

Australian Institute of Engineering

ABN: 13 612 727 143

Registered Training Organisation ID 45356 | CRICOS Provider Code 03685G

60 Belfast Street, Broadmeadows, VIC 3047, Australia

www.aie.edu.au | Tel: +61 3 9302 1296



CPCWHS1001 – Enrolment Form

Course Enrolment:											
Please indicate which course you are enrolling in below (tick appropriate box):											
<input type="checkbox"/> CPCWHS1001 Prepare to work safely in the Construction Industry											
Personal Details (Please Print)											
Name (full name) <i>Please write the name that you used when you applied for your Unique Student Identifier (USI)</i>											
Address	Suburb: P/C:										
Postal Address (if different from above)	Suburb: P/C:										
Phone and Mobile	Home Phone: Mobile Phone:										
Date of Birth											
Personal Email											
Emergency Contact and phone no											
Unique Student Identifier (USI)	<p>From 1 January 2015, we, AIE 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).</p> <p>You may already have a USI if you have done any nationally recognised training. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/students/find-your-usi</p> <p>If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/your-usi/create-usi on computer or mobile device.</p> <p>Enter your Unique Student Identifier:</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px;"></td> </tr> </table> <p><u>Please note:</u> A person with a genuine personal objection to being assigned a USI can apply for an exemption to the Student Identifiers Registrar. To apply for an exemption, the student must complete the Commonwealth Statutory Declaration Form found at: https://www.usi.gov.au/documents/usi-statutory-declaration</p>										
General Information. Please answer the following questions:											
What is your gender?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)										
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other- please specify										
Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - Please specify _____										
Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander										

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<p>Do you consider yourself to have a disability, impairment or long-term condition?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)</p> <p><input type="checkbox"/>Hearing/Deaf <input type="checkbox"/>Intellectual <input type="checkbox"/>Physical <input type="checkbox"/>Vision <input type="checkbox"/>Medical Condition <input type="checkbox"/>Mental Health Condition <input type="checkbox"/>Acquired Brain Impairment <input type="checkbox"/>Learning <input type="checkbox"/>Other, please indicate: _____</p>
<p>What is your highest COMPLETED school level? (Tick ONE box only)</p>	<p><input type="checkbox"/> Completed Year 8 or lower <input type="checkbox"/> Completed Year 9 or equivalent <input type="checkbox"/> Completed Year 10 <input type="checkbox"/> Completed Year 11 <input type="checkbox"/> Completed Year 12 <input type="checkbox"/> Never attended school</p>
<p>Are you still enrolled secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Year Highest School Level Completed</p>
<p>Have you successfully completed any qualifications or certificates?</p>	<p><input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p><input type="checkbox"/> Bachelor's degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above</p>
<p>Of the following categories which BEST describes your current employment status?</p>	<p><input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Self-employed – employing others <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment</p>
<p>Of the following categories, which BEST describes your main reason for undertaking this program? (Tick ONE box only)</p>	<p><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"/> To gets skills for community/ voluntary work <input type="checkbox"/> Other reasons</p>
<p>Have you applied to be a student at this RTO before?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Payment of Course Fees

Please indicate below the payment method that will be used to pay the course fees (tick appropriate box):

Credit Card

Please complete the following to allow AIE to process the payment:

Name on credit card:

Bank of credit card:

Credit card number:

Expiry date:

Cash or EFT (Do Not send cash – Please visit our Head Office to make a cash or EFT payment)

Refund Policy

All applications for refunds must be made in writing by way of the 'Application for Refund' form and submitted to Student Administration. Approved applications will be processed within 14 days from the date of application.

The assessment of refund applications shall be granted as indicated below:

Outline of Refunds

Withdrawal prior to agreed start date	Full refund of any pre-paid tuition fees.
Withdrawal from course after commencement	No refund of monies paid
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund only on Units not started.
The RTO is unable to commence the course for which the original enrolment and payment has been made.	Full refund or alternative placement in a course
The RTO is unable to continue to deliver the course as agreed.	Partial refund or alternative placement in a course

Note: There is no refunds for course resources purchased (i.e. workbooks, PPE etc).

Extenuating circumstances

Students may have extenuating circumstances that prevent them from attending scheduled course dates. These circumstances may include (but are not limited to):

- Illness, Family or personal matters
- Other extraordinary reasons

Where evidence can be successfully provided to support the student's circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. This decision of assessing the extenuating circumstances rests with the RTO Manager and shall be assessed on a case by case situation.

Please note: where the student breaches the conditions of enrolment no refund is payable.

This policy and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws, including but not limited to a statutory cooling off period if one applies.

Privacy Statements

Federal Privacy Notice

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.

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How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) 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 NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including 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.

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

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

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-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 Australian Institute of Engineering to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Australian Institute of Engineering

60 Belfast St, BROADMEADOWS, VIC, 3047

Phone: +61 3 9302 1296

email: info@auie.edu.au

Enrolment Conditions

In completing this enrolment form the student is agreeing to a contact with AIE that stipulates the following:

- Once the student commences the nominated course, AIE will deliver the Training Program using competency-based training principles and practices in accordance with the Australian Skills Quality Authority (ASQA).
- AIE and the student agree to work together to produce a unified approach in the student achieving the relevant course outcome
- The course fees payable to AIE are for the provision of the following services: Training and Assessment, Ongoing Administration Processes, Learning Resources, and when appropriate a Statement of Attainment
- Where a student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they be allowed to re-sit the test/or have a re-assessment. If they are deemed 'NYC' for a second time they are to re-enrol into that unit/subject. This will include re-training and therefore a re-enrolment fee for the unit will apply.
- For re-issuance of Certification the student will be charged \$25.00 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by AIE

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- AIE reserves the right to accept or reject any application for enrolment at its discretion.
- AIE reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and, in that event, shall refund all payments received from the student (see refund policy).
- Refunds are made when a student application supports one of the reasons for refund (see next page for Refund conditions). Any refundable amounts found to be due to the student will be made within 14 days.

Student Declaration

In signing and submitting this 'Enrolment Form' the applicant acknowledges:

- That the information provided by the Applicant in their application is complete and correct.
- Is aware of the course costs and agrees to the course fees
- Agrees to be bound by the RTO rules and regulations and any amendments made to the rules and regulations.
- That they have completed the Language, Literacy and Numeracy activities as required
- Where a student's contact details change while studying with the RTO the student must advise the RTO of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details.
- The Student Information Handbook has been read and all of the content understood.
- Agrees to the Enrolment Conditions (listed above in this document)
- Payment for enrolment into this course as will be undertaken in line with course costs listed above
- I give my permission for AIE to use any footage or photos taken of me in any promotional material. YES NO

Student Signature: _____ Date: _____

Employer Signature: _____ Date: _____

Please read the following information before you finalise your enrolment for a Construction Induction course

Please note that upon completion of your course, Australian Institute of Engineering will notify WorkSafe Victoria of your successful completion and pay the fee for your CI card. WorkSafe Victoria will issue and post your CI Card to your postal address included in this enrolment form. Australian Institute of Engineering does not issue this card and any enquiries should be submitted to WorkSafe Victoria directly.

Students will be required to provide proof of identify through current photo identification such as:

- Drivers licence
- Passport
- Key Pass Card with photo
- Consumer Affairs Victoria Proof of Age Card
- Other government agency licence with photo

Australian Institute of Engineering will maintain a copy of this photo identification on your file and it will be maintained in line with the Privacy Statement above.

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RTO ASSESSOR USE	
Photo Identification Evidence <i>(Date of verification of identification must occur on the day of training)</i>	
Name of Student:	
Photo Identification type sighted:	
Issuing Authority:	
Document / ID No:	
State of Issue:	Expiry Date:
Name, Address, DOB and Signature Verified (Compare signature with attendance sheet)	
Photocopies of originals held:	Yes <input type="checkbox"/>
ASSESSOR DETAILS	
Name of Assessor:	
Date:	
Signature:	