

# SKILLS FIRST PROGRAM ENROLMENT AGREEMENT FORM

OPTIMISTIC FUTURES TOID: 41053

## STUDENT INFORMATION SHEET

Please read this Information Sheet before completing the Application Form.

An Application Form is required to be completed as part of the Enrolment Process into any qualification. All sections **MUST** be answered. **Your application cannot proceed without its completion.**

A Language, Literacy and Numeracy Test & Pre-Training Review will be conducted as part of the Application Process.

Optimistic Futures Pty Ltd encourages Recognition of Prior Learning, and recognizes qualifications and statement of Attainment issued by other RTOs for credit transfer purposes.

### Statement of Fees

Qualification	Concession Card holder Fee (20% of the standard Tuition Fee)	No Concession Card or Job Seeker Fee	Job Seeker with referral	Government Contribution (Approximate)
CHC30113 Certificate III in Early Childhood Education and Care	<i>Tuition=\$100.00</i>	<i>Tuition=\$500.00</i>	<i>Tuition=\$500.00</i>	\$6000
CHC50113 Diploma of Early Childhood Education and Care	<i>Tuition=\$100.00</i>	<i>Tuition=\$500.00</i>	<i>Tuition=\$500.00</i>	\$9800

Note:

- the above fees *include student amenities and services*
- all fees are paid upon enrolments
- the above fees *are inclusive of GST*
- *The student tuition fees are indicative only and subject to change given individual circumstances at enrolment*

This form is to be completed by an **Authorised Delegate** at Optimistic Futures to establish whether students who enquire about completing a qualification - meet the eligibility requirements for government subsidised training under the *Skills First Program*.

As part of the enrolment process all Optimistic Futures - Authorised Delegates will ensure that applicants are aware of the consequences arising from a false, misleading or an incomplete declaration, including the possible withdrawal of any government subsidised training offer and/or the cancellation of enrolment.

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## 1. Qualification Information

General information and individual brochures on Optimistic Futures qualifications are available on our website <http://www.optimisticfutures.com.au> or from reception at any of the Optimistic Futures Office.

After you have selected a qualification for application, attempted LLN test and the Pre-Training Review: Complete all Parts of this application form:

A - Personal and statistical details;

B - Self declaration

C – Optimistic Futures - Authorised Delegate Declaration

***Note: The 'Optimistic Futures Student Information Handbook' should be read and understood prior to completing the Application Form***

## 2. Supporting Documentation

Supporting documentation will be required in determining qualification entry requirements, funding eligibility, fees and fee concessions and to support a Credit transfer/RPL request.

Original documents will be returned but a copy of all documentation will be retained.

Once completed, this form and the associated declarations are to be placed in the students file.

## 3. Funding Eligibility - Skills First Program

The Skills First Program provides subsidised training for people who do not hold a post-school qualification or who want to gain a higher-level qualification than they already hold.

Eligibility for government funded subsidised training will be assessed according to specific eligibility requirements.

## 4. Fee Types

Fees for both Government Funded qualifications and Fee for Service qualifications will be assessed and levied on the basis of information supplied by the Applicant.

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## 5. Victorian Student Number (VSN)

The VSN is a student identification number that is assigned by the Department of Education and Early Childhood Development to all students in government and non-government schools, and students in Vocational Education and Training institutions. The number, which is unique to each student, is a key identifier on a student's school records, and will remain with the student throughout his or her education, until reaching the age of 25. The VSN is nine digits long, randomly assigned, and tied to identifying information about the student (name, gender and date of birth). The Education and Training Reform Act 2006 requires Optimistic Futures to collect and disclose your personal information for a number of purposes including the allocation to you of a Victorian Student Number and updating your personal information on the Victorian Student Register.

## 6. A Unique Student Identifier (USI)

Is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications. The Student Identifiers Act 2014, Standards for NVR Registered Training Organisations (RTO) 2014 and Student Identifiers Regulation 2014 require that the training organisation: Collect a USI from each student, verify a USI supplied by a student and ensure a student has a valid USI before conferring a qualification or statement of attainment on that student. As of 1 January 2015, students will need to give their USI to each new training organisation they enrol with. This will normally happen at enrolment

## 7. NCVER Survey:

National Centre of Vocational Education Research may in the duration of your studies contact you to participate in a survey which may include the following:

An invitation to participate in a Department endorsed project:

An invitation to participate in the Department's annual student outcome survey:

Contacted by the Department (or persons authorised by the Department) for audit, review or investigation purposes.

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## COURSE OF ENROLMENT

Course Code: \_\_\_\_\_ Course Title: \_\_\_\_\_

Mode of Study: ☐ Classroom ☐ Distance Learning ☐ Online ☐ RPL ☐ CT

## PERSONAL DETAILS (Legal name as per photo ID, which will need to be sighted to verify legal name)

Title: (please tick one) ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Gender: ☐ Male ☐ Female

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: only if different from Residential Address \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

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

## EMERGENCY CONTACT DETAILS

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

Home Number: \_\_\_\_\_ Mobile: \_\_\_\_\_

In the event of an emergency do you give the RTO permission to organise emergency transport and treatment and agree to pay all costs related to the emergency? (please tick one) ☐ Yes ☐ No

## CONCESSION DETAILS

Medicare No: \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Concession card No: \_\_\_\_\_ Expiry date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## UNIQUE STUDENT IDENTIFIER (USI)

*I give permission for Optimistic Futures Pty Ltd to access my Unique Student Identifier (USI) for the purpose of recording my results.*

USI: \_\_\_\_\_

*If I do not have a USI in place, I am willing for Optimistic Futures Pty Ltd to set up my USI on my behalf.*

Signature: \_\_\_\_\_

*\*Please complete the USI form attached*

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## VICTORIAN STUDENT NUMBER (VSN)

If you are under 25 years of age – you may have a VSN from previous enrolment

VSN: \_\_\_\_\_

If you do not know your VSN number, then please state your Previous School: \_\_\_\_\_

If new to the education sector – tick the 'new' box ☐ NEW

This means you have never attended a Victorian School, TAFE or other Training Provider and are over the age of 25 at the time of enrolment.

## EMPLOYMENT

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

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

## EMPLOYMENT DETAILS (if applicable)

Organisation: \_\_\_\_\_ Position: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ ABN: \_\_\_\_\_

## SCHOOLING

What is your highest COMPLETED school Level: please tick ONE box only

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 10 or equivalent |
| <input type="checkbox"/> Year 9 or equivalent  | <input type="checkbox"/> Year 8 or equivalent  | <input type="checkbox"/> Never Attended        |

In which YEAR did you complete that Schooling Level: \_\_\_\_\_ eg 2008, 2005 etc

Are you still attending secondary school? ☐ Yes ☐ No

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## PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications? ☐ Yes ☐ No if Yes, please tick ANY applicable boxes

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Bachelor degree or Higher degree                    | <input type="checkbox"/> Advance diploma or Associate Degree    | <input type="checkbox"/> Diploma (or Associate Diploma)    |
| <input type="checkbox"/> Certificate IV (or Advance Certificate/ Technician) | <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Certificate II                    |
| <input type="checkbox"/> Certificate II                                      | <input type="checkbox"/> Certificate I                          | <input type="checkbox"/> Certificates other than the above |

Details \_\_\_\_\_

Please tick where the qualification was completed:

☐ Australia

☐ Overseas

## LANGUAGE & CULTURAL DIVERSITY

Country of Birth: ☐ Australia Other: please specify \_\_\_\_\_

City of birth: \_\_\_\_\_

Do you speak a Language other than *English* at home: ☐ No, only English ☐ Yes, please specify \_\_\_\_\_

How well do you speak english: ☐ Very well ☐ Well ☐ Not Well ☐ Not at all

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander ☐ Yes, Both

## DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No

If yes, then please indicate the areas of a disability, impairment or long-term condition:

- |   |                                   |  |  |
|---|-----------------------------------|--|--|
| <input type="checkbox"/> Hearing/Deaf                       | <input type="checkbox"/> Physical | <input type="checkbox"/> Intellectual      | <input type="checkbox"/> Learning                  |
| <input type="checkbox"/> Mental Illness                     | <input type="checkbox"/> Vision   | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Other: <u>please specify</u> _____ |                                   |  |  |

## STUDY REASON

Of the following categories, which BEST describes your main Reason for undertaking this course/traineeship/ apprenticeship? Tick only ONE

- |  |  |
|--|--|
| <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"/> It was a requirement of my job            | <input type="checkbox"/> I wanted extra skills for my job    |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> Other reason                        |
| <input type="checkbox"/> To get a better job or promotion          | <input type="checkbox"/> To get into another course or study |

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## IDENTIFICATION

- |  |  |
|--|--|
| <input type="checkbox"/> Drivers licence   | <input type="checkbox"/> Birth certification |
| <input type="checkbox"/> Passport          | <input type="checkbox"/> Medicare card       |
| <input type="checkbox"/> Proof of age card | <input type="checkbox"/> Health Care card    |
| <input type="checkbox"/> Learners Permit   | <input type="checkbox"/> Credit card         |

## PAYMENT METHOD

Please make payable to: Optimistic Futures Pty Ltd

- ☐ Cheque    ☐ Bank cheque    ☐ Money order    ☐ EFTPOS
- ☐ Cash – Do not send cash, to make a cash payment please pay at the front desk

## Credit Transfer (TR) or Recognition of Prior Learning (RPL)

Do you wish apply for Credit Transfer?    ☐ Yes    ☐ No

*Evidence of equivalent competencies from a nationally recognised statement of attainment or qualification will need to be provided upon enrolment*

Do you wish apply for Recognition of Prior Learning (RPL)?    ☐ Yes (A separate process will need to be conducted)    ☐ No

The Authorised Delegate will discuss with you the relevant paperwork and assessment fees for the RPL process.

Please Note: Optimistic Futures is no an Approved RPL Provider for Skills First Program application

## REFUNDS

Deposits are non-refundable (deposits are outlined on each course flyer) but can be transferred to another course or student. An administration fee of \$150 will be charged to any student who withdraws from a course in excess of 3 working days prior to course commencement.

No refunds will be issued once the course has commenced

Refunds may be made in the following circumstances:

- Participants have overpaid the administration charge
- Participants enrolled in training that has been cancelled by the RTO
- Participant advises the RTO prior to course commencement that they are withdrawing from the course
- If the participant withdraws from a course or program due to illness or extreme hardship as determined by the RTO

## CONSENT

Do you give consent to OPTIMISTIC FUTURES to display your testimonials on their website?    ☐ Yes    ☐ No

Do you give consent to OPTIMISTIC FUTURES to use your photo on their website or/and on their marketing material?    ☐ Yes    ☐ No

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## 2017 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

### **Section A** - To be completed by an authorised delegate of the Optimistic Futures

#### **Evidence of citizenship/residency and age**

I confirm that in relation to \_\_\_\_\_  
(Student's full name)

I have sighted: an original; or a certified copy; or an uncertified copy that I have verified through use of a document verification service of one of the following:

- |   |  |
|---|--|
| <input type="checkbox"/> an Australian Birth Certificate (not Birth Extract)  | <input type="checkbox"/> a current Australian Passport   |
| <input type="checkbox"/> a current New Zealand Passport   | <input type="checkbox"/> a naturalisation certificate  |
| <input type="checkbox"/> a current green Medicare Card  | <input type="checkbox"/> a proxy declaration for individuals in exceptional circumstances as per Clauses 3.15 – 3.19 of these Guidelines |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence |  |

and I have retained:

- ☐ a copy of the original or certified copy, or
- ☐ the certified copy, or
- ☐ the uncertified copy and a receipt from a document verification service;

**and** if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- ☐ a current drivers licence, or
- ☐ a current learner permit, or
- ☐ a Proof of Age card, or
- ☐ a 'Keypass' card

**Or** if the individual is undertaking training under the Asylum Seeker VET Program and meets the requirements set out in Clause 2.1 of these Guidelines, I have sighted and retained:

- ☐ a Referral Letter from the Asylum Seeker Resource Centre or the Australian Red Cross, or
- ☐ for TAFE Institutes and Learn Locals organisations only, an electronic or printed record demonstrating that the student holds a current valid Bridging Visa Class E (BVE), Safe Haven Enterprise Visa (SHEV) or Temporary Protection Visa (TPV) as verified via the Commonwealth's Visa Entitlement Verification Online (VEVO).

NB: The Training Provider must retain a copy of all documentation used in Section A, as per clauses 3.3-4 of these Guidelines.



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## Section B - To be completed by the student

### Education history

Q1. The highest qualification I have completed is:

\_\_\_\_\_

(Include full title of qualification, eg. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government funded courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0                      1                      2                      3                      4+                      (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government funded courses are you undertaking training in at the moment?

0                      1                      2                      3                      4+                      (circle number)

Q4. In your lifetime, how many government funded courses have you started (commenced) that are at the same level as the one you are applying for now? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0                      1                      2                      3                      4+                      (circle number)

### Fee Concession or Fee Waivers

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Do you have a current concession cards? **(Please Tick One)**

☐ Yes ☐ No

If yes which of the following has been sighted?

- ☐ Health Care Card issued by the commonwealth
- ☐ Pensioner Concession Card; or
- ☐ Veteran's Gold Card; or
- ☐ An alternative card or concession eligibility criterion approved by the Minister for the Purpose of these Guidelines

NB: Optimistic Futures must retain a copy of the relevant concession card specified clauses 3.7 of these Guidelines

Where the concession card is present via digital wallet through Centrelink Express Plus mobile application, optimistic futures must make a written declaration and attach it to the student file stating, the following;

- It's a digital concession card with clause 3.7;
- Name of the authorised delegate who sighted the digital concession card;
- Date the digital concession was sighted;
- Document number of the concession card; and
- Name of the concession holder.

Have you been referred by Job Seekers with a standard Job Seeker Referral Form? **(Please Tick One)**

☐ Yes please specify: \_\_\_\_\_ ☐ No

NB: Optimistic Futures must invoice the referring agency directly for the portion of the tuition fee not covered by the referred job seeker.

Are you self-identified as being of Aboriginal or Torres Strait Islander descent under the Indigenous Completion initiative? **(Please Tick One)**

☐ Yes ☐ No

## Student declaration

I \_\_\_\_\_, in seeking to enrol in

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(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

**declare the following to be true and accurate statements:**

- a. I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)
- b. I AM / AM NOT enrolled in the Commonwealth Government's Skills for Education and Employment program. (circle appropriate response):
- c. I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the Skills First Program.
- d. I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

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

## Section C - To be completed by an authorised delegate from Optimistic Futures

**Number of courses student is currently eligible for:** ☐ 1 ☐ 2

### Optimistic Futures declaration

*Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section A, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the Entitlement to Funded Training eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Skill First Program for the following qualification/s:*

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised Training Provider delegate:

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

Position: \_\_\_\_\_

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

**Notes** Use this section to record additional, relevant eligibility information, including information used by the Training Provider to verify the individual's eligibility that is not captured in Sections A, B or C.

## TERMS & CONDITIONS OF ENROLMENT

### Enrolment & Selection (5.3)

1. Courses are open to all adults 18 years and over.

### Consumer Guarantee (5.3)

The RTO guarantees that the services provided by the RTO will be:

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2. The student is responsible for notifying the RTO if they have a medical condition or disability or require assistance in their training.
3. A deposit must accompany enrolment to secure a placement within a course; this fee is also the Administration Fee.
4. It is the student's responsibility to note the date, time and location of the course as advertised.
5. Courses with low enrolments may be cancelled, every effort will be made to contact students, please ensure your contact details are correct.
6. Requests from the student to transfer or credit their course placement due to changed personal circumstances will be considered and every effort will be made to ensure a placement into an alternative course.
7. If you are unable to complete your course, due to changed personal circumstances, the RTO will make every effort to ensure you are placed into an alternative pre-scheduled course.
8. Students can only join after course commencement date if they meet all prerequisites. Full course fees are still payable for late enrolments.
9. The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.
10. Students participate in courses involving physical activity; field trips, practical demonstrations etc. and do so at their own risk. The RTO's students are covered by public liability insurance whilst working within the RTO's premises.

## Training Guarantee (5.3)

The RTO will guarantee to complete all training and/ or assessment once the student has commenced study in their chosen qualification or course of study, unless the student submits a formal Letter of Withdrawal notifying the RTO that they wish to withdraw. If a student voluntarily drops out, this guarantee is valid for a maximum of six months from initial course commencement date.

## Course Fees, Payments and Refunds (5.3)

1. Please refer to the course flyer for information on course fees, including any required deposit; administration fees; materials fees and any other charges (if applicable).
2. An **administration fee of \$150** is required to be paid prior to course commencement to secure a place within the course, if the student withdraws from the course at any time, they will forfeit this fee. **If the total course fee is less than \$150**, then the total of the course is to be paid prior to course commencement to secure a place within the course.
3. The Administration Fee is non-refundable, but can be transferred to another course or student.
4. Certificates and Statements of Attainment are issued to students who are assessed as competent in the units completed. The cost of the certificates is included in the course fees.
5. Refunds may be made in the following circumstances:
  - a. Participants have overpaid the administration charge
  - b. Participants enrolled in training that has been cancelled by the RTO
  - c. Participant advises the RTO prior to course commencement that they are withdrawing from the course
  - d. If the participant withdraws from a course or program due to illness or extreme hardship as determined by the RTO
6. No refunds will be issued once the course has commenced
7. Students are responsible for the safe storage of their Certificates and Statements of Attainment. If a student requires a reissue of their Certificate or Statement of Attainment, a **certificate re-issue fee of \$80** will be charged.

- provided with due care and skill
- fit for any specified purpose (express or implied)
- Provided within a reasonable time (when no timeframe is set for the training).

## Cooling Off Period (5.3)

Students are eligible to cancel their enrolment by placing a formal notice of cancellation in writing to the RTO Manager (a letter or email is acceptable) within 10 business days of enrolment, without attracting a cancellation fee, unless the student has already commenced the training.

## Complaints and Appeals (6.1)

If a student, trainer or staff member is experiencing any difficulties, they are encouraged to discuss their concerns with Senior Management. The RTO administrative staff will make themselves available at a mutually convenient time if a student wishes to seek assistance.

If a Staff member or Student wishes to make a formal complaint they are required to complete a Complaints and Appeals Form, which is included in the Student Handbook. Once the form has been completed, the form should be submitted to the RTO for actioning.

Please refer to the Student Handbook for more details on the complaints and appeals process.

## Credit Transfer (3.5)

The RTO recognises the Australian Qualifications Framework and Vocational Education and Training (VET) qualifications and VET statements of attainment issued by any other Registered Training Organisation.

Credit Transfer will be awarded for all units of competencies that directly align with units from the qualification the student has enrolled. Evidence of competences achieved must be supplied for recognition to be processed (i.e. presentation of original certificate or transcript).

Please refer to the Student Handbook or contact the office for the procedure on how to apply for a Credit Transfer.

## Language, Literacy and Numeracy (LLN) (1.7)

LLN support is available to provide students with advice and support services in the provision of language, literacy and numeracy assessment services. Students needing assistance with their learning should be identified upon enrolment. Trainers and staff within the RTO can provide students with support to assist the student throughout the learning process.

Language, Literacy and Numeracy skills are generally included and identified in Training Packages and accredited course programs. In identifying language, literacy and numeracy requirements, students' are required to have basic skills in:

- Count, check and record accurately
- Read and interpret
- Estimate, calculate and measure

All students undertaking a Certificate III qualification or below are required to undertake an LLN Assessment.

## Support Services (1.7)

The RTO caters to diverse client learning needs and aims to identify and respond to the learning needs of all clients. Clients are encouraged to express their views about their learning needs at all stages of their learning experience from the initial enrolment and induction stage.

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8. If a student is deemed not yet competent on completion of training, they will be offered an opportunity to be reassessed. If a student is deemed not yet competent a second time, they will be given another opportunity for reassessment.
9. If a student is required to be reassessed, they will be provided with further guidance from their trainer prior to reassessment.
10. In most cases there will be no reassessment fee. If a reassessment fee is applicable, this fee will be included on the course flyer.
11. If a student is deemed competent in some but not all the units of competencies required, a Statement of Attainment will be issued and the student will be given a six month period to undertake reassessment if required.

## Fee Protection (7.3)

The RTO requires a minimum deposit, which will not exceed \$1,500 per individual student, prior to course commencement. If the full course fees are below \$1,500, the full fees may be required to be paid prior to course commencement. Please refer to the course flyers for deposits and course fees.

Following course commencement, full fees will be required to be paid by either a payment plan (if remaining fees are over \$1500), or in full (if the remaining fees are below \$1500) for tuition and other services yet to be delivered.

The RTO will analyse who the target candidates are and whether an individual, a specific group or a broad target group and will determine the key characteristics and needs of candidates, including disabilities.

The RTO is committed to providing clients requiring additional support, advice or assistance while training. To achieve this and to ensure the quality delivery of training and education, the RTO provides client vocational counselling to improve and extend training outcomes. Students are advised to make an appointment with their trainer in the first instance, if required the student can then schedule an appointment with the RTO for further counselling.

## Legislative and Regulatory Requirements (8.5)

All students will undergo an induction with the RTO, which will include the student's rights and responsibilities against the relevant Commonwealth, State or Territory legislation and regulatory requirements. Students are issued with a Student Handbook, which also includes the Student's rights and responsibilities that will affect their participation in vocational education and training.

The student acknowledges that they must observe The RTO's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Handbook.

## NCVER Survey:

National Centre of Vocational Education Research may in the duration of your studies contact you to participate in a survey which may include the following: An invitation to participate in a Department endorsed project:

An invitation to participate in the Department's annual student outcome survey:

Contacted by the Department (or persons authorised by the Department) for audit, review or investigation purposes.

## IMPORTANT INFORMATION

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions of enrolment with specific reference to the RTO's enrolment and selection, USI, course fees, payments and refunds, course requirements, Language Literacy and Numeracy requirements, complaints and appeals, Workplace Health and Safety, support services that will be provided for me, legislative and regulatory policies and procedures, which are also provided to me in the Student Handbook. By signing this document I also give permission for the RTO to access my Unique Student Identifier for the purpose of my training.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_

RTO REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_/\_\_/\_\_\_\_

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*Administration Use Only*

## Hours and Fees Calculation for Government Funded

<b>Approved Concession Holder</b> <b>Qualification Code:</b> _____	<b>OR</b>	<b>Approved Concession Holder</b> <b>Qualification Code:</b> _____
<b>Qualification Hours:</b> _____ <b>Less CT hours:</b> _____ <b>Less RPL hours:</b> _____ <b>Net hours:</b> _____		<b>Qualification Hours:</b> _____ <b>Less CT hours:</b> _____ <b>Less RPL hours:</b> _____ <b>Net hours:</b> _____
<b>Tuition Fee Per Scheduled Hour</b> \$		<b>Tuition Fee Per Scheduled Hour</b> \$
<b>Tuition Fee</b> \$		<b>Tuition Fee</b> \$
<b>Funding Gap:</b> \$		<b>Funding Gap:</b> \$
<b>Total Fee</b> \$		<b>Total Fee</b> \$

<b>Application Approved:</b>	
<b>Authorised Delegates Signature:</b>	<b>Date:</b>

# SKILLS FIRST PROGRAM ENROLMENT AGREEMENT FORM

OPTIMISTIC FUTURES TOID: 41053

AVETMISS Funding Source Identifier – State Training Authority	Authorised Referral form required?	Funding Source codes	
		State code	National code
GOVERNMENT SUBSIDISED: Victorian Training Guarantee			
General (not Apprentice/Trainee) - meets VTG eligibility criteria	No	P <sup>x</sup>	11
Apprentice / Trainee - meets VTG eligibility criteria	No	L <sup>x</sup>	11
Asylum Seeker or Victim of Human Trafficking General (not Apprentice/Trainee) VTG enrolment	Yes	ASP	11
Asylum Seeker or Victim of Human Trafficking Apprentice / Trainee VTG enrolment	Yes	ASL	11
Automotive Supply Chain Training Initiative (General, non-Apprentice/Trainee)	Yes	AEP	11
Automotive Supply Chain Training Initiative (Apprentice/Trainee)	Yes	AEL	11
Retrenched employees – General (not Apprentice/Trainee)	Yes	SCP	11
Retrenched employees – Apprentice/Trainee	Yes	SCL	11
Back to Work Scheme (non Apprentice/Trainee)	Yes	BWP	11
Back to Work Scheme (Apprentice/Trainee)	Yes	BWL	11
GOVERNMENT SUBSIDISED: Other Commonwealth and State funded program enrolments			
Training activity funded directly by the Commonwealth (e.g. DEEWR, DOHA)	No	D	13
NON GOVERNMENT SUBSIDISED: Fee-for-service			
Fee for service - domestic full fee-paying students	No	S	20
VET in schools	No	Z20	20 or 30

\* Enrolments against *Funding Source identifier – State Training Authority* L and P generally do not require a referral form, with the exception of enrolments under the Young People Transitioning From Care initiative. Individuals who are required to undertake the program pursuant to a community based order made under the Children, Youth and Families Act 2005, and individuals held in the Judy Lazarus Transition Centre must also present relevant documentation.

## AVETMISS Fee Exemption/Concession Type Identifier

# SKILLS FIRST PROGRAM ENROLMENT AGREEMENT FORM

OPTIMISTIC FUTURES TOID: 41053

Value	Description	Eligible for concession /waiver contribution from the Department?
E	Young People Transitioning from Care (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card)	Yes - waiver
G	VCE Scholarship	No
H	Health Care Card	Yes - concession
I	Young People Transitioning from Care NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card.	Yes - waiver
J	Job Seeker concession card holder (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card).	No* - (not from the Department)
K	Job Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card.	No – not applicable
M	Prisoner	No
O	Other	No**
P	Pensioner Concession Card	Yes - concession
V	Veteran Gold Card	Yes - concession
X	Individuals who are required to undertake the program pursuant to a community based order made under the <i>Children, Youth and Families Act 2005</i> or individuals held in the Judy Lazarus Transition Centre	Yes - waiver
Y	Fee Waiver for a student with a letter from the Department providing them with a Fee Exemption	Yes
Z	None	No

\* With the prior agreement of the referring agency, the RTO must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker.

\*\* Except for Indigenous students without concession cards and Single and Teenage Parents without concession cards where, *Fee Exemption/Concession Identifier 'O'* must be used.

**Once completed, this form, including evidence of eligibility and the associated declarations are to be placed in the students file.**