Which of these reasons BEST describes your main reason for undertaking this course** **(Please tick ONE box only)** |
| **[ ]**  | To get a job | **[ ]**  | It was a requirement of my job |
| **[ ]**  | To develop my existing business | **[ ]**  | To get into another course of study |
| **[ ]**  | To start my own business | **[ ]**  | I wanted extra skills for my job |
| **[ ]**  | To try for a different career | **[ ]**  | For personal interest or self-development |
| **[ ]**  | To get a better job or promotion | **[ ]**  | Other reasons |
| ***Consent to being contacted for future surveys*** |
| **Complete if you DO NOT wish to be contacted by NCVER/ASQA for future student/learner surveys** |
| **[ ]**  | I DO NOT consent to being contacted for future surveys. |

Mandatory pre-enrolment criteria check

The following requirements required to ensure that candidates meet these minimum requirements before enrolling. If you have any questions or concerns regarding these requirements, please contact SpecTraining on 0401 565 086.

Pre-enrolment questionnaire and Statutory Declaration

In addition, you are required to complete the attached Pre-enrolment questionnaire in order to ensure that you are offered an appropriate amount and method of training, taking into account your current skills and experience in a training environment.

We also require you to complete the statutory declaration regarding the authenticity of assessment evidence submitted, either for RPL or course work.

Question 1: Language and Literacy skills

Candidates must have a sound grasp of written and verbal English.

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| Do you have at least a Year 10 standard in verbal and written English? | Yes | [ ]  | No | [ ]  |
| Do you have at least a Year 10 standard in mathematics? | No | [ ]  | Yes | [ ]  |

If you feel you do not, please contact the office as some pre-enrolment assistance can be provided. We are also able to refer you to external sources of assistance if needed.

Question 2: Technology Skills

Some of the units require you to complete work using computers to create documents, research the internet and source reference materials. Some course content is also provided by webinars.

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| Do you have at least basic familiarity with computers? | Yes | [ ]  | No | [ ]  |
| Do you have access to the Internet? | No | [ ]  | Yes | [ ]  |
| Do you have access to MS Word, MS PowerPoint or similar applications? | No | [ ]  | Yes | [ ]  |
| Can you use these applications to create documents, incorporating tables and graphics? | Yes | [ ]  | No | [ ]  |
| Can you use these applications to complete templates? | Yes | [ ]  | No | [ ]  |

Internet access is available at various prices from public libraries and internet cafés. An assessor may be able to help you with basic functions in mentoring sessions.

Question 3: Vocational competencies

Applicants are also expected to have vocational competency prior to enrolling in this course. You will be required to facilitate training sessions and conduct competency-based assessment as part of your course work. **Please** also provide a copy of your current/most recent CV/Resume.

Please describe your vocational competencies and how recently it was demonstrated/used:

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We can assist applicants with identifying vocational competencies where necessary. Testamurs are not required since many skills are gained through other means. If in doubt, contact us.

Declaration

* I have read and understood the information provided above, the refund policy and the notes attached to all parts of this enrolment form. By signing the form below, I agree to abide by all relevant policies and procedures of SpecTraining. I understand that my enrolment is accepted under the conditions of payment as set out in the Information Kit, the associated documents and on this form.
* I understand that selecting a **credit card payment** will result in SpecTraining processing the transaction using MYOB online Credit Card processing facilities. I understand that these use high security protocols and that my details are kept confidential at all times. I understand that SpecTraining will not charge an additional fee for using this method. By signing the form above, I authorise SpecTraining to process my payment.
* I understand that a third party (e.g. employer) may be issued the tax invoice if they wish to pay my fees. In this case, I will provide SpecTraining with a **purchase order or a letter** confirming that the third party will pay for my enrolment. Employers or other authorised third parties may pay the fees in full.
* I understand that the information contained in this form is forwarded to the Department of Education and Training (QLD) for statistical purposes. I understand that my details are kept in strictest confidence at all times and only issued to authorised third parties as detailed in the Privacy Notice on the following page.
* Where I am completing training through a corporate training arrangement, traineeship or similar arrangement, I authorise SpecTraining to inform my employer of my progress.
* I hereby authorise SpecTraining to contact third parties I list in my application, referees and former training providers to verify any qualification I offer as RPL evidence or confirm statements I make as to my skills and experience.
* All information supplied by me is true and correct. I understand that my enrolment may be cancelled if I make false statements on this form. I also understand that this may affect any refund claims.

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| Signature |  | Date |  |

*You must also sign the attached Privacy Notice.*

Costs/Fees

The course tuition fee as quoted will be charged at the rate of $300 per unit ($200 per unit RPL), with the enrolment fee of $150 waived. Further fees only apply where extra copies of the text book are required, or where extra copies of testamurs/certificates are ordered. Fees are payable via an upfront first-unit fee that incorporates the costs of course materials, with subsequent unit fees charged at the commencement of each unit.

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| **Instalments** Students may pay by interest free instalments provided that all fees are paid before the qualification is completed. All fees paid in advance, which are more than $1500, must be paid by instalments. |

Privacy Notice

Under the Data Provision Requirements 2012, **SpecTraining Pty Ltd** are 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 **SpecTraining Pty Ltd** for statistical, regulatory and research purposes.

**SpecTraining Pty Ltd** 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 (C’th), 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)).

The Australian Skills Quality Authority (ASQA) also may survey students in accordance with their audit protocols. More details about ASQA, their policies and audit processes can be found on [www.asqa.gov.au](http://www.asqa.gov.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.

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| STUDENT SIGNATURE[or electronic acknowledgement] |  | DATE |  |