

AUSTRALIAN

**RISK** SERVICES

# Join our Public Chain of Responsibility Training Courses in a major city near you

TLIF0001 - Apply chain of responsibility legislation, regulations and workplace procedures

TLIF0002 - Administer chain of responsibility policies and procedures

TLIF0003 - Develop and implement policies and procedures to ensure chain of responsibility compliance

Australian Risk Services Australasia Pty Ltd

RTO. 45259

[www.ausriskservices.com.au](http://www.ausriskservices.com.au)

1300 266 172

[paul.camilleri@ausriskservices.com.au](mailto:paul.camilleri@ausriskservices.com.au)

# Table of Contents

Public Chain of Responsibility courses	1
On-demand courses	9
Refund and Complaints Process	11
About the trainers	13

# Public Chain of Responsibility courses

**TLIF0001 - Apply chain of responsibility legislation regulations and workplace procedures**

**Duration: 1 day**

Following the chain of responsibility when operating heavy vehicles in the workplace is vital for both legal and safety reasons. This chain of responsibility is one of the core components of the Heavy Vehicle National Law (HVNL). This official Australian Government unit of competency provides you with the skills necessary to follow the appropriate chain of responsibility legislation, regulations, and workplace procedures for heavy vehicles. This course's focus that chain of responsibility as it applies to an individual's job.

This course is delivered face to face, it's hands-on training delivered to private clients onsite or students can attend our public training courses. Workers who complete this course will learn:

- Chain of responsibility. What is it, what is its impact, and how is your position a part of this chain?
- Requirements. You'll learn what regulations are in place for safety and legal reasons.
- Identify and report breaches in Heavy Vehicle National Law (HVNL) or applicable state or territory rules.

Note that "TLIF0001 - Apply chain of responsibility legislation, regulations and workplace procedures" supersedes TLIF2092A. It is not equivalent to the old course but, rather, is intended as a replacement. If you were looking for TLIF2092A, you should take this one instead!

## **Who Should Take This Course?**

Although this course deals with HVNL, it's intended audience is not solely drivers. Everyone plays a part in the chain of responsibility. Therefore, the following roles should consider taking this course.

- Business Owners or Executives
- Operators or Schedulers
- Consignors or Consignees
- Loading Manager
- Sales Team or Office Staff
- Drivers
- Manufacturers
- Importers or Exporters

## Features

After completing this full unit of competency, you will, broadly, be able to understand your legal and safety obligations under the HVNL. In particular, all students who complete this course will be able to:

- Explain what the chain of responsibility is and what the features are of it in the HVNL. You will also be able to understand how the chain of responsibility affects other state or territory laws and regulations.
- Apply your knowledge in practical ways, so you comply with all requirements in the Heavy Vehicle National Law and other state or territory jurisdictions.
- Identify and report breaches in the chain of responsibility.
- Understand load restraint and how to use the Load Restraint Guide!
- Understand your full obligations under the HVNL. You'll see how fatigue and speed are so impactful on safety. You'll also understand your responsibilities for mass, dimensions, and load restraint.

## Program

This course is delivered face to face. It's very appropriate for workers within the transport and logistic industries! There will be an assessment at the end of the course as evidence that you learned the course materials to a satisfactory extent.

## Entry Requirements

There are no prerequisites to take this course. You will need to provide some necessary information so we can get you set up with this course!

- Complete your Enrolment Application
- USI: Unique Student Identifier
- Photo Identification

You'll also need to meet the literacy and math requirements by completing the Pre-Course Reading Questionnaire. You can create a USI number using this link <https://www.usi.gov.au/students/create-your-usi>

## Outcomes

Upon successfully completing this course, you'll receive a Nationally Accredited Statement of Attainment for the unit of competency: "TLIF0001 - Apply chain of responsibility legislation, regulations and workplace procedures."

**Duration: 1 day**

The Heavy Vehicle National Law and Regulations stipulates that all parties must take reasonable steps to ensure that a breach of compliance does not occur. Supervisors have a legal duty to the safe operation of heavy motor vehicles throughout Australia.

"TLIF0002 - Administer chain of responsibility policies and procedures" helps workers understand their supervisory roles in ensuring that all employees are aware of, know, and follow all necessary rules and regulations. You will have all the knowledge needed to take every precaution possible against a breach of the Highway Vehicles National Law and Regulations. When applied correctly, this knowledge ensures that you will be legally safe from any repercussions from not administering the HVNL successfully.

Note that this course supersedes "TLIF3093A - Implement chain of responsibility regulations" but is not equivalent to it.

**Who Should Take This Course?**

Anyone with a supervisory role in a company that deals with heavy vehicles should consider taking this course. All managers and employees play a role in ensuring compliance with the law. As such, the following types of employees should consider taking this course.

- Business Owners or Executives
- Operators or Schedulers
- Consignors or Consignees
- Loading Manager
- Drivers

**Features**

After completing the full unit of competency, TLIF0002, you will be able to administer the chain of responsibility policies and procedures. You will know how to do the following:

- Explain the HVNL's features.
- Administer the requirements of the HVNL as well as all applicable state and territory laws.
- Administer and monitor the chain of responsibility procedures in the workplace, including identifying and reporting workplace breaches.

Each of these course features will target people in a supervisory role.

**Program**

This course is delivered face to face, it's hands-on training delivered to private clients onsite or students can attend our public training courses. There will be an assessment at the end of the course as evidence that you learned the course materials to a satisfactory extent.

## Entry Requirements

There are no prerequisites to take this course. Anyone can enrol! However, there are a couple of pieces of documentation that we will need to get started.

- Complete your Enrolment Application
- USI: Unique Student Identifier
- Photo Identification

You'll also need to meet the literacy and math requirements by completing the Pre-Course Reading Questionnaire. You can create a USI number using this link

<https://www.usi.gov.au/students/create-your-usi>

## Outcomes

Upon successfully completing this course, you'll receive a Nationally Accredited Statement of Attainment for the unit of competency: "TLIF0002 - Administer chain of responsibility policies and procedures."

**TLIF0003 - Develop and implement policies and procedures to ensure chain of responsibility compliance**

## Duration: 2 days

Supervisors in the transport industry have a duty under the Heavy Vehicle National Law and Regulations (HVNL) to ensure that workplace policies take reasonable precautions against a breach. For supervisors who are responsible for creating these policies, this typically involves three steps: knowing the HVNL, developing and implementing procedures, and monitoring them for success and revision.

"TLIF0003 - Develop and implement policies and procedures to ensure chain of responsibility compliance" helps managers achieve those objectives. By the end of this course, you will gain the necessary knowledge to:

- Explain the chain of responsibility features within the HVNL. You will also know the characteristics of applicable state or territory law.
- Develop and implement workplace procedures to ensure that you and your organization follow the responsibilities outlined in the HVNL.
- Review those workplace policies and monitor them for any changes necessary. Workplace procedures often need revising to ensure continued compliance.

Note that this course supersedes "TLIF4094A - Ensure compliance with chain of responsibility" but is not equivalent to it.

## Who Should Take This Course?

Anyone with a supervisory role in a company that deals with heavy vehicles should consider taking this course. Those who are in a position where they can effect change in the policies and procedures of their workplace would be well-advised to take this course. If you fall into one of the following categories, you should consider taking TLIF0003. Other employees in the transport sector would also benefit from this knowledge.

- Business Owners or Executives
- Managers
- High-Ranking Supervisors

### **Features**

Once you finish the coursework and evaluation for TLIF0003, you will be able to develop and implement policies and procedures to ensure you, your employees, and your company comply with the chain of responsibility. You will know how to do the following:

- Explain what the HVNL is and what are the features of the law relating to the chain of responsibilities.
- Develop policies and procedures that will ensure compliance with the law.
- Monitor and revise those procedures to ensure continued compliance.

Each of these course features will target people in a high-level supervisory role (managers and directors).

### **Program**

This course is delivered face to face. It's hands-on training delivered to private clients onsite or students can attend our public training courses. There will be an assessment at the end of the course as evidence that you learned the course materials to a satisfactory extent.

### **Entry Requirements**

There are no prerequisites to take this course. There are a couple of pieces of documentation that we will need to get started.

- Complete your Enrolment Application
- USI: Unique Student Identifier
- Photo Identification

You'll also need to meet the literacy and math requirements by completing the Pre-Course Reading Questionnaire. You can create a USI number using this link

<https://www.usi.gov.au/students/create-your-usi>

## Outcomes

Upon successfully completing this course, you'll receive a Nationally Accredited Statement of Attainment for the unit of competency: "TLIF0003 - Develop and implement policies and procedures to ensure chain of responsibility compliance."



## COURSE VENUES

MELBOURNE	SYDNEY	BRISBANE	PERTH
Training Choice Level 1 50 Queen Street Melbourne VIC	Christie Spaces – Conferencing 100 Walker Street North Sydney NSW	Riverside Hotel Southbank 20 Montague Road Brisbane QLD	Mercure Perth 10 Irwin Street Perth WA
Glenferrie Hotel 324 Burwood Road Hawthorn VIC			

## COURSE FEES

**TLIF0001 – Apply chain of responsibility legislation, regulations and workplace procedures**

**\$ 500.00 Per Person (Includes course materials, refreshments & lunch)**

**TLIF0002 – Administer chain of responsibility policies and procedures**

**\$ 1200.00 Per Person (Includes course materials, refreshments & lunch)**

**TLIF0003 - Develop and implement policies and procedures to ensure chain of responsibility compliance**

**\$1200.00 Per Person (Includes course materials, refreshments & lunch)**



These courses can also be delivered to private enterprises and will be customized to meet your Organization's operational requirements. Pricing can vary on quantity of participants. Discounts are available for larger number of student bookings. Price available upon request.

#### COURSE DATES

<b>TLIF0001 - Apply chain of responsibility legislation, regulations and workplace procedures</b>	<b>15<sup>th</sup> June 2020</b> <b>10<sup>th</sup> August 2020</b> <b>12<sup>th</sup> October 2020</b>  <b>23<sup>rd</sup> July 2020</b> <b>17<sup>th</sup> September 2020</b> <b>17<sup>th</sup> November 2020</b>  <b>9<sup>th</sup> July 2020</b> <b>10<sup>th</sup> September 2020</b> <b>12<sup>th</sup> November 2020</b>  <b>3<sup>rd</sup> August 2020</b> <b>22<sup>nd</sup> October 2020</b>	<b>Melbourne</b> <b>Melbourne</b> <b>Melbourne</b>  <b>Sydney</b> <b>Sydney</b> <b>Sydney</b>  <b>Brisbane</b> <b>Brisbane</b> <b>Brisbane</b>  <b>Perth</b> <b>Perth</b>
<b>TLIF0002 - Administer chain of responsibility policies and procedures</b>	<b>16<sup>th</sup> June 2020</b> <b>11<sup>th</sup> August 2020</b> <b>13<sup>th</sup> October 2020</b>  <b>24<sup>th</sup> July 2020</b> <b>18<sup>th</sup> September 2020</b> <b>20<sup>th</sup> November 2020</b>  <b>10<sup>th</sup> July 2020</b> <b>11<sup>th</sup> September 2020</b> <b>13<sup>th</sup> November 2020</b>  <b>4<sup>th</sup> August 2020</b> <b>23<sup>rd</sup> October 2020</b>	<b>Melbourne</b> <b>Melbourne</b> <b>Melbourne</b>  <b>Sydney</b> <b>Sydney</b> <b>Sydney</b>  <b>Brisbane</b> <b>Brisbane</b> <b>Brisbane</b>  <b>Perth</b> <b>Perth</b>
<b>TLIF0003 - Develop and implement policies and procedures to ensure chain of responsibility compliance</b>	<b>17<sup>th</sup> – 18<sup>th</sup> June 282020</b> <b>12<sup>th</sup> – 13<sup>th</sup> August 2020</b> <b>14<sup>th</sup> – 15<sup>th</sup> October 2020</b>  <b>27<sup>th</sup> – 28<sup>th</sup> July 2020</b> <b>21<sup>st</sup> – 22<sup>nd</sup> September 2020</b> <b>23<sup>rd</sup> – 24<sup>th</sup> November 2020</b>  <b>24<sup>th</sup>– 25<sup>th</sup> September 2020</b> <b>26<sup>th</sup> – 27<sup>th</sup> November 2020</b>  <b>30<sup>th</sup> – 31<sup>st</sup> July</b> <b>26<sup>th</sup> – 27<sup>th</sup> October 2020</b>	<b>Melbourne</b> <b>Melbourne</b> <b>Melbourne</b>  <b>Sydney</b> <b>Sydney</b> <b>Sydney</b>  <b>Brisbane</b> <b>Brisbane</b>  <b>Perth</b> <b>Perth</b>

## Our training program is designed specifically for adult learners

Much of our traditional learning experience leads us to believe that we learn best by listening to experts. Fortunately, there has been considerable research into adult learning and this provides much better understandings of the factors influencing adult learning. At Australian Risk Services Australasia Pty Ltd, we recognize that another intellectual trait of adults that impacts learning is their need to participate actively in the instructional process. Adults learn by reading, listening, and watching, but they learn better when they are active participants in the learning process.

Our training program actively engages an adult in the learning process to help achieve significantly greater results in learner self-awareness, changed behaviour, and the acquisition of new skills.

### Learning Modes

- Pre-Course Reading and completion of questionnaire.
- Students are required as part of their pre-course reading to read the following:
  - Chain of responsibility 2018 Legislation.  
<https://www.nhvr.gov.au/safety-accreditation-compliance/chain-of-responsibility/about>
- 1-2 days of Face to Face Training
- Multiple Case Studies
- Scenarios and practice exercises.

### Student Support Services

Staff at Australian Risk Services Australasia Pty Ltd will offer professional and confidential advice in areas where they can help and will ensure that all efforts are taken to ensure a positive learning experience is achieved.

In the case of an emergency the student must contact '000' via telephone to report the emergency to appropriate authorities.

Students can contact the Australian Risk Services Australasia Pty Ltd support officer on 1300 266 172 if they require assistance with their assessments.

Prior to the course students are required to complete Enrolment Application and the Pre-Course Reading Questionnaire. These questionnaires enable the trainer to gain an understanding of a student's ability, experience and written English Language skills.

The trainer and assessor will be providing feedback continuously throughout the duration of the course. Students are encouraged to ask questions and seek clarification.

During the course students will be given an opportunity to peer review reports and provide feedback.

Students are encouraged to seek advice and assistance for 12 months post course. Students can obtain feedback by contacting the Trainer by email [adminars@bigpond.com](mailto:adminars@bigpond.com) or by phone on 1300 266 172.

## Cancellation and Refund policy

### Refunds due to non-delivery of course

All tuition fees are to be refunded in full if Australian Risk Services Australasia Pty Ltd is unable to commence the course as agreed or is unable to deliver the full course.

### Refunds due to Student Withdrawal


Outline of Refund Arrangements	
Withdrawal more than 7 days prior to course commencement	Full refund
Withdrawal less than 7 days prior to course commencement	No Refund
Withdrawal after course commencement	No refund

### Refund applications

- Any student wishing to apply for a refund must complete a 'Refund Application Form' at the end of this document and submit this form to the Training Manager. The application form can be accessed by contacting the Training Manager
- All refund applications are to be assessed by the Training Manager and applications processed within thirty days (30) days of the application being placed. Where a student is entitled to a refund the Training Manager is required to process the refund payment as required.

### Non-delivery of services

In the event that Australian Risk Services Australasia Pty Ltd is unable to deliver the agreed services, students will be entitled to a full refund of all fees paid. Students may also have rights under relevant consumer protection laws. Students will receive a Statement of Attainment for any units which they have successfully completed.

- 
- ☑ **CHAIN OF RESPONSIBILITY**
  - ☑ **REAL CASE STUDIES**
  - ☑ **HVNL REQUIREMENTS**
  - ☑ **IDENTIFY AND REPORT BREACHES**
  - ☑ **SKILLS TO APPLY COR**

# About the trainers



## Paul Camilleri

Company Director

*Bachelor Business Finance (Monash)*

*Postgraduate Risk Management (Swinburne Faculty of Engineering)*

*Registered Lead Auditor (Exemplar Global)*

*Diploma of Work Health and Safety BSB51307 (Swinburne University of Technology)*

*Certificate 4 in Work Place Assessment and Training*

Paul has a Certificate 4 in Work Place Assessment and Training, Bachelor in Business Finance (Monash University), Post Graduate Risk Management (Swinburne University Faculty of Engineering) and is a Registered Lead Risk Auditor with Exemplar Global.

Paul has worked in risk management for 20 years and tackled numerous projects here in Australia and overseas.

Paul's experience includes design and delivery of over 28 safety courses, including courses designed to train the trainers. All of Australian Risk Services Australasia Pty Ltd training packages use an "active participation" method of training. Under the trainer's guidance, small groups of trainees discuss real client case histories and important points, so that you can be sure everyone understands the training. Any lack of understanding quickly becomes apparent in the discussion sessions, so it is possible to identify this and remedy it. All our training is competency based.

Paul has conducted over 300 Safety audits for major multinational companies and has headed up as Group Risk Manager for three years Brambles Australia.

Paul is a multi-disciplinary risk consultant and the Principle Auditor of Australian Risk Services Australasia Pty Ltd.

### **Recent Clients Trained:**

- Brambles Industries
- Linfox
- Patrick Corporation
- Searoad Logistics
- Blue Lion
- Toll
- BHP
- Melbourne Water
- TAS Rail
- Downer Mining
- UGL
- NSW State Water Board
- Wards Civil Engineering
- HWE



## MARIUS VAN DER PLAS

Associate Safety & Risk Consultant

*Diploma of Work health & Safety (BSB1307)*

*Registered Lead Auditor (Exemplar Global)*

*Certificate 4 in Work Place Assessment and Training*

Marius is an RTO accredited trainer, has a Certificate IV in Workplace Assessment and Training (TAE), has an Advanced Diploma in Occupational Health and Safety, is an Accredited ICAM Lead Investigator and is a Registered Lead Risk and Quality Auditor with Exemplar Global.

Marius has worked in risk management for 20 years and tackled numerous projects in Australia.

Marius's experience includes design and delivery of over 28 safety courses, including courses designed to train the trainers. All of Australian Risk Services training packages use an "active participation" method of training. Under the trainer's guidance, small groups of trainees discuss real client case histories and important points, so that you can be sure everyone understands the training. Any lack of understanding quickly becomes apparent in the discussion sessions, so it is possible to identify this and remedy it. All our training is competency based.

Marius has conducted over 100 Safety audits for major multinational companies.

Marius is a multi-disciplinary risk consultant and a Lead Auditor for Australian Risk Services.

### **Recent Training Clients:**

- Brambles Industries
- Linfox
- Patrick Corporation
- Searoad Logistics
- Blue Lion
- Toll
- Qube Logistics
- Downer Group
- Yancoal Mining
- Bradnam's Windows and Doors
- Aged Care Services Australia (ACSAG)
- APA GROUP Pty Ltd
- Sugar Research Australia
- John Holland rail and civil
- Tetra Pak

# REFUND APPLICATION FORM

## Cancelation and refund policy

### Refunds due to non-delivery of course

All tuition fees are to be refunded in full if Australian Risk Services Australasia Pty is unable to commence the course as agreed or is unable to deliver the full course.

### Refunds due to Student Withdrawal

Outline of Refund Arrangements	
Withdrawal more than 7 days prior to course commencement	Full refund
Withdrawal less than 7 days prior to course commencement	No Refund
Withdrawal after course commencement	No refund

### Refund applications

- Any student wishing to apply for a refund must complete a 'Refund Application Form' and submit this form to the Training Manager. The application form can be accessed by contacting the Training Manager
- All refund applications are to be assessed by the Training Manager and applications processed within thirty days (30) days of the application being placed. Where a student is entitled to a refund the Training Manager is required to process the refund payment as required.

### Non-delivery of services

In the event that Australian Risk Services Australasia Pty Ltd is unable to deliver the agreed services, students will be entitled to a full refund of all fees paid. Students may also have rights under relevant consumer protection laws. Students will receive a Statement of Attainment for any units which they have successfully completed.

### PLEASE COMPLETE THE FOLLOWING DETAILS FOR REFUND TO BE PROCESSED

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

BANK NAME:

BANK ACCOUNT NAME: \_\_\_\_\_ BSB: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

APPROVED BY TRAINING MANAGER: \_\_\_\_\_

# Complaints and Appeals

Students have access to Australian Risk Services Australasia Pty Ltd complaints and appeals process. The complaints and appeals policy and procedure ensures that fair and equitable processes are implemented for any complaints or appeals against Australian Risk Services Australasia Pty Ltd.

Students are able to submit a formal complaint to Australian Risk Services Australasia Pty Ltd relating to any concern they may have (should they feel a person has acted inappropriately or treated someone unfairly, etc). This can be submitted to Administration or directly to the Training Manager. All complaints are handled with confidence and are reviewed by the Training Manager.

A student may also appeal a decision made by Australian Risk Services Australasia Pty Ltd in regards to an assessment outcome. Where a student feels they have been unfairly judged and assessed on a specified task, project or assessment they may have the assessment reviewed by submitting an appeal form. Students must provide supporting evidence or explanations as to why they feel the assessment is unfair and why they should be given further opportunity to be assessed.

Complainants have the right to access advice and support from independent external agencies / persons at any point of the complaint and appeals process. Use of external services will be at the complainant's costs unless otherwise authorized.

Copies of the Complaints Procedure and the Complaints form can be obtained from the Student Administration Department at any time upon request.

## **External Appeals and Further Information:**

In addition to the above internal processes, if students enrolled with Australian Risk Services Australasia Pty Ltd are still dissatisfied with the decision of the RTO, they may wish to seek legal advice or submit an application in writing with an external dispute resolution process by a relevant body appointed for this purpose (See below for contact details).

Where the RTO is informed that the student has accessed external appeals processes:

- The RTO will maintain a student's enrolment until the external appeal process is finalized.
- The RTO will comply with the findings of the external appeals process.
- Where a decision or outcome is in favor of the complainant Australian Risk Services Australasia Pty Ltd shall follow the required action and recommendation from the relevant external appeals organization to satisfy the student's grievance as soon as practicable.

The decision of the independent mediator is final and any further action the student wishes to take is outside the RTO's policies and procedures. The student shall be referred to the appropriate government agencies and this information can be gained from the CEO.

- All records and correspondence in relation to an external appeal shall be maintained with the initial complaint and internal appeal documentation within the 'complaints and appeals register' and the student file for a minimum of 5 years.

The Dispute Settlement Centre of Victoria (DSCV) is a free dispute resolution and mediation service funded by the Victorian Government and may be able to assist resolve any outstanding complaint or issue with the complaint handling process. Further details and office locations for this service are available from <http://www.disputes.vic.gov.au/>



Organization:	Disputes Settlement Centre of Victoria ( <a href="http://www.disputes.vic.gov.au/">http://www.disputes.vic.gov.au/</a> )
Contact Point:	<u>Melbourne Office:</u> Level 4, 456 Lonsdale Street Melbourne VIC 3000 Tel: 1300 372 888 Fax: (03) 8684 1311

**Further information**

If, after the RTO’s internal complaints and appeals processes have been completed, you still believe the RTO is breaching or has breached its legal requirements, you can submit a complaint to ASQA by completing the online complaint form: <https://rms.asqa.gov.au/registration/newcomplaint.aspx> (ASQA website: [www.asqa.gov.au](http://www.asqa.gov.au))

Except in exceptional circumstances, you must attach evidence to your complaint form showing:

- that you have followed your RTO’s formal complaints procedure, and
- the RTO’s response.

ASQA’s processes require you to identify yourself to ASQA as a complainant, although you may request that your identity is kept confidential throughout any investigation that ASQA.

# APPLICATION FOR ENROLMENT

COURSE DETAILS			
Course Code		Course Name	
Start Date		Location	
ENROLEE DETAILS			
Unique Student Identifier			
Surname		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
First Name		Date of Birth	
Middle Name		Telephone	
Email Address		Mobile	
Address	Street	Suburb	Postcode
Company Name	If applicable		
PROOF OF IDENTITY			
Provide a proof of identity documentation to your trainer to be stored in your trainee file. You can elect option 1 or 2:			
OPTION 1:	OPTION 2:		
<b>Provide at least ONE of:</b> <input type="checkbox"/> Australian Driver's Licence <input type="checkbox"/> Australian Passport <input type="checkbox"/> International Passport (with current Visa)	<b>Provide at least ONE of:</b> <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Keypass Card <input type="checkbox"/> Student ID card (with photo and DOB)	<b>And at least ONE of:</b> <input type="checkbox"/> Medicare Card <input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Citizenship Certificate	
MEDICAL DECLARATION			
Do you have any medical condition that could prevent you from participating in any part of this course?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you taken any prescribed or non-prescribed medication and/or drugs (including alcohol) that could have an impact on your ability to participate safely?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
EMERGENCY CONTACT DETAILS			
Emergency Contact Person			
Relationship			
Contact Number			

INFORMATION REQUIRED BY EDUCATIONAL AUTHORITY	
Are you Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Town and Country of Birth	
Are you still at Secondary School?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the Highest Level you obtained in <b>SECONDARY SCHOOL</b> ?	<input type="checkbox"/> Yr 9 <input type="checkbox"/> Yr 10 <input type="checkbox"/> Yr 11 <input type="checkbox"/> Yr 12 <input type="checkbox"/> Other
The year you completed this level at <b>SECONDARY SCHOOL</b> ?	
Of the following categories, which best describes your current employment status?	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed <input type="checkbox"/> Employer <input type="checkbox"/> Employed (unpaid worker in a family business) <input type="checkbox"/> Unemployed (seeking full time work) <input type="checkbox"/> Unemployed (seeking part time work)
Main Language spoken at home?	<input type="checkbox"/> English <input type="checkbox"/> Other (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
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Hearing <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Visual Impairment <input type="checkbox"/> Acquired Brain Injury
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Cert IV <input type="checkbox"/> Cert III <input type="checkbox"/> Cert II <input type="checkbox"/> Cert I <input type="checkbox"/> Other
Of the following categories, which best describes your main reason for undertaking this course?	<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 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"/> Other reasons <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal self-development

EMPLOYER NOTIFICATION AUTHORITY				
I authorise Australian Risk Services to provide details of my assessment, including copies of notices/certificates received to my employer (if required)				
Trainee Name		Trainee Signature		Date
<b>TO BE COMPLETED BY TRAINER/ADMINISTRATOR</b>				
Attach copy of identification document here			Identification requirements: <input type="checkbox"/> Name and signature verified <input type="checkbox"/> Copy of identification document attached <input type="checkbox"/> Photo taken (to be uploaded to trainee file)	

**TERMS AND CONDITIONS OF ENROLMENT**

**Trainee Rights**

- To be formally inducted into each course and made aware of the course content, learning outcomes of each course and the corresponding assessment program
- To be made aware of re-assessment procedures
- To privacy – any information obtained must be kept confidential and not disclosed to a third party without written consent, except where legal obligations exist
- To access their own personal training records
- To be made aware of all safety provisions and the location of first aid and fire-fighting equipment
- To easy access to the ARS Trainee Handbook which details the support services ARS offers

**Trainee Responsibilities**

- To have a positive and respectful attitude towards other trainees, ARS staff and property
- To only smoke in designated areas
- To inform the trainer of any medication (prescribed/non prescribed) which may affect the trainees ability to operate equipment
- To not be under the influence of alcohol
- To be responsible for all personal possessions whilst attending the course
- To ensure that mobile phones are switched off during class
- To behave in a way that maintains the health and safety of self and others
- To report all injuries and incidents of harassment by another trainee or trainer to the RTO Manager in writing, including time, date, location and full description of the injury or incident
- To advise ARS of any change to contact details within 7 days, in order for ARS to provide reminder letters for refresher training (where required)
- To advise ARS, prior to the commencement of the course, of any issues or problems that may affect the successful outcome of this course, such as: Language, literacy and/or numeracy difficulties or specific learning requirements
- To provide true and correct information on all documentation completed throughout the course
- Failure to comply may result in ARS dismissing trainees from class
- ARS may take photographs of training procedures for use on the ARS website
- ARS retains the right to refuse enrolment as permitted by law
- ARS may apply for a Unique Student Identifier (USI) on your behalf if you do not provide a valid USI at the time of enrolment, as required by the Australian Government Dept. of Industry

**INDUCTION**  
 Site Induction will be completed as part of the course.

<b>ENROLMENT</b>			
I agree to ARS Terms and Conditions of Enrolment (see above)			
Trainee Name		Witness Name	
Trainee Signature		Witness Signature	
Date		Date	

## Privacy Notice

Under the Data Provision Requirements 2012, Australian Risk Services Australasia Pty Ltd 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 Australian Risk Services Australasia Pty Ltd for statistical, administrative, regulatory and research purposes. Australian Risk Services Australasia Pty Ltd 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)).

