# TSF 407 Student Registration Form

Please use BLOCK LETTERS when filling out this form, and ensure that all sections are completed, and appropriate tick boxes marked as applicable. Information collected on this enrolment form is confidential and will not affect you as an individual in your studies.

## 1. Personal Details (including full legal name)

Title (Mr, Miss, Ms, Mrs, Other):

Surname: _____ (if Single Name only, enter here)

First Name: _____ Middle Name(s): _____

Preferred Name: _____ Previous Surname: _____

Date of Birth: ____ / ____ / _____ Current Age: _____

Town/City of Birth: _____ Age as at 1/1/2018: ☐ 15-19 ☐ 20-24 ☐ 25+

*NOTE: Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want Westvic Staffing Solutions to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.*

### UNIQUE STUDENT IDENTIFIER (USI)

From 01/01/2015 Westvic Staffing Solutions as your RTO can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a valid Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/students/how-do-i-create-usi on a computer or mobile device.

Please select and complete one of the below options to inform us of your USI.

☐ **OPTION 1 (known existing USI)**

I already have a valid USI and I can provide it.

- Please enter your 10-digit USI in boxes provided below

☐ **OPTION 2 (preferred)**

I will apply for my own USI using the government website:

www.usi.gov.au/students/how-do-i-create-usi. Please record below

**Please record your new or existing USI in the space provided:**

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | |

☐ **OPTION 3 (unknown existing USI)**

I give Westvic Staffing Solutions permission to look up my existing USI should this be required as part of the Registration for enrolment process and to satisfy any VET reporting requirements, as required.

☐ **OPTION 4**

I authorise Westvic Staffing Solutions to apply for a USI on my behalf. Refer to **TSF 303 USI Information and Privacy Notice** for additional details and an application on our website:

www.westvic.org.au/do-you-need-training/student-information/

[ OFFICE USE ONLY] Student Management System No.: _____ | USI Verified: ☐ Yes ☐ No ☐ DVS Valid

## 2. Gender

☐ Male ☐ Female ☐ Indeterminate / Intersex / Unspecified (please tick one)

## 3. Your Contact Details

Home Phone: _____ Mobile Phone: _____

Email Address: _____ Work Phone: _____

Preferred Contact Method: ☐ via Mobile Phone ☐ via Email ☐ via Post (address below) (please tick one)

## 4. Your Emergency Contact

Name: _____ Relationship: _____

Home Phone: _____ Mobile Phone: _____

190 Koroit St | PO Box 933 **Warrnambool** VIC 3280 | **P.** 03 5561 9000 **F.** 03 5562 1858 **E.** training@westvic.org.au | **ABN** 56 307 226 283 | **National Provider No.** 4184

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## 5. Your Address Details

**USUAL RESIDENTIAL ADDRESS (Not a PO Box)**

*What is the address and postcode of the suburb, locality or town which you usually live?*

Street Address (mandatory):

| City/Town: | State: | Postcode: |
|---|---|---|

**POSTAL ADDRESS ☐ (please tick if same as usual Residential Address)**

Address (optional):

| City/Town: | State: | Postcode: |
|---|---|---|

## 6. Victorian Student Number (VSN)

To be completed by all students **aged up to 24 years**:

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in school's program) should obtain their VSN from their current education or training organisation and report their VSN on this Registration Form.

Students who are Registering for enrolment for the first time since the VSN was introduced will get a new VSN.

Enter your **Victorian Student Number** (VSN): ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

No more questions if you have provided your VSN

(proceed to **Section 6**)

If you don't know your **Victorian Student Number,** please complete the following questions:

| Have you attended any Victorian secondary school **since** 2009?<br><br>**OR**<br><br>Have you done/commenced any training with a Vocational Education and Training (VET) Registered Training Organisation (RTO) or an Adult and Community Education provider in Victoria **since** 2011? | **Yes Response (1. or 2. below)**<br><br>☐ **Yes 1.** - I have attended a Victorian school since 2009.<br><br>Please provide us with your most recent Victorian school attended :<br><br><br><br>**AND / OR**<br><br>☐ **Yes 2.** – I have participated in training at a TAFE or other training organisation since the beginning of 2011 | **No Response**<br><br>☐ **No** - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011.<br><br>No more questions - if you answerer no to the above.<br><br>(proceed to **Section 6**) |
|---|---|---|

| If **Yes 2.** (above) – list the most recent training organisations with which you have participated in training in Victoria since 2011 (up to 3). | 1. |
|---|---|
| | 2. |
| | 3. |

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## 7. Language and Cultural Diversity

| | | |
|---|---|---|
| Are you of Aboriginal/Torres Strait Islander origin? | ☐ No | ☐ Yes, Aboriginal |
| *Note: For persons of both Aboriginal and Torres Strait Islander origin tick both boxes yes* | ☐ Yes, Torres Strait Islander | |
| In which country were you born? | ☐ Australia | ☐ Other (please specify below) |
| Do you speak a language other than English at home? | ☐ No (English only) | ☐ Yes (please specify below) |
| How well do you speak English? | ☐ Very Well | ☐ Well |
| | ☐ Not well | ☐ Not at all |

## 8. Schooling

| | | |
|---|---|---|
| Are you still attending secondary school*? | ☐ No | ☐ Yes |
| *(*Refers to any government, non-government, independent or Catholic school; or a student registered for home schooling in Victoria)* | | |
| What is your highest **COMPLETED** school level? **Tick one box only** | ☐ Completed Year 12 | ☐ Completed Yr. 9 or equivalent |
| | ☐ Completed Year 11 | ☐ Completed Yr. 8 or lower |
| | ☐ Completed Year 10 | ☐ Never attended school |
| In which year did you complete the highest nominated school level? | | |

## 9. Employment Status

| | | |
|---|---|---|
| Of the following categories, which **BEST** describes your current employment status? **Tick one box only** | ☐ Employed – unpaid worker in a family business | ☐ Full time employee |
| | ☐ Self-employed – not employing others | ☐ Part time employee |
| | ☐ Self-employed – employing others | ☐ Employer |
| | ☐ Not employed – not seeking employment | |
| | ☐ Unemployed – seeking full time work | |
| | ☐ Unemployed – seeking part time work | |

If currently employed, complete the below details (if not employed, proceed to **Section 12**)

**CURRENT EMPLOYER DETAILS**

Business Name:                                                            Your Payroll ID:

Contact Name:                                        Workplace Supervisor:

Street Address:

City/Town:                                      State:                          Postcode:

**POSTAL ADDRESS** ☐ **(please tick if same as Street Address)**

Postal Address:

City/Town:                                      State:                          Postcode:

Phone:                                          Mobile Phone:

Email Address:                                  Work Phone:

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## 10. Occupation

Which of the following classifications **BEST** describes your current or recent occupation?

**Tick one box only**

☐ 1 - Managers
☐ 2 - Professionals
☐ 3 – Technicians & Trade Workers
☐ 4 – Community and Personal Service Workers
☐ 5 – Clerical & Administrative Workers

☐ 6 – Sales Workers
☐ 7 – Machinery Operators & Drivers
☐ 8 - Labourers
☐ 9 – Other

If never employed, proceed to **Section 11**.

## 11. Industry of Employment

Which of the following classifications **BEST** describes the Industry of your current or previous Employer?

**Tick one box only**

☐ A – Agriculture, Forestry and Fishing
☐ B – Mining
☐ C – Manufacturing
☐ D – Electricity, Gas, Water & Waste Services
☐ E – Construction
☐ F – Wholesale Trade
☐ G – Retail Trade
☐ H – Accommodation & Feed Services
☐ I – Transport, Postal & Warehousing
☐ J – Information Media & Telecommunications

☐ K – Financial & Insurance Services
☐ L – Rental, Hiring & Real Estate Services
☐ M – Professional, Scientific & Technical Svc's
☐ N – Administrative Support Services
☐ O – Public Administration and Safety
☐ P – Education & Training
☐ Q – Health Care & Social Assistance
☐ R – Arts and Recreation Services
☐ S – Other Services

If never employed, proceed to **Section 11**.

## 12. Disability

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

If yes, please tick **ALL** areas of disability, impairment or long-term condition.

☐ Hearing/deaf
☐ Mental illness
☐ Acquired brain impairment

☐ Intellectual
☐ Physical
☐ Learning

☐ Medical condition
☐ Vision
☐ Other (please provide details)

## 13. Previous Qualifications / Education

Have you **SUCCESSFULLY COMPLETED** any of the following qualifications?　　　☐ Yes　　　☐ No

If **Yes**, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.

(1) A = Australian Qualification
(2) E = Australian Equivalent*
(3) I = International

A E I
☐ ☐ ☐ Bachelor Degree or Higher Degree
☐ ☐ ☐ Advanced Diploma or Associate Degree
☐ ☐ ☐ Diploma or Associate Diploma
☐ ☐ ☐ Certificate IV or Advanced Cert/Technician

A E I
☐ ☐ ☐ Certificate III or Trade Certificate
☐ ☐ ☐ Certificate II
☐ ☐ ☐ Certificate I
☐ ☐ ☐ Certificates other that those listed

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use this priority order (1), (2) & (3).

*To determine 'Australian Equivalent' qualifications, please refer to the Overseas Qualifications Unit (OQU). The Unit can provide qualified professionals who are living permanently in Victoria, with an assessment of their overseas qualification:  visit www.liveinvictoria.vic.gov.au/home# and search for the OQU for assistance.

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## 14. Study Reason

Of the following categories, which **BEST** describes your main reason for undertaking this course / traineeship / apprenticeship?

**Tick one box only**

- ☐ To get a job
- ☐ To develop my existing business
- ☐ To start my own business
- ☐ To try for a different career
- ☐ To get a better job or promotion

- ☐ It was a requirement of my job
- ☐ I wanted extra skills for my job
- ☐ To get into another course of study
- ☐ For personal interest or self-development
- ☐ Other Reasons

## 15. Student Contact

How did you find out about the course you are enrolling in?

**Tick one box only**

Westvic Staffing Solutions (WSS)
- ☐ WSS - Job Active
- ☐ WSS - Group Training
- ☐ WSS - Staff Member
- ☐ WSS - Current/Past Student
- ☐ WSS - Flyer
- ☐ WSS - Website
- ☐ Radio advertising

- ☐ School supplied information
- ☐ Word of mouth
- ☐ Social Media (e.g. Facebook)
- ☐ Apprentice Centre
- ☐ Newspapers
- ☐ Workplace
- ☐ Other (please specify)

## 16. Australian Citizenship Status

| Residency / Citizenship Status | Please select appropriate | |
|---|---|---|
| ☐ Are you an Australian Citizen or Permanent Resident? | ☐ Yes | ☐ No |
| ☐ Are you a New Zealand Citizen | ☐ Yes | ☐ No |
| ☐ Are you a Permanent Resident? | ☐ Yes | ☐ No |
| ☐ Are you under the Asylum Seeker VET Program? | ☐ Yes | ☐ No |
| ☐ Are you a holder of a Permanent Visa (please detail below)? | ☐ Yes | ☐ No |

Permanent Visa Holder to complete:

Visa Type:

Passport Number:

Visa Number:                                                            Expiry Date:

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## 17. Identification Documents                                    (Student to Provide)

Please provide details of the identification you are able to provide to Westvic Staffing Solutions as part of this Registration for enrolment

**CITIZENSHIP & AGE**

| | |
|---|---|
| ☐ Australian Birth Certificate (not Birth Extract) | ☐ Australian Passport |
| ☐ New Zealand Passport | ☐ Naturalisation Certificate |
| ☐ Green Medicare Card | ☐ Formal Documentation issued by the Department of Immigration confirming permanent residence |
| ☐ Other Documentation | |

One of these documents may also be required for applicants lest than 20, **OR** for students where the above documents do not specify a current residential address

| | |
|---|---|
| ☐ Drivers licence | ☐ Proof of Age card |
| ☐ Learners Permit | ☐ "Keypass" card |

**EVIDENCE OF CONCESSION**

Do you hold, or are you the dependant spouse or child of a holder of the following:

| | |
|---|---|
| ☐ Commonwealth Health Care Card | ☐ Veteran's Gold Card |
| ☐ Pensioner Concession Card, Veteran Gold | ☐ an alternative card or concession eligibility criterion approved by the Minister |

**EVIDENCE OF VARIOUS INITIATIVES**

Include name of Initiative / Option and Evidence:

| Initiative / Option Description | Evidence Provided |
|---|---|
| ☐ | ☐ |
| ☐ | ☐ |
| ☐ | ☐ |
| ☐ | ☐ |

## 18. Program / Qualification to be Registered for

| Course Code (8 Digit): | | Registration is an: ☐ Apprentice ☐ Trainee ☐ Other |
|---|---|---|
| Course Title: | | |
| [ OFFICE USE ONLY] | Enrolment ID: _____ | *Enrolment Date:    /    / 20 _ _ <br> *(earliest of:  1. Date Statement of Fees Signed OR <br>                 2. Course commencement date) |

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## 19. Student Registration for enrolment Privacy Notice

**Victorian Government VET Student Enrolment Privacy Notice**

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

**Collection of your data**

Westvic Staffing Solutions is required to provide the Department with student and training activity data. This includes personal information collected in the Westvic Staffing Solutions Registration for enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Westvic Staffing Solutions provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx .

**Use of your data**

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by Westvic Staffing Solutions; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

**Disclosure of your data**

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

**Legal and Regulatory**

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

**Survey participation**

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

**Consequences of not providing your information**

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

**Access, correction and complaints**

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact the Westvic Staffing Solutions' Privacy Officer Michael Bellamy in the first instance, by phone 03 5561 9000 or email mbellamy@westvic.org.au.

**Further information**

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: www.education.vic.gov.au/Pages/privacypolicy.aspx.   For further information about Unique Student Identifiers, including access, correction and complaints, go to: www.usi.gov.au/Students/Pages/student-privacy.aspx.

**Student**

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

**Westvic Staffing Solutions - Privacy Statement and Student Declaration**

For information about how Westvic Staffing Solutions collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to the Westvic Staffing Solutions privacy policy which can be found at www.westvic.org.au/privacy-policy.

I also declare that the information I have provided in this Registration for enrolment to the best of my knowledge is true and correct.

I understand that the information contained on my Registration for enrolment (and any resulting training activity or award information) may be used by Westvic Staffing Solutions **or** the following third parties for administrative, regulatory and/or research purposes:

- School - if I am a secondary student undertaking VET, including a school based apprenticeship or traineeship
- Employer - if I am enrolled in training paid by my employer
- Government departments and authorised agencies (including those mentioned above)
- Researchers (i.e. NCVER)

I understand that administrative, regulatory and/or research purposes may include (but not be limited to):

- The look up and/or verification of my existing Unique Student Identifier (USI) should this be required

| Signed (Student): | Student Name: |
|---|---|

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Student eligibility assessment and declaration - for **Government Subsidised Training** under the Skills First Program

## 20. Education History                           (for Government Subsidised Training)

**19.1**    The highest qualification I have completed is:

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

| **Tick appropriate box** | ☐ 0 | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4+ |
|---|---|---|---|---|---|

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

| **Tick appropriate box** | ☐ 0 | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4+ |
|---|---|---|---|---|---|

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

| **Tick appropriate box** | ☐ 0 | ☐ 1 | ☐ 2 | ☐ 3 | ☐ 4+ |
|---|---|---|---|---|---|

## 21. Student Declaration                           (for Government Subsidised Training)

I (students full name)                                                   in seeking to enrol in:

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

Declare the following to be true and accurate statements (**please tick the True option for each statement as appropriate**):

a.    I ( **AM** ☐ True) / (**AM NOT** ☐ True) enrolled in a school, including government, non-government, independent, Catholic or home school

b.    I ( **AM** ☐ True) / (**AM NOT** ☐ True) enrolled in the Commonwealth Governments Skills for Education and Employment program.

c.    I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the Skills First Program.

d.    I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

Signed (Student):                                                               Date:

## 22. STUDENT EVIDENCE OF ID (FFS Only)                    TRAINER / DELEGATE USE ONLY

I confirm that in relation to the Fee For Service enrolment of (students full name):

I have sighted **one** of the following original documents (or a certified photocopy of the original):

☐ an Australian Birth Certificate (not Birth Extract)          ☐ a current Australian Passport

☐ a current New Zealand Passport                              ☐ a Naturalisation Certificate

☐ a current green Medicare Card                               ☐ a signed Declaration by a relevant referee

☐ a current drivers licence                                   ☐ a current learner permit

☐ a Proof of Age card                                         ☐ a "Keypass" card

☐ a Student ID card                                           ☐ other form of photo ID:

☐ formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence

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Student eligibility assessment and identification - for **Government Subsidised Training** under the Skills First Program

## 23. EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE　　　　　TRAINER / DELEGATE USE ONLY

I confirm that in relation to (students full name)

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

☐ an Australian Birth Certificate (not Birth Extract) ☐ a current Australian Passport

☐ a current New Zealand Passport ☐ a Naturalisation Certificate

☐ a current green Medicare Card ☐ a proxy declaration for individuals in exceptional circumstances

(refer to *The Guidelines^* Clauses 3.15 – 3.19 for eligibility details)

☐ formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence

**AND** I have retained:　　☐ a copy of the original or certified copy, or　　☐ the certified copy, or

☐ the uncertified copy and a receipt from a document verification service;

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

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

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

☐ a Referral Letter from the Asylum Seeker Resource Centre or the Australian Red Cross

## 24. EVIDENCE FOR VARIOUS INITIATIVES　　　　　TRAINER / DELEGATE USE ONLY

**Various Initiatives** - For individuals referred under particular initiatives the appropriate evidence has been provided:

| Initiative / Options (tick the applicable) | Evidence Provided | | Requirement /Comment |
|---|---|---|---|
| ☐ Referred Job Seeker | ☐ Yes | ☐ No | Referral Form – (Concession gap not paid by the Dept.) |
| ☐ Asylum Seekers VET Program | ☐ Yes | ☐ No | Letter (see above) |
| ☐ Retrenched Employees | ☐ Yes | ☐ No | Training Referral Letter |
| ☐ Automotive Supply Chain Training Initiative | ☐ Yes | ☐ No | Training Initiative Letter |
| ☐ Young Person in Community Based Order / Judy Lazarus Transition Centre | ☐ Yes | ☐ No | Written Confirmation Comm. |
| ☐ Back to Work Scheme | ☐ Yes | ☐ No | SRO Email to Employer |
| ☐ Other (as applicable): _____ | ☐ Yes | ☐ No | |

## 25. COURSE ELIGIBILITY ASSESSMENT　　　　　TRAINER / DELEGATE USE ONLY

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

**Westvic Staffing Solutions Declaration**

Based on discussion with the student, and above evidence I have sighted (and retained a copy of) in **Section 22** (Evidence of Citizenship/Residency and Age), and the information provided to me by the student in **Section 19** & **20** (Education History & Student Declaration) of this form I believe that the above individual satisfies the entitlement to Funded Training eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Skills First Program for the following qualifications (include full title of qualification/s in which the student is seeking to enrol) :

☐

☐

**Authorised Training Provider Delegate:**

Name:　　　　　　　　　　　　　　　　　　Position:

Signed:　　　　　　　　　　　　　　　　　　Date:

**Notes:**　Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured in **Sections 19, 20, 22 or 24**.

**^ 2017 Guidelines about Determining Student Eligibility and Supporting Evidence**

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## 26. RECOGNITION OF PREVIOUS LEARNING                                    APPLICATION

**Recognition of Prior Learning (RPL) / Recognition of Current Competency (RCC) or Credit Transfer (CT)**

| Student wishes to apply for Recognition of Previous Learning including: RPL, RCC or Credit Transfer? | ☐ Yes (complete below)  ☐ No |
|---|---|

**1. STUDENT DETAILS**                    If not applying for Recognition, proceed to **Section 26.**

| Surname: | First Name: |
|---|---|
| Date of Birth: | USI: | Student details same as Registration: ☐ Yes |

**2. RECOGNITION**

Westvic Staffing Solutions ensures students are not required to repeat any unit or module in which they have already been assessed as competent, unless a regulatory requirement or license condition (including industry licensing schemes) requires this.

Recognition Types include: Recognition of Prior Learning (RPL); Recognition of Current Competency (RCC) and Credit Transfer (CT)

**CREDIT TRANSFER (CT)**

Credit Transfer is a process that provides students with credit outcomes for components of a qualification based on identified equivalence in content and learning outcomes from previous studies. There is no assessment process required. Where a student provides suitable evidence they have successfully completed a unit or module at any RTO, Westvic Staffing Solutions provides credit for that unit or module. In some cases, licensing or regulatory requirements may prevent a unit or module being awarded through a credit process. This direct recognition must be verified and the Documentary information (Testamur / Statement of Attainment / Qualification) authenticated - see below.

**RECOGNITION OF PRIOR LEARNING (RPL)**

RPL is the acceptance that skills and knowledge, expressed as units of competency, are acquired through many sources such as life experiences, work experience, formal and informal training. RPL assessment is a process to enable students to demonstrate the achievement of these competencies and to be granted recognition for their skills and knowledge upon satisfying specific criteria verifying their learning outcomes and competence. Assessment for RPL is carried out to the same standards as any other assessment of the same competencies.

**RECOGNITION OF CURRENT COMPETENCY (RCC)**

RCC applies if an individual has previously successfully completed the requirements of a unit of competency or module and is now required to be reassessed to ensure that the competence is being maintained. It is particularly relevant where there is a requirement for an occupational license or ticket in order to practice in the skill area, e.g. first aid, meat inspection.

The below sections below must be completed and submitted by students wishing to apply for Credit Transfer, RPL or RCC, and accompanied by appropriate supporting evidence as discussed with the Training Department at Westvic Staffing Solutions.

**I wish to apply for recognition of previous learning for the following units of competency:**

| Unit Code | Unit Name (seeking recognition for) | Recognition Type |
|---|---|---|
| | | ☐ RPL  ☐ RCC  ☐ CT |
| | | ☐ RPL  ☐ RCC  ☐ CT |
| | | ☐ RPL  ☐ RCC  ☐ CT |
| | | ☐ RPL  ☐ RCC  ☐ CT |
| | | ☐ RPL  ☐ RCC  ☐ CT |
| | | ☐ RPL  ☐ RCC  ☐ CT |
| | | ☐ RPL  ☐ RCC  ☐ CT |

**I have attached the Documentation information listed below, for verification/authentication by Westvic Staffing Solutions.**

| Documentation Type | Description | Copy Attached |
|---|---|---|
| | | ☐ Yes  ☐ No |
| | | ☐ Yes  ☐ No |
| | | ☐ Yes  ☐ No |
| | | ☐ Yes  ☐ No |
| | | ☐ Yes  ☐ No |
| | | ☐ Yes  ☐ No |

NOTE: Please attach separate sheet for additional Recognition Units or Documentation (as applicable)

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| RECOGNITION OF PREVIOUS LEARNING  (Cont.) | APPLICATION |
|---|---|

**3. VERIFICATION OF DOCUMENTATION**

Westvic Staffing Solutions recognises verified Testamurs / Statements of Attainment / Qualifications from other Registered Training Organisations. This applies to all cases, including students seeking credit transfer for previous study, and personnel documentation.

Recognition requires documented evidence as follows:

- Original Documentation or;
- A certified* copy of the original

Where Westvic Staffing Solutions staff are verifying student Documentation information, we will ensure that:

1. The original / certified copy of the original Documentation (Testamur / Statement of Attainment / Qualification) - is sighted.
2. A copy of the original / certified copy of the original documentation, is taken and placed in the Student File.
3. The Westvic Staffing Solutions representative will *verify* the original document by signing and with the statement "*I confirm that this document is a true and accurate copy of the original*".
4. The authenticity of Documentation provided will be confirmed with the relevant issuing organisation (refer to step 4. Authentication)

\* The certified copy must be an 'original copy' certified by a person who is on the list of approved witnesses who can verify documents. A list of approved witnesses is available at the Victorian Department of Justice website:
www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations

**4. AUTHENTICATION OF DOCUMENTATION - AGREEMENT**

This Agreement authorises the release of Documentation information (Testamur / Statement of Attainment / Qualification) to Westvic Staffing Solutions. In accordance with the Standards for Registered Training Organisations 2015 and AQTF (Standards and Conditions) Westvic Staffing Solutions is expected to take appropriate steps to authenticate Documentation information with the issuing provider / organisation. This process may include contacting the provider/organisation named on the student's Documentation to confirm that the document is genuine and retaining evidence of the authentication process in the Student File.

Details collected will only be used for the purposes which they have been provided, and will not be disclosed to another person / organisation without prior consent of the student – where required by law.

**Declaration:**

As the student identified in this RECOGNITION OF PREVIOUS LEARNING - APPLICATION I acknowledge that I have provided Westvic Staffing Solutions with the following in relation to my previous learning Documentation information:

- Original Documentation or;
- A certified* copy of the original (see below)

I authorise and consent to any provider / organisation which I have completed training with to provide Westvic Staffing Solutions with any requested details in relation to my Documentation information which have been issued to me.

I understand and agree that:

- the release of the requested information is for the purpose of authenticating my Documentation information
- the information will be treated in confidence and not passed onto any third party, unless formally authorised in writing by myself

I authorise and consent to a copy of this Agreement being sufficient evidence of my authority and consent to provide the Documentation information requested.

\* The certified copy must be an 'original copy' certified by a person who is on the list of approved witnesses who can verify documents. A list of approved witnesses is available at the Victorian Department of Justice website:
www.justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations

| Signed: | Date: |
|---|---|

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## 27. STUDENT LLN SELF-ASSESSMENT

**Student LLN Self-Assessment**

Please click on the appropriate box based on your own assessment of each Task Item listed.

The Student LLN Self-Assessment is used to assist students to evaluate their own basic reading, writing and numeracy skills, as they apply to daily tasks.

Please consider the following items and tick the appropriate response;

- **YES**          you can confidently complete this task without the need for assistance
- **SOMETIMES**      you have some difficulty with the task or often require assistance
- **NO**          you have significant struggles with the task / always require assistance
- **NOT SURE**      you do not perform this task or are not sure what is refers to

| Student Task items: | Student Evaluation of item | | | |
|---|---|---|---|---|
| I can understand signs | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can fill in a time sheet | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can count and check change when shopping | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can send a text message | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can use the internet to get information like phone numbers | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can fill in a leave application form | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can read a staff memo or personal letter | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can use a computer to send emails | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can use a calculator for + − x ÷ | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can read a newspaper | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can read a work roster | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can follow instructions for mixing a solution or follow a recipe | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can read a Google map or street directory | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can read / understand a Material Safety Data Sheet (MSDS) | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can read and understand a Safe Operating Procedure (SOP) | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can use an equipment manual or service manual | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can complete a log book | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |
| I can write an incident report | ☐ YES | ☐ NO | ☐ SOMETIMES | ☐ NOT SURE |

Source: Department of Industry, developed by Precision Consultancy - adapted

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## 28. FUNDING SOURCE IDENTIFIER                                    OFFICE USE ONLY

| Program (please indicate the appropriate Funding Source Identifier) | Non-Apprentice/Trainee | Apprentice/Trainee |
|---|---|---|
| General training delivery | ☐ P | ☐ L |
| Fee for Service | ☐ S | ☐ S |
| Asylum Seeker VET Program | ☐ ASP | ☐ ASL |
| Automotive Supply Chain Training Initiative | ☐ AEP | ☐ AEL |
| Retrenched employees | ☐ SCP | ☐ SCL |
| Back to Work Scheme | ☐ BWP | ☐ BWL |
| Other Funding Source (please specify based on the current AVETMISS guidelines) | ☐ _____ | ☐ _____ |

## 29. ADMINISTRATION CHECKS                                         OFFICE USE ONLY

| INTERNAL CHECKING | | |
|---|---|---|
| WSS - Administration check for previous qualifications | ☐ SMS record | ☐ DELTA record |
| WSS – USI validity confirmation | ☐ Yes | ☐ No |

| ELIGIBILITY AND EXEMPTION CONFIRMATION<br>(Please indicate the appropriate Eligibility Exemption Indicator) | Code (as applicable) | Concession/Waiver |
|---|---|---|
| VCE Scholarship | ☐ G | No |
| Health Care Card | ☐ H | Yes Concession |
| **Job Seeker concession** card holder (student is covered by a current, relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card) | ☐ J | No (not from the department) |
| **Job Seeker** NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card | ☐ K | No |
| Prisoner | ☐ M | No |
| Other<br>*Except for Indigenous students without concession cards and Single and Teenage Parents without concession cards where, Fee Exemption/Concession Identifier 'O' must be used. | ☐ O | No* |
| Pensioner Concession Card | ☐ P | Yes Concession |
| Veteran Gold Card | ☐ V | Yes Concession |
| Individuals who are required to undertake the course pursuant to a community based order made under the Children, Youth & Families Act 2005 or individuals held in the Judy Lazarus Transition Centre | ☐ X | Yes Waiver |
| Fee Waiver for student with a letter from DET providing them with a Fee Exemption | ☐ Y | Yes Waiver |
| None | ☐ Z | No |
| Concession/ Eligibility and Exemption verified? | ☐ Yes  ☐ No | Initial:<br><br>Date: |

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