

BSB41415 Certificate IV in Work Health and Safety

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

Enrolment Form

### Course unit details

Unit/ Course in/ Qualification code			
Unit/ Course in/ Qualification title			
Start date		Finish date	

### Personal details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Given name		Surname	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Telephone		Mobile	
Work phone		Email	
Address			
Suburb			
State		Postcode	
Do you have the same postal address as above?	<input type="checkbox"/> Yes <input type="checkbox"/> No, what is your postal address?		
Address			
Suburb			
State		Postcode	

### Emergency contact details

Contact name		Relationship	
Telephone		Mobile	

### What is your residency status?

<input type="checkbox"/> Australia Citizen	<input type="checkbox"/> Permanent Resident	<input type="checkbox"/> New Zealand Citizen
<input type="checkbox"/> Other (please specify):		

### Country and language details

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?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify): _____
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

### Disability and assistance details

Do you consider yourself to have a disability, impairment or long-term condition?

☐ No ☐ Yes, please specify below.

☐ Hearing/deafness      ☐ Vision      ☐ Physical      ☐ Intellectual  
☐ Learning      ☐ Mental illness      ☐ Medical Condition      ☐ Acquired Brain Injury  
☐ Other (please specify): \_\_\_\_\_

### Education details

Are you currently attending secondary school? ☐ No ☐ Yes

What is your highest completed school level?

☐ Year 12      ☐ Year 11      ☐ Year 10  
☐ Year 9      ☐ Year 8 or lower      ☐ Did not go to school

In what year did you complete that level? \_\_\_\_\_

Do you have a Victoria Student Number? ☐ No ☐ Yes

I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. ☐ No ☐ Yes

I have attended a Victorian school since 2009. Most recent Victorian school attended ☐ No ☐ Yes, detail the most recent Victorian school attended: \_\_\_\_\_

I have participated in training at a TAFE or other training organisation since the beginning of 2011. List the most recent training organisations with which you have participated in training since 2011. (List up to 3 training organisations).

1  
2  
3

Do you have a Unique Student Identifier (USI)? ☐ No ☐ Yes, Enter your USI \_\_\_\_\_

**If you do not have a USI, complete Appendix 1: Unique Student Identifier (USI) Request Form**

Have you successfully completed any previous qualifications?

☐ No ☐ Yes, tick all applicable boxes below, indicating where the qualification is from.

<input type="checkbox"/> Certificate I	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International
<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International
<input type="checkbox"/> Bachelor Degree or Higher	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International
<input type="checkbox"/> Other	<input type="checkbox"/> Australian	<input type="checkbox"/> Australian equivalent	<input type="checkbox"/> International

### Employment details

Which best describes your current employment status?

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

Company name		Position	
Contact person		Contact number	
Address			
Suburb			
State		Postcode	

What is your current or most recent occupation?

- |  |   |
|--|---|
| <input type="checkbox"/> Manager                               | <input type="checkbox"/> Clerical and Administrative Worker |
| <input type="checkbox"/> Professional                          | <input type="checkbox"/> Sales Worker                       |
| <input type="checkbox"/> Technician and Trade Worker           | <input type="checkbox"/> Machinery Operator and Driver      |
| <input type="checkbox"/> Community and Personal Service Worker | <input type="checkbox"/> Labourer                           |
| <input type="checkbox"/> Other (please specify):               |   |

Which industry classification is your current/most recent employer?

- |   |  |
|---|--|
| <input type="checkbox"/> Health Care/Social Assistance                | <input type="checkbox"/> Public Administration and Safety        |
| <input type="checkbox"/> Administration and Support Services          | <input type="checkbox"/> Mining                                  |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services   | <input type="checkbox"/> Construction                            |
| <input type="checkbox"/> Transport Postal and Warehousing             | <input type="checkbox"/> Information Media and Technology        |
| <input type="checkbox"/> Financial and Insurance Services             | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Professional, Scientific, Technical Services | <input type="checkbox"/> Arts and Recreation Services            |
| <input type="checkbox"/> Retail Trade                                 | <input type="checkbox"/> Wholesale Trade                         |
| <input type="checkbox"/> Accommodation and Food Services              | <input type="checkbox"/> Manufacturing                           |
| <input type="checkbox"/> Education                                    | <input type="checkbox"/> Other (please specify): _____           |

Which best describes the reason for undertaking this qualification?

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                               | <input type="checkbox"/> To get a better job or promotion    |
| <input type="checkbox"/> To develop my existing business            | <input type="checkbox"/> It was a requirement of my job      |
| <input type="checkbox"/> To start my own business                   | <input type="checkbox"/> I wanted extra skills for my job    |
| <input type="checkbox"/> To try a difference career                 | <input type="checkbox"/> To get into another course or study |
| <input type="checkbox"/> For personal interests or self-development | <input type="checkbox"/> Other reasons                       |

#### Concession details

Do you hold any of the following concessions? ☐ No ☐ Yes, please tick the applicable concession below

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Healthcare Card | <input type="checkbox"/> Pension Concession Card | <input type="checkbox"/> Veterans Gold Card |
|--|--|---|

Card Number		Expiry Date	
-------------	--	-------------	--

Entry requirements – I confirm I meet the following entry requirements

- ☐ LLN levels – Entry at ACSF Level 4 (Core skills: Learning, Reading, Writing, Oral Communication, Numeracy)
- ☐ Have a minimum of 2 years' experience in a work relevant role, and have access to workplace health and safety within a workplace or work placement program in conjunction with this training

#### Recognition of Prior Learning and Credit Transfer

I understand the information that I have received in regard to the RPL/CT process as described in the Student Handbook and the requirements to achieve RPL/CT for the unit/s of the qualification.

- ☐ Yes – I understand that I have the opportunity to participate in RPL/CT process if I choose to, prior to commencement of the qualification.

#### Fees/charges and refund policy

For more information on fees and charges see the Statement of Fees document in Appendix 2.

I understand that ATAR Design will only issue a refund when a course has been cancelled by ATAR Design, the training participant notifies ATAR Design of withdrawal in writing 7 days prior to commencement of training or the process indicates that the training participant does not need to undertake the course or parts of the course. The full cancellation and refund policy can be found in the Student Handbook.

- ☐ Yes – I have read, understood and agree to the terms described in the Refund Policy.

### Privacy policy

I understand that ATAR Design is required to provide the Victorian Government and other relevant government bodies through the student management system with student and training activity data which may include information I have provided in this enrolment form. This information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at [www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx](http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx)).

Under the *Data Provision Requirements 2012*, ATAR Design 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), may be used or disclosed by ATAR Design for statistical, administrative, regulatory and research purposes. ATAR Design may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

☐ Yes – I have read, understood and agree to the terms described in the Privacy Policy.

### Student declaration

☐ Yes – I understand that all of the information that I have provided within this enrolment form is true and correct.

Name

Signature

Date

### Training manager

☐ Yes – I declare the student has been informed and completed all documentation relative to the enrolment including the LLN and PTR for all courses. I further declare the student has been informed the outcomes of the LLN testing will impact on the entry into the qualification as stated in the entry requirements.

Name

Signature

Date

## Appendix 1: Unique Student Identifier (USI) Request Form

From the 1<sup>st</sup> of January 2015 it is now a requirement that all students undertaking nationally recognised training through a training provider must have a USI.

The USI will contain a combination of 10 digits including numbers and letters. Here's an example of what it will look like: 3AW88YH9U5

Website Reference: [www.usi.gov.au](http://www.usi.gov.au)

If you do not have a USI Number ATAR Design will be able to request one on behalf of you. Please fill out your details below.

I agree to ATAR Design creating a USI Number on my behalf: ☐ Yes please complete the below details

There are exemptions for recording a USI. Details can be read at the following link:  
<https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-reporting-usi>

### Personal details

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss		
Given name		Surname	
Date of birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Country of birth		Town/place of birth	
Residential address			
Suburb			
State		Postcode	
Email			

### Identification – One of the following forms of identification must be provided:

#### Australian Driver's Licence

Licence no		State issued	
------------	--	--------------	--

#### **OR** Medicare card

Name on card		Medicare card No	
Expiry		Ref No	

When your USI has been created you'll receive notification of activation by the USI office.  
 How would you prefer to receive this?

<input type="checkbox"/> Email	<input type="checkbox"/> Mobile	<input type="checkbox"/> Post
--------------------------------	---------------------------------	-------------------------------

Name			
Signature		Date	

## Appendix 2: Statement of Fees

### Payment of fees

On acceptance of an offer in the program, participants are required to pay a \*deposit. This will be invoiced before starting the program, and due payable on commencement of the training program.

Participants who have difficulties in paying by the due date are encouraged to contact ATAR Design to arrange an alternative payment option.

### Schedule of Fees and Charges

The CEO is responsible for approving the ATAR Design Schedule of Fees and Charges.

As a minimum, the schedule of fees and charges is to include:

- The total amount of all fees including qualification fees, administration fees, and material fees
- Payment terms, including the timing and amount of fees to be paid and any non-refundable deposit/administration fee;
- The nature of the guarantee given by ATAR Design to honour its commitment to deliver services and complete the training and/or assessment once the student has commenced study;
- The fees and charges for additional services, including such items as issuance of a replacement qualification parchment or statement of results, re-assessment, RPL applications, replacement materials
- The options available to students who are deemed not yet competent on completion of training and assessment;
- ATAR Design refund policy.

### Fee payment arrangements

- Payment of no more than \$1,500 from each individual student prior to the commencement of the qualification.
- Regarding payment plans – Monies for an individual client will not exceed \$1500 at any given time this is in accordance with the Standards for RTOs 2015 where ATAR Design adopts this approach to protect fees paid in advance.
- Flexible payment arrangements/ options will accommodate individual circumstances.
- Fees must be paid in full before certification will be issued.
- ATAR Design reserves the right to suspend the clients learning or assessment (or both) until all fee payments are up-to-date, in the event payment instalment arrangements become overdue and remain unpaid for a period in excess of 14 days.
- Payments can be made by Electronic Funds Transfer (EFT).
- The deposit invoice will be raised upon enrolment and due on commencement of training. ATAR Design reserves the right to not permit entry into the qualification until the deposit has been paid.
- Qualification materials will not be provided until the commencement of training and deposit paid in full.
- After commencement, the candidate will be invoiced at 30 days, 60 days, 90 days and every month until completion of training.

### Deposit payment

The deposit invoice will be raised prior to commencement and is due on commencement of training (see payment terms on the following page for more details on the deposit payment).

### Invoices will be raised as follows

- Deposit – material fee and enrolment fee
- 30 days (from commencement of training) – Commencement of Tuition invoice and then every 30 days until completion of training

Note: Certificates or SOAs will not be issued until payment is made, and a USI is registered.



## Refunds

The following refund policy will apply:

- ATAR Design reserves the right to retain the amount of any agent or success fees incurred
- ATAR Design will provide a refund to the student within 14 days of receipt of Application for Refund form.
- The refundable amount will be of total tuition fees paid, less agent or success fees, and admin fees, if application form is received prior to the commencement of the program.
- The refundable amount will be for deposit of total tuition fees paid and materials unless provided and returned in a non-usable condition less administration fee

## No refunds

ATAR Design will make no refund of any fees if 'Application for refund form' is received after the commencement of training.

## Payment terms

Qualification	BSB41415 Certificate IV in Work Health and Safety
Total fee	Tuition fee \$1,695 Material fee \$187.95 including GST Administration fee \$200 including GST
Deposit	Material fee \$187.95 including GST Administration fee \$200 including GST
Instalment plan every 30 days	\$1500.00 per month until completion of training whichever comes first
RPL Fees and charges	Tuition – \$250 per unit
Replacement of text or learning material	At cost
Replacement of Certificate or SOA	\$35
Re-assessment	The student is given 3 attempts free of charge. The student can request to be reassessed after the 3 attempts at a cost of \$200 per unit and any attempt thereafter.
Extension of the training and assessment plan	A cost will be incurred after the second attempt per cluster of the program at \$250 per request thereafter.

Note: Certificates or SOAs will not be issued until payment in full is made and a verified USI (unless exemptions apply)

## Student declaration

I acknowledge receipt of the Student Handbook explaining the terms and conditions of the Fees and Charges policy and procedure.

- ☐ I have read and understand and agree to the payment terms and conditions
- ☐ I have read and understand the refund policy and agree to the terms and conditions

To accept this quotation and terms and conditions, sign below.

Name			
Signature		Date	



ATAR | DESIGN