



## ENROLMENT FORM

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

**You must provide at least one Category A and one Category B document with your enrolment. Alternatively, you may provide two Category B documents, one must show your current residential address.**

Category A documents	Status
<input type="checkbox"/> Australian Birth Certificate – full (not an Extract or a Commemorative Certificate) <input type="checkbox"/> Bicentennial Birth Certificate (born in 1988) <input type="checkbox"/> Australia Citizenship Certificate/Naturalisation Certificate <input type="checkbox"/> Department of Immigration and Border Protection (DIBP) <input type="checkbox"/> Certificate of Evidence of Resident Status <input type="checkbox"/> Visa Evidence Card (with PLO56 Visa) <input type="checkbox"/> Queensland or Federal police officer photo identity card. <input type="checkbox"/> Queensland High Risk Work Licence (photographic)	Current
<input type="checkbox"/> Australian Passport (including Australian Document of Identity) <input type="checkbox"/> Foreign Passport <input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> Queensland Accreditation/Authorisation (laminated) <input type="checkbox"/> Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate – Bus; taxi; limousine driver.	Current or expired less than two years
<input type="checkbox"/> DIBP – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted.	Valid up to five years after issued
<input type="checkbox"/> Queensland Card 18+ (laminated).	Issued after 01/01/1992
Category B documents – must be Australian issued documents	Status
<input type="checkbox"/> Australian Defence Force photo identity card (excluding civilians) <input type="checkbox"/> Australian Firearm Licence (with photo) <input type="checkbox"/> Australian Security Guard/Crowd Controller Licence (with photo) <input type="checkbox"/> Department of Veterans’ Affairs/Centrelink Pensioner Concession Card (including Healthcare card) <input type="checkbox"/> Education Institution student identity document (must include photo and/or signature) <input type="checkbox"/> Financial institution debit/credit card (must include signature and embossed/printed name) <input type="checkbox"/> Medicare card (Green, Blue or Yellow) <input type="checkbox"/> Interstate government-issued or government-approved Proof of Age Card <input type="checkbox"/> Residential Tenancy Agreement <input type="checkbox"/> Utilities bill (electricity, gas)	Current

- Financial institution debit/credit card (must include signature and embossed/printed name)

Bank/Credit Card institution \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiry date \_\_\_\_\_

Course \_\_\_\_\_

Trainer \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

## Unique Student Identifier (USI)

USI NUMBER (if applicable)	
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### If you don't have a USI number, please read below:

From 1 January 2015, we Industry Training Queensland 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>

If you would like us Industry Training Queensland 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/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>

I [NAME] .....authorise Industry Training Queensland 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 pursuant to the information detailed at <https://www.usi.gov.au/training-organisations/usi-support-materials/privacy-notice-students-when-applying-usi-their-0>

[SIGNATURE] \_\_\_\_\_ [DATE] \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

### What we need to create your Unique Student Identifier (USI):

- Identification Document:**
  - Driver's Licence
  - Medicare card
  - Passport (Australian)
  - Birth Certificate
  - Visa/International Passport

- City of Birth:**
- 

- Do you require any additional support e.g. Language, Literacy & Numeracy, interpreter services, disability services?  
 Yes  No
- Are you eligible for Credit Transfer for the course you are enrolling in?  
 Yes  No
- Are you seeking RPL (Recognition of Prior Learning) for the course you are enrolling in?  
 Yes  No
- Personal Protective Equipment (PPE) ***MUST*** be worn (closed in shoes and sun smart clothing) sign to indicate agreement.

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

- ***ITQ have a ZERO alcohol policy for truck and machinery operation.*** I understand I cannot operate any vehicle or machine if I have consumed any alcohol in the past 12 hours?

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

# **PRE-ENROLMENT INFORMATION**

*The following information is provided so that you are aware of your rights and responsibilities as a student of Industry Training Qld. Please read and sign to confirm that you understand what you have read. If you have any questions, please ask our friendly office staff.*

## **Competency Based Training and Assessment**

Under the Competency Based Training system, individuals are assessed as Competent or Not Yet Competent. This is not a graded system as in schools or Higher Education but is based on the achievement of competence in the skills, knowledge and attitudes required to be demonstrated in the workplace.

Under the Competency Based Training system, experienced and skilled individuals can have their existing skills assessed and a qualification issued without necessarily undergoing any additional training. Recognised qualifications recognise the competency of an individual rather than the completion of a course. We have flexible arrangements for your achievement of competency. If you have any queries, please ask your trainer/assessor.

## **Fees & Refunds**

The scheduled fee will be paid in full upon enrolment and prior to the commencement of the training program unless by prior arrangement.

The Managing Director shall refund from the company trading account in the following circumstances.

- Where a participant cancels his/her position in the training program fees will be refunded on a pro rata basis if (and only if) 24 hours' notice is given prior to booking time. An administration fee of \$50.00 will be taken.
- Where a participant seeks a refund on the basis of an incorrect charge being accepted by the company.
- Where a participant seeks a refund following cancellation of the enrolment prior to the commencement of the course, a full refund (less a \$50.00 administration fee) shall be made.
- Where a participant seeks a refund following cancellation of enrolment in favour of enrolment at an alternative vocational education institution, a partial refund shall be made provided that...
- such refund shall be conditional upon the satisfactory evidence of the subsequent enrolment having been made,
- And the application is received before 20% of the course time has elapsed.
- Where the organisation cancels a course at any time after the first training session has been held, a full refund of all charges will be made.
- Where a participant makes a booking for a MC (multi combination) course a deposit of \$1000.00 must be paid, of which \$200.00 is non-refundable, should the participant cancel their booking.
- Where a participant makes a booking for a Machinery ticket course a deposit of 50% of total cost must be paid, other than by negotiation, of which \$200.00 is non-refundable should the participant cancel their booking.

## **Student Enrolment**

Students are required to undergo a recruitment, selection and induction procedure prior to enrolment. This is as follows:

All clients will be recruited in an ethical and responsible manner and consistent with the requirements of the curriculum or National Training Package.

Our Access and Equity Policy ensures that client selection decisions comply with equal opportunity legislation. Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on his/her qualifications and experience.

Upon selection for an appropriate course, students will undergo an induction with administration staff. A Client Handbook is available if requested.

## **Recognition of Prior Learning (RPL)**

Recognition of Prior Learning (RPL) is the acknowledgment of skills, knowledge and attitudes held by an individual as a result of formal training, work experience, and/or life experience.

If you believe that you already possess some or all of the learning outcomes contained in your chosen course and you can demonstrate your competency, then you can apply for RPL.

## National Recognition for Direct Credit and Credit Transfer

Industry Training Qld has an obligation, under the Australian Quality Training Framework (AQTF), to recognise all AQF qualifications or Statements of Attainment awarded by another RTO.

## Customer Complaints

*Industry Training Qld* recognises that sometimes situations may arise in which a customer feels that he / she has not been treated fairly or in accordance with company rules and procedures. For this reason *Industry Training Qld* provides its customers with procedures for resolving complaints.

## Appeal

If a client is not satisfied with his/her assessment result he/she may lodge an Assessment Appeals Form, which is available from the Registered Training Organisation (RTO). He/she is required to complete each of the relevant sections and return it to the RTO, who will take the necessary actions.

## Disciplinary Action

Industry Training Qld expects that all students will conduct themselves in a manner that is considerate and reasonable at all times. The participant must ensure that he/she abides by the rules and responsibilities listed in the Client Handbook, which is available by request. Students who breach this code of conduct will be subject to disciplinary action.

## Access and Equity

Our Access and Equity Policy supports the principles of the Australian Skills Quality Authority Access and Equity Policy for the Vocational Education and Training System that envisage a vocational education and training system responding to the needs of all people with respect to Resource allocation; Involvement in decision making processes; The provision of quality programs and services; Access to programs and services; and Participation in programs.

## Student Support and Services

We have an Open Door Policy for all clients requiring academic and other support. Industry Training Qld has guidelines for all trainers and assessors regarding Language, Literacy and Numeracy issues for students. Students requiring welfare or guidance services will be given access to a list of services available to them.

## Penalty and Fines

Any speeding, red light violations that are incurred by the student learner whilst operating any vehicle owned by Industry training Queensland will be the responsibility of the learner driver.

## Student Handbook

All of the above information is available in more detail in our Student Handbook. Please see our administration staff at the front counter for your electronic or hard copy.

- I confirm that I have been given access to the Student Handbook for further information regarding my enrolment and ITQ Policies.

Yes

No

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

<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other				
<b>Surname:</b>			<b>Given names: (First and Middle)</b>		
<b>Previous Name:</b>			<b>Also Known As:</b>		
<b>Postal Address:</b> <i>All correspondence sent to this address</i>					
<b>Suburb</b>			<b>Post Code:</b>		
<b>Employer Name &amp; Address:</b>					
<b>Suburb</b>			<b>Post Code:</b>	<b>Employer Phone:</b>	
<b>Date of Birth:</b>	/ /	<input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Drivers licence number:</b>		
<b>Phone:</b>			<b>Email:</b>		
<b>Country of Birth:</b> *required			<b>City of Birth:</b> *required		
<b>Do you speak a language other than English at home?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>If yes, what language?</b>		
<b>How well do you speak English?</b>	<input type="checkbox"/> Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all				
<b>Are you of Aboriginal or Torres Strait Islander descent?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander				
<b>Do you consider that you have a disability, impairment or long-term condition?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>If yes, please select:</b>	<input type="checkbox"/> Impaired Hearing <input type="checkbox"/> Mental Illness <input type="checkbox"/> Physical Disability <input type="checkbox"/> Learning Disability <input type="checkbox"/> Medical Condition <input type="checkbox"/> Impaired Vision <input type="checkbox"/> Other: _____				
<b>Highest level of schooling completed? (e.g. Year 10)</b>			<b>Year completed (e.g. 1982)</b>		
<b>Are you currently attending school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<b>LUI# (if applicable)</b>		
<b>Have you attempted or successfully completed any of the following qualifications? (please select)</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Higher Advanced/Assoc.Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Cert IV <input type="checkbox"/> Cert III <input type="checkbox"/> Cert II <input type="checkbox"/> Cert I <input type="checkbox"/> Other Certificates    Name of Course: _____			<b>Attempted</b>	<input type="checkbox"/>	
			<b>Completed</b>	<input type="checkbox"/>	
<b>Which best describes your current employment status</b>					
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self Employed (not employing others) <input type="checkbox"/> Employer <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					
<b>Of the following categories, which best describes your main reason for undertaking this training?</b>					
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 or study	<input type="checkbox"/>	For personal interest of self-development	<input type="checkbox"/>
<b>Participant's signature</b> *required				<b>Date:</b>	
<b>RTO Representative's signature</b> *required				<b>Date:</b>	
<b>Parent/Guardian</b> *required if participant under 18				<b>Date:</b>	

## TRUCKS

Code	Title	Tick
TLIC3003	Drive Medium Rigid vehicle	<input type="checkbox"/>
TLIC3004	Drive Heavy Rigid vehicle	<input type="checkbox"/>
TLIC3005	Drive Heavy Combination vehicle	<input type="checkbox"/>
TLIC4006	Drive Multi-Combination vehicle	<input type="checkbox"/>

## DRIVER TRAINING

Code	Title	Tick
TLIA1001	Secure cargo	<input type="checkbox"/>
TLID2004	Load and unload good/cargo	<input type="checkbox"/>
TLIF2010	Apply fatigue management strategies	<input type="checkbox"/>
TLIF3063	Administer the implementation of fatigue management strategies (prerequisite TLI2010)	<input type="checkbox"/>
TLIF2029A	Demonstrate awareness of chain of responsibility regulations	<input type="checkbox"/>
TLID3046A	Operate container side lifter	<input type="checkbox"/>

## DANGEROUS GOODS

Code	Title	Tick
TLILIC0001	Preparation to transport dangerous goods by road	<input type="checkbox"/>
TLID2003	Handle dangerous goods/hazardous substance (Dangerous Goods Awareness)	<input type="checkbox"/>

## HIGH RISK

Code	Title	Tick
TLILIC0012	Licence to operate a vehicle loading crane (capacity 10 metre tonnes and above)	<input type="checkbox"/>
TLILIC2001	Licence to operate a forklift truck	<input type="checkbox"/>
TLILIC2005	Licence to operate a boom-type elevating work platform (boom 11 meters or more)	<input type="checkbox"/>
TLILIC3006	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)	<input type="checkbox"/>
TLILIC3008	Licence to operate a slewing mobile crane (up to 20 tonnes)	<input type="checkbox"/>
TLILIC4009	Licence to operate a slewing mobile crane (up to 60 tonnes)	<input type="checkbox"/>
TLILIC4010	Licence to operate a slewing mobile crane (up to 100 tonnes)	<input type="checkbox"/>
TLILIC4011	Licence to operate a slewing mobile crane (over 100 tonnes)	<input type="checkbox"/>
CPCCLDG3001A	Licence to perform dogging	<input type="checkbox"/>

**CIVIL MACHINERY**

Code	Title	Tick
RIIMPO317F	Conduct roller operations	<input type="checkbox"/>
RIIMPO318F	Conduct civil construction skid steer loader operations	<input type="checkbox"/>
RIIMPO319E	Conduct backhoe loader operations	<input type="checkbox"/>
RIIMPO320F	Conduct civil construction excavator operations	<input type="checkbox"/>
RIIMPO321F	Conduct civil construction wheeled front end loader operations	<input type="checkbox"/>
RIIMPO323D	Conduct civil construction dozer operations	<input type="checkbox"/>
RIIMPO324F	Conduct civil construction grader operations	<input type="checkbox"/>

**RESOURCES**

Code	Title	Tick
RIIHAN201E	Operate a forklift	<input type="checkbox"/>
RIIHAN208D	Perform dogging	<input type="checkbox"/>
RIIHAN212E	Conduct non-slewing crane operations	<input type="checkbox"/>
RIIHAN301E	Operate elevating work platform <b>SL – BL – TL – VL (Please Circle)</b>	<input type="checkbox"/>
RIIHAN304E	Conduct slewing crane operations	<input type="checkbox"/>
RIIHAN305D	Operate a gantry or overhead crane	<input type="checkbox"/>
RIIHAN307E	Operate a vehicle loading crane	<input type="checkbox"/>
RIIHAN309F	Conduct telescopic materials handler operations	<input type="checkbox"/>

**TRAFFIC CONTROL/ TRAFFIC MANAGEMENT**

Code	Title	Tick
<b>Traffic Control</b> RIIWH5205D	Control traffic with stop-slow bat – Partnership with Training Services Qld, RTO Provider Number: 41551	<input type="checkbox"/>
<b>Traffic Management</b> RIIWH5302D	Implement traffic management plans - Partnership with Training Services Qld, RTO Provider Number: 41551 (Level 2 Traffic Management)	<input type="checkbox"/>



**CONSTRUCTION**

Code	Title	Tick
<b>White Card</b>		
CPCCOHS1001A	Work safely in the construction industry	<input type="checkbox"/>
<b>Confined space</b>		
MSAPMOHS217	Gas test atmospheres	<input type="checkbox"/>
RIIWHS202D	Enter and work in confined spaces	<input type="checkbox"/>
<b>Confined space supervisor</b>		
RIIRIS201D	Conduct local risk control	<input type="checkbox"/>
MSAPMPER200	Work in accordance with an issued permit	<input type="checkbox"/>
MSAPMPER300	Issue work permits	<input type="checkbox"/>
<b>Work safely at heights</b>		
RIIWHS204D	Work safely at heights	<input type="checkbox"/>

**ASBESTOS**

Code	Title	Tick
CPCCBC4051A	Supervise asbestos removal	<input type="checkbox"/>
CPCCBC5014A	Conduct asbestos assessment associated with removal	<input type="checkbox"/>
CPCCDE3014A	Remove non-friable asbestos	<input type="checkbox"/>
CPCCDE3015A	Remove friable asbestos	<input type="checkbox"/>

**MINING**

Code	Title	Tick
<b>Standard 11 Surface</b>		
RIICOM201D	Communicate in the workplace	<input type="checkbox"/>
RIIGOV201D	Comply with site work processes/procedures	<input type="checkbox"/>
RIIWHS201D	Work safely and follow OHS policies and procedures	<input type="checkbox"/>
RIIRIS201D	Conduct local risk control	<input type="checkbox"/>
RIIERR205D	Apply initial response First Aid	<input type="checkbox"/>
RIIERR302E	Respond to local emergencies and incidents	<input type="checkbox"/>
<b>Underground</b>		
RIIERR203D	Escape from hazardous situation unaided	<input type="checkbox"/>

**MINING MACHINERY**

Code	Title	Tick
RIIMPO206D	Conduct bulk water truck operations	<input type="checkbox"/>
RIIMPO301E	Conduct hydraulic excavator operations	<input type="checkbox"/>
RIIMPO304E	Conduct wheel loader operations	<input type="checkbox"/>
RIIMPO305F	Conduct coal stockpile dozer operations	<input type="checkbox"/>
RIIMPO308F	Conduct tracked dozer operations	<input type="checkbox"/>
RIIMPO309F	Conduct wheeled dozer operations	<input type="checkbox"/>
RIIMPO310F	Conduct grader operations	<input type="checkbox"/>
RIIMPO317F	Conduct roller operations	<input type="checkbox"/>
RIIMPO337E	Conduct articulated haul truck operations	<input type="checkbox"/>
RIIMPO338E	Conduct rigid haul truck operations	<input type="checkbox"/>
RIIVH307E	Operate heavy rigid vehicle	<input type="checkbox"/>

**MINE SUPERVISORS COURSE S1, S2, S3, G2**

Code	Title	Tick
RIIRIS301D	Apply risk management processes	<input type="checkbox"/>
RIIWHS301D	Conduct safety and health investigations	<input type="checkbox"/>
RIICOM301D	Communicate information	<input type="checkbox"/>
RIIRIS402D	Carry out the risk management processes	<input type="checkbox"/>

**FORRESTRY / CHAINSAW**

Code	Title	Tick
FWPCOT2236	Fall trees manually (basic)	<input type="checkbox"/>
FWPCOT2237	Maintain chainsaws	<input type="checkbox"/>
FWPCOT2239	Trim and cut felled trees	<input type="checkbox"/>
FWPCOT3238	Operate a pole saw	<input type="checkbox"/>

**OTHER COURSES**

Code	Title	Tick
AHCMOM211A	Operate side by side utility vehicles	<input type="checkbox"/>
AHCMOM212A	Operate quad bikes	<input type="checkbox"/>
CPPFES2005A	Demonstrate first attack firefighting equipment	<input type="checkbox"/>
RIISAM203D	Use hand and power tools	<input type="checkbox"/>
HLTAID001	Provide cardiopulmonary resuscitation	<input type="checkbox"/>

**QUALIFICATIONS**

Code	Title	Tick
TLI31616	Certificate III in Warehousing operations	<input type="checkbox"/>
TLI32416	Certificate III in Logistics	<input type="checkbox"/>
TLI31216	Certificate III in Driving Operations	<input type="checkbox"/>
AHC32816	Certificate III in Rural Operations	<input type="checkbox"/>
RII20115	Certificate III In Resources and Infrastructure Work Preparation	<input type="checkbox"/>
RII300115	Certificate III In Surface Extraction Operations	<input type="checkbox"/>