

ENROLMENT FORM

Enrolment for the following classes: **HR-A** **HR-B** **HR-OPEN** **HC** **MC** .

Personal Details

PLEASE CIRCLE: Mr

Mrs

Ms

Miss

Dr

Family Name: _____

Given Names: _____

Date of Birth: _____

Organisation (If
workplace are
paying): _____WA Licence
number: _____

Expiry date: _____

Contact Details

Telephone Work: _____

Mobile: _____

Email Address: _____

Alternate email: _____

Website: _____

Address

Residential Address: _____

Suburb: _____

Postcode: _____

Postal Address (leave this blank if same as above): _____

Suburb: _____

Postcode: _____

VET Related Details

Gender (please tick):

Male Female

Country of Birth: _____

City/Town of Birth: _____

Country of
Citizenship: _____Australian
Citizenship status: _____

visa etc)

(e.g.: permanent visa/temp

Are you of Aboriginal or Torres Strait Islander origin?

No

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, Torres Strait Islander and Aboriginal

Is English your main language?

Yes, English is my main language

No, English is not my main language

How well do you speak English?

Very Well

Well

Not well

Not at all

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

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

What is your highest completed school level to date?

<input type="checkbox"/> Did not go to school	<input type="checkbox"/> Completed year 8 or lower	<input type="checkbox"/> Completed year 9
<input type="checkbox"/> Completed year 10	<input type="checkbox"/> Completed year 11	<input type="checkbox"/> Completed year 12

In which year did you complete that school level? _____

Have you successfully completed any of the following qualifications?

<input type="checkbox"/> Yes	<input type="checkbox"/> No (Go to the Employment section)
<input type="checkbox"/> Bachelor's degree or Higher Degree	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Advanced Diploma or associate degree	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificates other than the above

Of the following categories, which best describes your main reason for undertaking this course? (Tick ONE box only)

<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"/> Other reasons

Course Details

All of our training is structured as One-on-One Tuition and allocates the majority of the course hours to providing Learners with hands-on practical driving experience. Our tailored approach in the delivery of training recognises the diversity of support requirements amongst Learners and we adapt our programs to suit the needs of the individual learner. We provide mentoring and ongoing support to assist Learners to complete the practical and written assessments.

Course start date _____ Time: _____

PDA Assessments ONLY

Only complete this section if you are enrolling to complete ONLY a DoT PDA assessment or re-assessment:

Please tick the appropriate area:

I am an External client who holds a current SOA from another RTO and wishes to complete a PDA with MTC

I am an External client who failed the initial PDA assessment with another RTO and require a re-assessment with MTC.

I am a learner with MTC who has failed the Initial PDA with MTC and requires a re-assessment.

Disability

Do you consider that you have a disability, impairment or long-term condition? *(You may indicate more than one area)*

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> No disability | <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"/> Acquired brain impairment | <input type="checkbox"/> Vision |
| <input type="checkbox"/> Medical condition | <input type="checkbox"/> Asperger's | <input type="checkbox"/> Dyslexia | <input type="checkbox"/> ADHD |
| | | | <input type="checkbox"/> Poor Concentration |

Other Restriction/Condition or Disability not noted above, please provide more detail:

.....

Do you have any conditions, restrictions, or disabilities that you think may impact your ability to learn e.g. Hearing impediment, literacy, language & numeracy (LLN) issues, language barriers, injured leg / hand / arm, Dyslexia, poor concentration, ADHD?

Yes No

Wearing visual aids is not considered a disability therefore does not need to be noted in this section.

If Yes, please provide us with a brief description of your situation:

.....

Emergency Contact

Name: _____ Mobile Number: _____

Participant Identifiers

Unique Student Identifier (USI): □□□□□□□□□□

If a student does not have a USI, it will be necessary to create one in order for us to issue you with certification. Learners have to create their own USI number by logging onto www.usi.gov.au before they enroll or during the enrolment process.

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Read the following statements below and tick to confirm understanding & please sign and date at the bottom.

1	I have completed all sections of this Enrolment Form.
2	I have read, and I understand all the information presented in the Learner Information Pack for the course I have enrolled in.
3	It is my responsibility to ensure my driving licence is current. I agree no refund or credit will be provided should this be an issue on the day.
4	I will be responsible for; over the course of the training program whilst I am driving the vehicle, should there be an accident, I will be responsible for the cost of the excess for insurance purposes for RTO.
5	I consent to the RTO to use my personal information for the purposes of this course and the directing agencies that govern this program only.
6	I will be responsible for; if I incur a fine, due to a traffic infringement whilst driving the vehicle under training, assessment and/or PDA I will take full responsibility to pay for this fine.
7	I will be responsible for; damage of any part of the vehicle during my driving experience and will pay for all damage to the machinery.
8	I understand should I require to wear glasses/contacts; I will notify the trainer/assessor during the eyesight test and be required to wear the glasses/contacts during the driving experience.
9	I understand an eyesight test (requirement for DoT) will be conducted prior to commencing my driver training. If I fail the eyesight test, training cannot commence, and my course/lesson fees will be refunded less \$60 administration fee.
10	I understand that my Theory Assessment must be completed and brought with me on the day of training. This completed theory assessment must also be legible for the trainer to mark.
11	I understand, if I have not completed my theory assessment on arrival at the RTO, failure to do so will mean the assessment cannot be undertaken and I will forfeit all costs.
12	I am aware an additional fee must be paid to DoT on submitting my documentation. (If required)
13	I am aware that I must successfully complete the training component before I am eligible to sit a Dept. of Transport Practical Driving Assessment. (DoT PDA)
14	I understand that deferred assessments may only be in credit for a maximum of 3 months.
15	I am aware that the RTO has a strict policy regarding refunds and I acknowledge that any cancellations must be received in writing no less than 5 working days prior to course commencement in order for a refund or credit to be applied
16	I understand that, if for any reason, a Trainer / Assessor has probable cause to believe that I have attended my training under the influence of alcohol or drugs, I will subject to a breathalyser test and further sanctions as outlined fully in the RTO Disciplinary Policy
17	I understand there is a non-refundable Booking Fee of \$300.00
18	Prior to commencing any training and/or assessment, I will provide to the RTO staff the two (2) forms of identification (originals or certified copies only) as indicated on the Enrolment Form such as Licence and Medicare Card
19	I have advised the RTO of any conditions, disabilities or restrictions that may impact my ability to learn or be assessed on the Enrolment Form.
20	I understand all the RTO programs involve reading tasks, written & knowledge assessments, verbal questioning, individual one-on-one tuition with hands on driving experience, and a driving assessment requiring the demonstration and application of skills & knowledge relevant to the competencies of the course.
21	I am aware there are mandatory breaks during the courses, of which are taken during the allocated training time
22	I am aware that it is my responsibility to ensure that my Driver Licence is eligible (with the Dept. of Transport) to conduct training and assessment on the specified day. I agree that no refund or credit will be given for cancelled training & assessment if there is an issue on the day in regard to my willingness to complete training or Driver Licence with the Dept. of Transport.
23	I understand that opting in for the Assessment Only, NO TRAINING whatsoever is provided to me and I must submit my completed Theory Assessment prior to commencing my Practical Driving Assessment.
24	I am aware that it is an offence to make a false statement in any part of this form
	By signing this enrolment, I understand I have read and understood all the above conditions, requirements and expectations as laid out in numbers 1 -24

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	SIGNATURE:
	DATE:

Privacy Notice & Declaration

Why we collect your personal information.

Under the Data Provision Requirements as a Registered Training Organisation (RTO) we are required to collect personal information about you so we can process and manage our enrolment in a vocational education and training (VET) course you attend with us. If you do not provide adequate information as requested, we may not be able to process your application.

How do 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.

How we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETRA 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 IAW 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 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 trainer who will be able to provide the requested information or access. 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: [://www.dese.gov.au/national-vet-data/vet-privacy-notice](http://www.dese.gov.au/national-vet-data/vet-privacy-notice).

Please refer to the additional State or Territory Authority Privacy Notice included in this application process should this be relevant to your application.

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 us to:

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- 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

We retain our records of personal information about all individuals with whom we undertake any form of business activity. We must collect, hold, use and disclose information from our clients and stakeholders for a range of purposes.

Identification Evidence

As a government registered training organisation, regulated by the Training Accreditation Council, we are required to collect, hold, use and disclose a wide range of personal and sensitive information on Students in nationally recognised training programs. This information requirement is outlined in the National Vocational Education and Training Regulator Act 2011 and associated with legislative instruments.

We must require and confirm identification however in services delivery to individuals for nationally recognised course programs. We are authorised by Australian law to deal only with individuals who have appropriately identified themselves. That is, it is a *Condition of Registration* for all RTOs under the *National Vocational Education and Training Regulator Act 2011* that we identify individuals and their specific individual needs on commencement of services delivery and collect and disclose Australian Vocational Education and Training Management of Information Statistical Standard (AVETMISS) data on all individuals enrolled in nationally recognised training programs.

Important

In providing your personal information as requested and signing this notice, you are providing your consent for the collection, storage, use and disclosure of your personal information as outlined and confirming your receipt of, and understanding of these details

For more information about NCVET's Privacy Policy go to <://www.ncver.edu.au/privacy>.

OFFICE USE ONLY		
Supporting documents verified (licence check and copy taken)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
USI verified (if provided)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
USI applied (if not provided)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comments
Pre-training Review	<input type="checkbox"/> Yes <input type="checkbox"/> No	
LLN Test/Interview	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Processed by		
Date		

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LEARNER INFORMATION BROCHURE & ENROLMENT FORM (HR)

TLIC3004 Drive heavy rigid vehicle.

What does this course involve?

This course will provide the skills and knowledge required to drive a heavy rigid vehicle with 3 or more axles and a gross vehicle mass greater than 8 tonnes. You will also be allowed to tow a trailer with a maximum GVM of 9 tonnes. This course instructs you on safe driving techniques, including systematic and efficient control of all vehicle functions, monitoring of traffic and road conditions, management of vehicle condition and performance, and effective management of hazardous situations.

What will I need to do and how long will it take to complete?

The course is broken down into 2 phases:

The 1st phase – on booking/enrolment confirmation, you will receive a comprehensive *Information Pack* containing all relevant information about the course. Included in this pack are the *learner manual* and a *theory assessment* which you **must** read & complete in your own time prior to attendance of the face-to-face training and assessment component. *#Reading of the learner manual and completion of the theory assessment, may take between 2-6 hours.*

The 2nd phase - includes a face-to-face component at the RTO facility in Kenwick where you will receive the highest quality training, including demonstrations, tasks, activities and practice with the opportunity to apply that training and be assessed on your skills in real-time, on-road environments.

What will I learn in this course?

Road Laws	Starting/Stopping sequence
Performing cabin checks	Wheel tracking, turning and handling
Performing pre-trip inspections	Reversing & manoeuvring
Town and highway driving OH&S procedures & regulations	Fuel efficiency

Are there any course pre-requisites or entry requirements?

To complete the course, you will need to ensure:

- You hold a C class licence for at least 2 years, or an LR class licence for at least 1 year, or an MR class licence for at least 1 year. (This will be checked by our administration team prior to your face-to-face training component via a DEPARTMENT OF TRANSPORT LAPS CHECK)
- You have access to a PC to complete your theory assessment.
- You read a *Learner Manual* and complete a *Theory Assessment* in your own time prior to attendance of your 1 day of training.

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- You read and complete this *student information and enrolment form* and bring it with you on the day of training
- You read through all documents in the *HR Learner Information Pack* then complete your theory assessment in your own time (2-6 hours). **It is important you thoroughly read through the contents of the *HR Learner Manual* as we will verify your knowledge by verbally questioning you throughout the day of training. The verbal questions are part of your overall assessment for this unit.**
- Loose fitting clothing and enclosed flat shoes must be worn for the day of training.
- You will be required to provide your **Unique Student Identifier** number prior to the commencement of the course.
- You read through all documents we send you in the form of the *HR Information Pack*, prior to your attendance on the day of training.
- A Department of Transport (DoT) requirement is that you pass an eyesight test at the commencement of your training. If you usually wear glasses or contact lenses while driving these must be used during the test on the day of training.
- You provide two (2) forms of ID on day of training such as Licence and Medicare Card.

How does the course work?

We offer this course as a trainer/learner ratio of 1:1 **ONLY over 1 day**. This one-on-one training approach enables better engagement with you to allow emphasis on sufficient training, skills demonstrations, tasks, activities and practice before any practical on-road activities can be performed, which is paramount to the performance requirements of this program.

This allows you and the trainer to work closely together to ensure all components of the training for this unit are met; training, skills demonstrations and practice are thoroughly covered with feedback on your performance consistently provided before the practical assessments commence at the end of the days training.

However, prior to this training commencing you are required to read the *Learner Manual* and complete the *Theory Assessment* in your own time before you attend the RTOs 1 day of training. **If you do not provide your completed Theory Assessment on the day of training your training may be cancelled.**

How will I be assessed?

Assessment of competency will be conducted as follows:

1. Theory assessment – A series of questions to complete.
2. Theory assessment – A permit application to complete.
3. Practical assessment of driving skills including:
 - pre-operational and post-operational vehicle inspections
 - fault-finding checks
 - on-road assessments
4. Verbal assessment – A series of questions to verify your knowledge.

Please ensure you read the *Learner Manual* completely prior to your course commencement, as we will verbally assess you on parts of the criteria from the guide during your day of assessment.

Please read the *Information on the Practical Driving Assessment* included in the *HR Information Pack* for complete details on the practical assessment criteria for DoT purposes.

On successful completion of all the assessments you will receive a *Statement of Attainment*. You will then be eligible to sit the DoT Practical Driving Assessment (PDA). The PDA is conducted over a 45-minute period.

How do I enrol?

Simply complete the *Enrolment Form* (in this document) and return it to us promptly. Please ensure **ALL** fields are completed and you have signed and dated to confirm you understand all the information pertaining to your enrolment. Enrolment can only be finalised upon receipt of the completed *Enrolment Form* and payment of course fees.

What should I bring with me?

You will need to bring with you your C class licence which you have held or at least 2 years. This will have been verified through the Department of Transport before you arrive, and our administration team will take a copy taken for our records. You may also require bottled water, sunscreen, and a hat. Please ensure you wear appropriate full shoes, pants or jeans, long sleeve shirt or T-shirt whilst you undergo the face-to-face component.

What happens when the UOC is completed, and I have attained my Statement of Attainment (SOA) with the RTO – How do I gain my licence from there?

Step 1 – On successful completion of the course you will receive a *Statement of Attainment (SOA)* from the RTO. On receipt of the SOA you will only then be eligible to sit the DoT PDA with a DoT approved assessor. The PDA assessment will be completed in situ at the RTO venue by a DoT approved assessor once the SOA has been sighted by the DoT assessor.

Step 2 – Once the PDA assessment has met the standards of DoT, on successful completion, the learner will be issued with the *PDA sheet* along with their *Eyesight Test*.

Step 3 – You will then be required to report to a DoT licensing centre taking with them the following three (3) documents: (1) *SOA*, (2) *PDA Sheet* and (3) *Eyesight Test* where DoT will then provide them with the appropriate licence. **Please note:** DoT will not grant

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approval if learners do not submit all three (3) documents.

#Additional fees will be charged by DoT for the licence.

Flexible Course Options

We believe in offering the flexibility to accommodate for different personal requirements and recognise that Learners may already have some skills and knowledge from their previous experience. The options are as follows:

Mode of delivery

Program	Duration	Assessment
<p>1 – Full Program (1 day) This mode would suit an <i>inexperienced</i> learner with minimum experience in this area.</p>	<p>Learners with <i>minimum</i> experience will be offered this course as follows:</p> <ol style="list-style-type: none"> 1. On booking/enrolment confirmation, the learner will receive an <i>Information Pack</i>, outlining the details of the program. Included in this pack is a <i>learner manual</i> and a <i>theory assessment</i> which the learner <i>must</i> read & complete in their own time prior to attendance of the 1-day face-to-face training and assessment component. Reading of the learner manual and completion of the theory assessment, may take between 2-6 hours. 2. Attendance at a 1-day face-to-face training and assessment component is conducted at the RTO facility in Kenwick where learners will receive individual tuition, hands on driving experience, mentoring and full learning support. Including the highest quality training, with the opportunity to apply that training and be assessed on their skills in real-time, on-road environments. 	<ol style="list-style-type: none"> 1. Theory Assessment 2. Permit Application 3. Pre-Operational Vehicle Check 4. Fault Finding Check 5. Post operational Check 6. Practical On-Road Assessment 7. Verbal Questioning
<p>2 –Flexible Delivery This mode would suit a learner who is <i>inexperienced</i> and wishes to complete the program over a period of time or scheduled blocks.</p>	<p>Learners with <i>minimum</i> experience will be offered this course as a written and practical program <u>in scheduled blocks or as required</u>##.</p> <ol style="list-style-type: none"> 1. On booking/enrolment confirmation, the learner will receive an <i>Information Pack</i>, outlining the details of the program. Included in this pack is a <i>learner manual</i> and a <i>theory assessment</i> which the learner <i>must</i> read & complete in their own time prior to attendance of the 1-day face-to-face training and assessment component. Reading of the learner manual and completion of the theory assessment, may take between 2-6 hours. 2. Attendance at a split or scheduled block face-to-face training and assessment component is conducted at the RTO facility in Kenwick where learners will receive individual tuition, hands on driving experience, mentoring and full learning support, including the highest quality training, with the opportunity to apply the learning in real-time, on-road environments. <p># Scheduled blocks of training to suit individual needs</p>	<ol style="list-style-type: none"> 1. Theory Assessment 2. Permit Application 3. Pre-Operational Vehicle Check 4. Fault Finding Check 5. Post operational Check 6. Practical On-Road Assessment 7. Verbal Questioning
<p>3 – Assessment Only * This would suit a learner who is highly <i>experienced</i> and feels they have the skills, knowledge and experience to complete this program via an assessment only means.</p>	<p>Learners who feel they have the necessary skills and knowledge to move directly to the assessment phase have the option to complete the <u>Assessment Only Program</u>. This is an assessment only pathway with no training provided.</p>	<ol style="list-style-type: none"> 1. Refresher Drive 2. Theory Assessment 3. Permit Application 4. Pre-Operational Vehicle Check 5. Fault Finding Check 6. Post operational Check 7. Practical On-Road Assessment 8. Verbal Questioning

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DoT PDA ONLY		Process & Assessment requirements
<p>4 – PDA ONLY (External Client) This would suit an external client who holds a current SOA from another RTO and wishes to complete the PDA with MTC</p>	External clients who hold a current and verified statement of attainment (SOA) from another RTO will be eligible to sit the PDA with MTC.	<ol style="list-style-type: none"> 1. Enrol 2. Verify licence 3. Verify SOA 4. Complete Eye Test 5. Refresher drive 6. Complete PDA (45 mins)
<p>5 – PDA ONLY (Internal learner) This would suit a learner who was deemed not competent from MTC after completing their initial PDA and wish to be re-assessed by MTC</p>	Internal learners who have gone through the entire process with MTC to gain their statement of attainment (SOA) but who have failed their initial PDA can be re-assessed via a further PDA with MTC.	<ol style="list-style-type: none"> 1. Refresher drive 2. Complete PDA re-assessment (45 mins)
<p>6 – PDA ONLY (External Client) This would suit an external client who was deemed not competent from another RTO after completing their initial PDA with that RTO</p>	External clients who have gone through the entire process with another RTO to gain their statement of attainment (SOA) but have failed their initial PDA with that RTO and wish to complete a re-assessment PDA with MTC.	<ol style="list-style-type: none"> 1. Enrol 2. Verify licence 3. Verify SOA 4. Complete Eye Test 5. Refresher drive 6. Complete PDA re-assessment (45 mins)

What is the accreditation process?

On successful completion of this course you will receive a nationally recognised 'Statement of Attainment' for TLIC3004 Drive a heavy rigid vehicle. You are then eligible to sit a DoT PDA. If you meet the required DoT standard you can then proceed to a DoT office to complete the licensing aspect.

*Please note: a separate licence fee will apply when a *Statement of Attainment, PDA and eye test* is presented at any Driver and Vehicle Services centre or regional agent. You will not be entitled to drive a HR class vehicle until you have presented the three (3) documents, paid the processing fee, and the new class has been added to your licence record.

What do I need to do before I attend the course?

Prior to course commencement you will receive the 'HR Training Pack' which contains; a *Cover Sheet for all information related to HR Driver Training Program*; the *Information on the Practical Driving Assessment for HR Class*; *Code of Practice*, the *Learner Guide* and a *Theory Assessment*. **You are required to read all the information and complete the Theory Assessment before course commencement, which must be submitted to the assessor on the day of training.**

Please ensure you read the *Learner Guide* completely prior to your course commencement, as we will verbally question you on parts of the criteria from the guide during your day of assessment. The verbal questions throughout your day of training form part of your overall assessment.

Fees and Charges Full Program

- HR-A Starter pack = \$1170.00
- HR-B Starter Pack = \$1330.00
- HR-Open Starter Pack = \$1750.00
- Individual driving lessons \$160 per hour

The course fees include one-on-one training with a qualified trainer, driving experience in a late model Heavy rigid vehicle using 1 x trailer, a *HR Student Information Pack*, and a *Statement of Attainment*.

Fees and Charges DoT PDA Only

- **PDA ONLY** (External new client who holds a current and verified SOA from another RTO and wishes to complete the PDA with MTC= \$330
- **PDA ONLY** (Internal learner deemed not competent from MTC on initial PDA test and requires re-assessment = \$330
- **PDA ONLY** (External client deemed not competent from another RTO on initial PDA and wishes to be re-assessed with

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MTC = \$330

We have a fixed deposit payable on enrolment, and the balance to be paid in full prior to the scheduled day of training /assessment.

Please note: All DoT PDAs incur an additional fee.

What are my employment opportunities once I have successfully completed the course?

A licensed HR vehicle driver can perform such duties in the following industries: Gas Industry, Transport and Logistics, Forest and Forest Products, Property Services, Automotive Industry Retail, Service and Repair.

IMPORTANT: LEARNERS MUST READ AND UNDERSTAND THE FOLLOWING INFORMATION

The following information relevant to Learner enrolment, training delivery and assessment, has been extracted from our *Code of Practice* and summarised below. The *Code of Practice* details how we aim to safeguard the interests and welfare of our Learners and staff to ensure all our clients receive the highest standard of Vocational Educational Delivery (VET) delivery within Australia. The *Code of Practice* is issued in the *Learner Information Pack*.

Educational Standards –MTC is a nationally recognised VET provider responsible for delivering quality training and assessment in compliance with the Standards for RTO's 2015, and responsible for issuing *statements of attainment* (SOA). All our trainers and assessors possess a Cert IV in Training and Assessment and are DoT approved. We use current industry supported learning resources and methodologies to ensure each Learner receives quality training. We strive to maintain a learning environment that is conducive to Learner success.

Unique Student Identifier - As of 1 January 2015, every Learner studying in Australia must have a USI number. Learners can create a USI number by logging onto www.usi.gov.au, prior to attending training.

Recognition of Prior Learning (RPL) - Learners are offered RPL.

Assessment Only - Should learners feel they have the necessary skills, knowledge and experience necessary to meet the competency standards for this course they may choose to complete an Assessment Only pathway. This means the Learner chooses to sit the assessments only (written and practical) and will not receive any training prior to assessments. Should you wish to continue on this pathway contact our office for more details.

National Recognition - We will abide by the national recognition agreements formed between all states/territories of Australia, in the recognition of other RTO's training and certification therein awarded. Therefore, we recognise qualifications and statements of attainment that have been issued by other RTOs. Learners who present a *Statement of Attainment* from another RTO deeming they are competent in the specific vehicle class will be eligible to sit a Dept. of Transport Practical Driving Assessment.

Results, Resits & Re-Assessments- We will inform Learners of their results immediately after training assessment. **Competent on the day:** Learners deemed competent, are awarded a nationally recognised *Statement of Attainment* that provides details of the unit of competency. If training assessments are completed on the weekends, the *Statement of Attainment* will be provided within 5 working days. **Non-competent on the day:** Learners, who are deemed not yet competent after their training component, are encouraged to continue the learning process with additional lessons. They are advised to defer the practical driving assessment at no extra cost and continue with more training until such time they are ready. Learners may only defer their assessment for a maximum of 3 months. (We recommend at least 2 hours of further driving training prior to re-assessment).

A *Statement of Attainment* cannot be issued unless the Learner has released their USI number to our RTO.

Facilities / Resources - Our training venues have the capacity to deliver all programs on offer and are fully equipped with industry current resources. Our vehicles are safe, well maintained and risk assessed on a regular basis.

OH&S Requirements - Learners must wear enclosed safety footwear when attending our courses. During the warmer months a hat, sun cream and water is required to avoid heat exhaustion. All breaks provided during the courses are mandatory as per Fatigue Management Laws.

Refunds -If you wish to cancel your enrolment you must inform us in no less than 48 hours prior to course commencement. We will refund fees and/or deposits paid in advance (less \$300 administration fee) if received within this timeframe. Refunds are not permitted when cancellation occurs less than 48 hours prior to course commencement or in the event that the student fails to attend without notification.

Refunds *may* be considered in *extenuating circumstances*, where less than 48 hours is provided; however, this will be reviewed

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on a case-by-case basis only.

If you are advised to defer your assessment you will receive a credit for that amount, this is not permitted to be refunded.

Cooling off period

A five (5) day cooling off period applies for all enrolments. However, this cooling off period is deemed to be waived if the learner commences training. By this action they are deemed to have entered fully into a contract service provision with the RTO.

Disciplinary Policy - To ensure all learners are provided with an equal opportunity to learn and achieve dysfunctional or disruptive behaviour will not be tolerated. Any Learner who exhibits such behaviour risks foregoing all rights to complete their training and assessment.

If an individual acts in an unusual manner that gives probable cause for a Trainer / Assessor to believe that the person is under the influence of drugs or alcohol, it is within their authority to immediately stop that individual from participating in any further training and assessment.

Please Note: Any person expelled from training for disciplinary reasons will not be entitled to a refund.

We enforce a strict zero tolerance with alcohol for both Learners and staff alike.

We fully support any and all decisions made by training staff that uphold the Disciplinary Policy. Further detail regarding disciplinary action and the possible right of appeal available to Learners can be found in the *Code of Practice*.

Complaints - All complaints will be handled fairly, effectively, efficiently, and quickly. We will act to remedy all complaints and attempt to prevent them from reoccurring. If at any time during the course you are dissatisfied with any facet of the service provided, we ask that you raise the issue with a member of our staff. We will attempt an informal resolution. Should *informal* resolution not be achieved learners are able to move through a *formal* process and complete a *complaints form*.

Formal complaints will be handled by the RTO management team who will meet with the complainant to discuss the issue and attempt an amicable resolution. If dissatisfied with this outcome the complainant may lodge an appeal with an independent party who will consider the matter and make a final judgement. Our *Complaints Policy* is provided on our website for further information.

Appeal on Assessment - If you are dissatisfied with the outcome of your assessment, you must lodge a *Complaints & Appeals Form* within 5 days of the final assessment. We will assess the appeals request and inform the Learner of the result in writing within 5 days. If you are dissatisfied with this outcome, you may lodge an appeal with an independent party who will consider the matter and make a final judgement. Please contact our staff if you wish to commence this process.

Privacy Policy – We understand and respect the importance of protecting the privacy of individuals and is committed to complying with the Australian Privacy Principles contained in the Privacy Act 1988. The way we handle your personal information is in accordance with the Privacy Act.

As a Registered Training Organisation, we must collect and report certain information to the regulators, Training and Accreditation Council and Dept. of Transport. This includes your name, address, telephone number, email address, drivers licence details, including the additional information:

- Unique Learner Identifier Number
- Languages spoken at home and level of English language proficiency
- Aboriginal and Torres Strait Islander origin
- Level of schooling completed
- Employment status
- Reasons for undertaking the relevant educational course

The personal information we collect about you will not be used or disclosed other than in accordance with the Privacy Act, and for the purposes for which the information was collected.

Learner Records - All learners may have access to their training records upon written request through the Business Development Manager or CEO. Learners may have complete access to their personal records but are not permitted to remove them from the premises at any time. If training has occurred more than 12 months prior, records may need to be accessed from our archive storage and may not be possible on the day of request. Copies of the *Statement of Attainments* cannot be provided to anyone other than the Learner without written consent. To reprint a *Statement of Attainment* the cost is \$50.

Access & Equity–We are committed to integrating access & equity principles within all services we provide to our clients. All staff recognise the rights of learners and provides information, advice and support that is consistent with our *Code of Practice*. We

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provide a safe learning environment to all Learners regardless of cultural background, gender, sexuality, disability or age. All Learners have the right to learn in an environment that is free from discrimination and harassment and to be treated in a fair and considerate manner.

Barriers of Learning - In order for our training staff to tailor a more flexible learning pathway please provide details of any potential barriers to your learning on the *Enrolment Form and on initial discussion with our staff*. There are also *markers* within the enrolment form to highlight any such barriers.

Learners, who have a language barrier, may request that an interpreter attend the training. This must be supplied by the Learner at your own cost.

Reasonable Adjustment - The objective of *Reasonable Adjustment* is to ensure the RTO has a specific and coordinated *set of measures, strategies and actions* to identify, adapt and provide appropriate levels of reasonable adjustment in learning and assessment for learners with disabilities. Therefore, we encourage you to inform us of any such restriction, disability or condition providing you with a number of areas on the enrolment form to disclose this information. This will allow us to provide a learner-centred approach to your training and assessment.

Improvements—We are committed to training effectively and efficiently, ensuring the needs of our Learners are met. We undertake ongoing quality improvement and evaluation of our systems and programs. Continuous improvement is imperative for our future success. Evaluation is reviewed and correlated to identify needs and prioritise the opportunities for improvements.

Marketing – We market vocational education and training products only within its approved scope of delivery and does so with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of this information, no false or misleading comparisons will be drawn with any other provider or any other course.

Guarantee - In the event that significant change occurs to affect the legal status of our RTO and these changes result in a situation whereby we are unable to continue operations, we will honour the completion of all training and assessment for any person who has already enrolled in any of our courses. This guarantee will be at no extra cost to the Learner.

Support Services - If Learners require assistance with matters concerning Learner information, course enrolment, training services, program materials, assessment dates or any access and participation issues, you are able to contact us at any time via email: reception@mirotraining.com.au or by calling (08) 9459 5666. If the assistance is directly related to course content, Learners should indicate the most convenient time one of our specialist Trainer & Assessor staff can contact them.

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Pre-Enrolment Review Form – Please complete this part of the enrolment 1st

LANGUAGE, LITERACY and NUMERACY INDICATOR	
Provide a short example of how you use the following skills in the workplace:	
Numbers	
Mathematics	
Oral Communication	
Written Communication	

List the next 5 numbers in this sequence	5	10	15	20	25					
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Answer the following:			
71 + 3 =	21 ÷ 3 =	15 x 3 =	55 – 3 =

Read the following paragraph and answer the associated questions:

Easter holidays are coming soon and Matt and Susan wish to take their 5 children; 3 sons and 2 girls away to Tasmania for 12 nights. While in Tasmania, the boys want to go fishing and the girls want to go to the beach. The flights are \$500.00 per person and the Accommodation is \$100 per night (for the whole family).

Questions:

How many sons do Matt and Susan have?	
Where do the girls want to go while on holiday?	
Why are they going on holidays?	
How much will accommodation cost for the whole holiday?	

Now you have read this information brochure and your code of practice please complete the below learner declaration.

Learner Declaration – After reading this Information Brochure I declare that I feel this course will meet the needs of my requirements and skill level.

Learner to sign:.....Date:.....