


AUSTRALIAN

**RISK** SERVICES

# Join our Public Risk Management Training Courses in a major city near you

 BSBRSK501 - Manage Risk

BSBWHS518 - Manage WHS hazards associated with maintenance  
and use of plant

FNSRSK401 Implement Risk and Management Strategies

Australian Risk Services Australasia Pty Ltd  
RTO. 45259

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# Public Risk Management courses

## BSBR501 - Manage Risk

### Duration: 2 days

Risk management is a vital skill for individuals in management positions. Learning what risks are, how to identify them, and how to account for them and mitigate them when making decisions can make the difference between an organisation's success and failure. Those who are leaders in their respective industry make decisions daily that will affect an organisation's ability to handle unexpected events.

This course is an introduction to risk management, and all that term encompasses. After completing this course, you will learn how to:

- What are risks and what is risk management?
- Practical steps to identify risks.
- Practical steps to analyse risks and their impact on key decisions, process and objectives. What tools are there to learn about risks and analyse them holistically?
- Select and implement treatments, make better risk-based decisions. How do you choose the best ways to mitigate risks? How do you implement them and make them stick?

Please note that this course supersedes and is equivalent to BSBR501B - Manage risk.

### Who Should Take This Course?

Since this course deals with risk management across an organisation, it is best suited for individuals who hold managerial positions and can make important decisions within an organisation. Therefore, people who hold the following responsibilities should consider taking this course.

- Managers
- Leaders
- Supervisors
- CEOs and CROs
- Anyone for whom assessing risk is part of their day-to-day duties

This course will also benefit those who are aspiring for these positions.

### Features

Upon successful completion of this unit of competency, you will gain considerable knowledge in the area of risk management. In particular, you will be able to:

- Establish risks within an organisation. You'll be able to determine the scope, identify stakeholders, review existing policies, and gather the necessary information to make an informed decision.
- Identify risks within an organisation. In particular, you'll be able to discuss those uncertainties with relevant parties, research risks, and use tools to generate risks relevant to decisions,

processes and objectives.

- Analyse risks. You'll be able to answer critical questions like "what's the likelihood of that happening?" and "what would be the impact if it were to occur?" You'll also be able to evaluate risks and prioritise accordingly.
- Select proper treatments and implement them. You'll be able to select the best options for treating risks and develop plans to achieve them. You'll also be able to communicate those plans with key stakeholders and monitor progress.

## **Program**

This course is delivered face to face. It's very appropriate for workers within most 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**

Anyone can enrol in this course as there are no prerequisites. However, you will need to provide some essential information so we can get you set up for this class.

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

You'll also need to meet the literacy and math requirements 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**

After successfully finishing this course, you will receive a Nationally Accredited Statement of Attainment for the unit of competency "BSBRSK501 - Manage risk."

## **BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant**

### **Duration: 2 days**

All managers and supervisors must ensure that plants comply with all WHS (work health and safety) rules and regulations. Workers must also know how to manage potential hazards.

BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant focuses on each of these aspects of working in a plant. By the end of this course, you will gain the necessary knowledge to:

- Identify work health and safety hazards.
- Assess those risks and control them.
- Advise on licensing, registration, and certification issues.
- Manage training requirements.

Note that this course supersedes "BSBWHS508 - Manage WHS hazards associated with plant" and is not equivalent to it.

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

Anyone with a supervisory role who needs to know about, control, and reduce workplace health and safety hazards should take this course. Additionally, anyone who is responsible for communicating workplace health and safety rights should also take this course since a large portion of it relates to providing adequate communication about rights and responsibilities.

- Business Owners or Executives
- Managers
- Supervisors

## **Features**

Once you finish the coursework and evaluation for BSBWHS518, you will be able to know about, communicate, adjust, and reduce workplace health and safety problems. You will know how to do the following:

- Identify WHS hazards associated with plant
- Assess WHS risks associated with plant
- Control WHS risks associated with maintenance and use of plant
- Advise on registration, licensing and certification issues associated with plant
- Manage training requirements for plant maintenance and operation

## **Program**

This course is delivered face to face. It's very appropriate for workers within most 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 and, as such, anyone can enrol! 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 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: "BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant."

### **Duration: 1 day**

There are risks inherent in any organisation. It's essential, therefore, for managers and other leaders to understand these risks and also learn how to manage them, so they don't overwhelm a business.

"FNSRSK401 - Implement risk management strategies" is an introductory course to the world of risk management. It provides leaders with the ability to interpret organisational risk management policies and apply them to their roles. Furthermore, this course teaches managers how to use risk mitigation or elimination strategies to ensure business continuity.

This course supersedes and is equivalent to "FNSRSK401A - Implement risk management strategies."

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

Given that this course deals with risk, generally, individuals who are in a position to effect organisational change will benefit most from this course. Therefore, people in the following roles should consider this unit of competency.

- Managers
- Leaders
- Supervisors
- CEOs and CROs
- Anyone for whom assessing risk is part of their job description.

Those who are aspiring for one of the above positions may find this course beneficial.

### **Features**

When you complete this unit of competency successfully, you will know how to implement various risk management strategies. In particular, you will be able to:

- Identify risk management strategies for your job role. You will be able to research legislative and regulatory requirements, learn organisational policies, and clarify your risk management role with stakeholders.
- Apply various strategies for risk management. You will learn how to determine appropriate risk control strategies in your organisation. You'll also learn how to identify and apply risk management within your role and the broader organisation.
- Suggest and identify changes to improve risk management. You will learn how to maintain your understanding of and audit risk management. You will also learn how to recommend improvements and model best practices in your job role.

### **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 this course. As such, anyone can enrol and learn how to implement risk management strategies. However, you will need to provide some essential information so we can get you set up for this class.

- 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 successful completion of this risk management course, you will obtain a Nationally Accredited Statement of Attainment for the unit of competency "FNSRSK401A - Implement risk management strategies."



### 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

### COURSE FEES

<b>FNSRSK401 Implement Risk and Management Strategies</b>	<b>\$ 400.00 Per Person (includes course materials, refreshments &amp; lunch)</b>
<b>BSBR501 - Manage Risk</b>	<b>\$ 1,000.00 Per Person (includes course materials, refreshments &amp; lunch)</b>
<b>BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant</b>	<b>\$ 1,000.00 Per Person (includes course materials, refreshments &amp; lunch)</b>

We also offer a 5 day training course in the use of Australian Risk Services PLANT APP for \$2000.00 + GST per person (Non Accredited Training).

The APP has 400 Plant Items and 15,000 Controls based on 60 – 70 Australian standards and Plant regulation requirements. The APP can be leased for an ongoing subscription fee.

**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>FNSRSK401 Implement Risk and Management Strategies</b>	<b>1<sup>st</sup> June 2020</b> <b>3<sup>rd</sup> August 2020</b> <b>5<sup>th</sup> October 2020</b>  <b>17<sup>th</sup> August 2020</b> <b>7<sup>th</sup> December 2020</b>  <b>24<sup>th</sup> August 2020</b> <b>30<sup>th</sup> November 2020</b>  <b>1<sup>st</sup> February 2021</b>	<b>Melbourne</b> <b>Melbourne</b> <b>Melbourne</b>  <b>Sydney</b> <b>Sydney</b>  <b>Brisbane</b> <b>Brisbane</b>  <b>Perth</b>
<b>BSBRSK501 - Manage Risk</b>	<b>2<sup>nd</sup> -3<sup>rd</sup> June 2020</b> <b>4<sup>th</sup> - 5<sup>th</sup> August 2020</b> <b>6<sup>th</sup> - 7<sup>th</sup> October 2020</b>  <b>18<sup>th</sup> - 19<sup>th</sup> August 2020</b> <b>8<sup>th</sup> - 9<sup>th</sup> December 2020</b>  <b>25<sup>th</sup> - 26<sup>th</sup> August 2020</b> <b>1<sup>st</sup> - 2<sup>nd</sup> December 2020</b>  <b>2<sup>nd</sup> - 3<sup>rd</sup> February 2021</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>BSBWHS518 - Manage WHS hazards associated with maintenance and use of plant</b>	<b>4<sup>th</sup> - 5<sup>th</sup> June 2020</b> <b>6<sup>th</sup> - 7<sup>th</sup> August 2020</b> <b>8<sup>th</sup> - 9<sup>th</sup> October 2020</b>  <b>20<sup>th</sup> - 21<sup>st</sup> August 2020</b> <b>10<sup>th</sup> - 11<sup>th</sup> December 2020</b>  <b>27<sup>th</sup> - 28<sup>th</sup> August 2020</b> <b>3<sup>rd</sup> - 4<sup>th</sup> December 2020</b>  <b>4<sup>th</sup> - 5<sup>th</sup> February 2021</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>

## 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 the Pre-Course Reading questionnaire.
- Students are required as part of their pre-course reading to read the following:
  - AS ISO 3100: 2018 Risk Management – Guidelines  
<https://www.iso.org/obp/ui/#iso:std:iso:31000:ed-2:v1:en>
  - Work Health and Safety Regulations 2011  
<https://www.legislation.gov.au/Details/F2011L02664>  
[https://www.safeworkaustralia.gov.au/system/files/documents/1702/how\\_to\\_manage\\_whs\\_risks.pdf](https://www.safeworkaustralia.gov.au/system/files/documents/1702/how_to_manage_whs_risks.pdf)
- 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.

- 
- ☑ **RISK MANAGEMENT**
  - ☑ **REAL CASE STUDIES**
  - ☑ **ISO31000 REQUIREMENTS**
  - ☑ **PERFORM RISK ASSESSMENTS**
  - ☑ **SKILLS TO QUANTIFY RISKS**

# 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

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### 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 checked="" 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	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;"></td> <td style="width: 30%;">Trainee Signature</td> <td style="width: 20%;"></td> <td style="width: 20%;">Date</td> </tr> </table>		Trainee Signature		Date
	Trainee Signature		Date		
TO BE COMPLETED BY TRAINER/ADMINISTRATOR					
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.

### ENROLMENT

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)).

