

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):	☐ Male	☐ Female
	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 1/1/2016:	15-19 🗆 20-24 🗆 25+
	UNIQUE STUDENT IDENTIFIER (USI) - Do you have a valid USI?	☐ Yes (input below)	☐ No (please refer to options)
	Student USI – please input USI in boxes provided (if known):		
	□ OPTION 1 (Preferred)	www.usi.gov.au/students/how-do-	i-create-usi
	Apply for your own personal USI using the government website:	Once completed, input new USI (10) digit) in the boxes provided
	□ OPTION 2	The USI Student Privacy Notice is lo	ocated on the following website:
	I authorise Westvic Staffing Solutions to apply for a USI on your behalf.	www.westvic.org.au/do-you-need-	training/student-information/
	[OFFICE USE ONLY] Student Management System No.:	USI Verified: ☐ Yes ☐ No	□ DVS Valid
2.	Your Contact Details		
	Home Phone:	Mobile Phone:	
	Email Address:	Work Phone:	
	Preferred Contact Method:	il 🔲 via Post (addı	ress below) (please tick one)
3.	Your Emergency Contact		
	Name:	Relationship:	
	Home Phone: Mobile Phone:		
4.	Your Address Details		
	USUAL RESIDENTIAL ADDRESS (Not a PO Box)		
	Street Address:		
	City/Town:	State:	Postcode:
	POSTAL ADDRESS (please tick if same as usual Residential Address)		
	Address:		
	City/Town:	State:	Postcode:



No more questions if you have provided your VSN (proceed to Section 6)

5. Victorian Student Number (VSN)

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

Enter your Victorian Student Number (VSN):

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 schools 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.

Have you attended any Victorian secondary school since 2009?	Yes Response (1. or 2. below)	No Response			
DR	☐ Yes 1 I have attended a Victorian school since 2009. Please provide us with your most recent Victorian school attended:	■ No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provide since the beginning of 2011.			
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 ince 2011?		No more questions			
	AND / OR				
	☐ Yes 2. – I have participated in training at a TAFE or other training organisation since the beginning of 2011	(proceed to Section 6)			
	1.				
f Yes 2. (above) – list the most recent training organisations with which you have participated in training in Victoria since 2011 (up	2.				
o 3).	3.				
anguage and Cultural Diversity					
Are you of Aboriginal/Torres Strait Islander origin?	□ No	☐ Yes, Aboriginal			
	☐ Yes, Torres Strait Islander	☐ Yes, Aboriginal & T.S. Islande			
In which country were you born?	☐ Australia	☐ Other (please specify below)			
country were you born.					
Do you speak a language other than English at home?	☐ No (English only)	☐ Yes (please specify below)			
	□ No (English only) □ Very Well	☐ Yes (please specify below)			



7.	Education Details					
	Are you still attending secondary scl (*Refers to any government, non-go school; or a student registered for he	overnment, independent or Catholic		No		□ Yes
	What is your highest COMPLETED so Tick one box only	chool level?		Completed Year Completed Year Completed Year	11	□ Completed Yr. 9 or equivalent□ Completed Yr. 8 or lower□ Never attended school
	In which year did you complete that	t school level?				
8.	Employment Status					
	Of the following categories, which BEST describes you current employment status? Tick one box only	 □ Employed – unpaid worker in a □ Self-employed – not employing □ Not employed – not seeking em □ Unemployed – seeking full time □ Unemployed – seeking part time 	othe ploye work	rs ment k		Full time employee Part time employee Employer
	If currently employed, complete the	e below details (if not employed, proc	eed t	o Section 11)		
CU	RRENT EMPLOYER DETAILS					
	Business Name :					Your Payroll ID:
	Contact Name :		W	orkplace Superviso	or:	
	Street Address:					
	City/Town:		St	tate:		Postcode:
	POSTAL ADDRESS ☐ (please tick i	f same as Street Address)				
	Postal Address:					
	City/Town:		St	tate:		Postcode:
•••	Phone:		Mo	bile Phone:		
•••	Email Address:		Wo	ork Phone:		
9.	Occupation					
	Which of the following classifications BEST describes your current or recent occupation?	 1 - Managers 2 - Professionals 3 - Technicians & Trade Worker 4 - Community and Personal Se 		Workers		 6 – Sales Workers 7 – Machinery Operators & Drivers 8 - Labourers 9 – Other
	Tick one box only	☐ 5 – Clerical & Administrative W	orker	S		
	If never employed, proceed to Secti	on 11.				



Which of the following classifications BEST describes the	 □ A – Agriculture, Forestry and Fis □ B – Mining □ C – Manufacturing 	shing	☐ K – Financial & Insurance Services	
Industry of your current or previous Employer? Tick one box only	 □ D – Electricity, Gas, Water & Water &	rvices using	 □ L - Rental, Hiring & Real Estate Services □ M - Professional, Scientific & Technical Sv. □ 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 	c's
If never employed, proceed to Secti	on 11.			
11 Disability				
11. Disability				
	disability, impairment or long term co		☐ 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)	ails)
12. Previous Qualifications / E	ducation			
Have you SUCCESSFULLY COMPLET qualifications?	ED any of the following	☐ 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 Advanced Diploma or Asso Diploma or Associate Diploma Certificate IV or Advanced	ociate Degree oma	A E I Certificate III or Trade Certificate Certificate II Certificate I Certificate I 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).	Unit can provide qualified professiona	als who are living per	se refer to the Overseas Qualifications Unit (OQU). The rmanently in Victoria, with an assessment of their u/home# and search for the OQU for assistance.	9
13. 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 promotio		☐ 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	



How did you find out about the	Westvic Staffing Solutions (WSS)	☐ School supp	lied information
course you are enrolling in?	☐ WSS - Job Active	☐ Word of mo	uth
Tick one box only	☐ WSS - Group Training	☐ Social Media	a (e.g. Facebook)
	☐ WSS - Staff Member	☐ Apprentice (Centre
	☐ WSS - Current/Past Student	☐ Newspapers	
	☐ WSS - Flyer	☐ Workplace	
	☐ WSS - Website	☐ Other (pleas	e specify)
	☐ Radio advertising		
5. Australian Citizenship Sta	atus		
Residency / Citizenship Status			Please select appropriate
☐ Are you an Australian Citizen o	r Permanent Resident?		☐ Yes ☐ No
☐ Are you a New Zealand Citizen			☐ Yes ☐ No
☐ Are you an East Timorese Asylu	um Seeker?		☐ Yes ☐ No
	meaning of the Corrections Act 1986 or Young Persons Act 1989 or the Sentenc		□ Yes □ No
☐ Were / Are you under the Gua	rdianship of the Minister?		☐ Yes ☐ No
☐ Are you a Special Category Visa	a Holder? (if yes, please provide details)	☐ Yes ☐ No
Passport Number :			
Visa Number :		Expiry Date :	
	tification you are able to provide to We	stvic Staffing Solutions as part of this	Registration for enrolment
Please provide details of the ident	tification you are able to provide to We	-	Registration for enrolment
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no	tification you are able to provide to We	☐ Australian Passport	Registration for enrolment
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport	tification you are able to provide to We	☐ Australian Passport ☐ Naturalisation Certificate	
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no	tification you are able to provide to We	☐ Australian Passport	
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport	tification you are able to provide to We	□ Australian Passport □ Naturalisation Certificate □ Formal Documentation issued	
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport Green Medicare Card Other Documentation	tification you are able to provide to We	☐ Australian Passport ☐ Naturalisation Certificate ☐ Formal Documentation issued confirming permanent residence	by the Department of Immigration
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport Green Medicare Card Other Documentation One of these documents may also	tification you are able to provide to We	☐ Australian Passport ☐ Naturalisation Certificate ☐ Formal Documentation issued confirming permanent residence	by the Department of Immigration
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport Green Medicare Card Other Documentation One of these documents may also residential address	tification you are able to provide to We	☐ Australian Passport ☐ Naturalisation Certificate ☐ Formal Documentation issued confirming permanent residence	by the Department of Immigration
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport Green Medicare Card Other Documentation One of these documents may also residential address Drivers licence Learners Permit	tification you are able to provide to We	□ Australian Passport □ Naturalisation Certificate □ Formal Documentation issued confirming permanent residence O, OR for students where the above of the proof of Age card	by the Department of Immigration
Please provide details of the ident FIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport Green Medicare Card Other Documentation One of these documents may also residential address Drivers licence Learners Permit	tification you are able to provide to We	□ Australian Passport □ Naturalisation Certificate □ Formal Documentation issued confirming permanent residence OR for students where the above of □ Proof of Age card □ "Keypass" card	by the Department of Immigration
Please provide details of the ident TIZENSHIP & AGE Australian Birth Certificate (no New Zealand Passport Green Medicare Card Other Documentation One of these documents may also residential address Drivers licence Learners Permit	tification you are able to provide to We t Birth Extract) b be required for applicants lest than 20	□ Australian Passport □ Naturalisation Certificate □ Formal Documentation issued confirming permanent residence OR for students where the above of □ Proof of Age card □ "Keypass" card	by the Department of Immigration



	7	· · · · · · · · · · · · · · · · · · ·
ourse Code (8 Digit):		Registration is an: ☐ Apprentice ☐ Trainee ☐ Other
ourse Title:		
OFFICE USE ONLY]	Enrolment ID:	*Enrolment Date: / / 2015
		*(earliest of: 1. Date Statemt. of Fees Signed OR 2. Course comm. da
Student Registra	tion for enrolment Priva	cy Notice
he Victorian Governme aining (VET) in Victoria	. The Victorian Government is com llected by the Department for VET	otice lucation and Training (the Department), develops, monitors and funds vocational education are nmitted to ensuring that Victorians have access to appropriate and relevant VET services. Any purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and
estvic Staffing Solution nique Student Identific estvic Staffing Solution	ns Registration for enrolment form er (USI).	rtment with student and training activity data. This includes personal information collected in and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: datacollection.aspx.
lanning. student's USI may be i	used for specific VET purposes inclu	personal information, for a range of VET purposes including administration, monitoring and uding the verification of student data provided by Westvic Staffing Solutions; the administratied policy and research purposes; and to assist in determining eligibility for training subsidies.
rofessional bodies and,		ose VET data, including personal information, to its contractors, other government agencies, lated purposes. In particular, this includes disclosure of VET student and training data to the lucation Research (NCVER).
-	_	ata and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The n accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulatio
•	o participate in a survey conducted ack on the delivery of VET program	d by NCVER or a Department-endorsed project, audit or review relating to your training. This ns in Victoria.
	oviding your information personal information may mean the	nat it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsi
ccess, correction and c	•	own personal information. You may also complete if you believe your privacy has been been broad
or further information, mail <u>mbellamy@westv</u>	please contact the Westvic Staffin ic.org.au. For information about h nake a complaint about a breach of	own personal information. You may also complain if you believe your privacy has been breaching Solutions' Privacy Officer Michael Bellamy in the first instance, by phone 03 5561 9000 or now Westvic Staffing Solutions collects, uses and discloses your personal information generally if privacy, please refer to the Westvic Staffing Solutions privacy policy which can be found at
ww.education.vic.gov.	The state of the s	llects and handles personal information, including access, correction and complaints, go to: further information about Unique Student Identifiers, including access, correction and nt-privacy.aspx .
tudent		



Student eligibility assessment and declaration - for Government Subsidised Training under the Victorian Training Guarantee

19	Edu	cation History		(for Government	Subsidised Traini	ng)
	19.1	The highest qualification I have	completed is :				
		Not including the course/s you a take this year? Include training y					
		Tick appropriate box	□ 0	□ 1	□ 2	□ 3	□ 4+
••••		Not including the course/s you a moment?	ire seeking to enrol	in now, how many oth	er government subsid	lised courses are you u	ndertaking training in
		Tick appropriate box	□ 0	□ 1	□ 2	□ 3	□ 4+
****		In your lifetime, how many gove ng for now? <u>Don't answer this qu</u>		•	•		s the one you are
		Tick appropriate box	□ 0	□ 1	□ 2	□ 3	□ 4+
20	CI	lan Barbari			15 0		1=
20.	Stuc	lent Declaration			(for Gove	rnment Subsidise	ed Iraining)
	l (stude	ents full name)					in seeking to enrol in:
••••	(include	e 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 \square True) / (AM NOT \square True) enrolled in a school, including government, non-government, independent, Catholic or home school					ic or home school	
••••	b.	I (AM □ True) / (AM NOT □ Tr	ue) enrolled in the (Commonwealth Gover	ments Skills for Educ	ation and Employment	program.
••••	с.	I understand that my enrolmen	t in the above quali	fication/s may be subs	dised by the Victorian	and Commonwealth (Governments under
		the Victorian Training Guarante	e. I understand how	v enrolling in the above	qualification/s will at		
	d	eligibility for further government acknowledge and understand				cinate in a student sun	you intorvious or
	d.	other questionnaire.	that i may be conta	cted by the Departmen	it or all agent to parti	Lipate iii a student surt	vey, interview or
	Signe	ed (Student):				Date:	
21	STU	DENT EVIDENCE OF ID (F	FS Only)		Т	RAINER / DELEGA	TE USE ONLY
•••	I confi	rm that in relation to the Fee Fo	Service enrolment	of (students full name	:		
•••	I have	sighted one of the following orig	ginal documents (or	a certified photocopy	of the original):		
	□ an	Australian Birth Certificate (not l	Birth Extract)	□ас	urrent Australian Pas	sport	
	□ас	urrent New Zealand Passport		□at	laturalisation Certifica	ate	
	□асι	urrent green Medicare Card		□as	igned Declaration by	a relevant referee	
	□ а сс	urrent drivers licence		□ас	urrent learner permit		
	□ a Pr	roof of Age card		□ a "	Keypass" card		
	□ a St	cudent ID card		□ oth	er form of photo ID:		
	☐ form	mal documentation issued by the	Australian Departr	nent of Immigration ar	d Citizenship confirm	ing permanent residen	ce



Student eligibility assessment and identification - for **Government Subsidised Training** under the Victorian Training Guarantee

. EVIDENCE OF CITIZENSHIP/RE	SIDENCY AND AGE		1	TRAINER / D	ELEGATE USE ONLY		
I confirm that in relation to (students fu	ll name)						
I have sighted an original, or a certified the following:	copy, or an uncertified copy th	nat I have verified t	through use o	of a document v	erification service of one of		
□ an Australian Birth Certificate (not Birth Extract) □			Australian Pa	ssport			
☐ a current New Zealand Passport		☐ a Naturali	isation Certifi	cate			
□ a current green Medicare Card □			Declaration by	y a relevant refe	ree		
☐ formal documentation issued by the	☐ 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				□ t	he certified copy, or		
	the uncertified copy and a re	ceipt from a docur	ment verificat	tion service;			
AND if the students age is relevant to the	neir eligibility and the docume	nt produced from	the list above	does not includ	le a date of birth:		
☐ a current drivers licence, or ☐	a current learner permit, or	☐ a Proof of	f Age card, or	□ a	'Keypass' card		
. EVIDENCE OF PARTICIPATION	IN VARIOUS INITIATIV	ES		TRAINER / D	ELEGATE USE ONLY		
Various Initiatives - For individuals refe	erred under particular initiative	es the appropriate	evidence has	been provided:			
Initiative / Options (tick the applicable)		Evidence P	rovided	Requirement /Commer		
☐ Referred Job Seeker			☐ Yes	□ No	Referral Form – (Concessi		
☐ Referred Disability Employment Serv	vices Clients		☐ Yes	□ No	gap not paid by the Dept.)		
☐ Asylum Seekers and Victims of Huma	an Trafficking Initiative		☐ Yes	□ No	Letter		
☐ Young People Transitioning from Car	re Initiative		☐ Yes	□ No	Fee Waiver available		
☐ Workers in Transition Program			☐ Yes	□ No	Referral Letter &		
☐ Retrenched Workers			☐ Yes	□ No	Separation notification		
☐ Automotive Supply Chain Training In	itiative		☐ Yes	□ No	Referral Letter		
☐ Community Based Order / Judy Laza	rus Transition Centre		☐ Yes	□ No	Fee Waiver available		
☐ Back to Work Scheme			☐ Yes	□ No	SRO Email to Employer		
Other (as applicable):			☐ Yes	□ No			
. COURSE ELIGIBILITY ASSESSM	ENT			TRAINER / D	ELEGATE USE ONLY		
Number of courses student is currently	eligible for	: 🗆 1			□ 2		
Westvic Staffing Solutions Declaration Based on discussion with the student, and Age), and the information provided to me individual satisfies the Victorian Training O Training Guarantee for the following quali	by the student in Section 19 & 2 Guarantee eligibility criteria as se	20 (Education Historet out in the VET Fu	ry & Student D nding Contract	Declaration) of th t and is eligible fo	is form I believe that the abov		
Authorised RTO Delegate:							
Name:		Position:					



25. RPL / RCC OR CREDIT TRANSFER

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

CREDIT TRANSFER (CT)

Credit Transfer is a process that provides participants 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 participant 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 (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 participants 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 application form below must be completed and submitted by participants wishing to apply for Credit Transfer or RPL. This form must be accompanied by appropriate supporting evidence as discussed with the Training Department at Westvic Staffing Solutions.

I wish to apply for recognition of prior learning or credit transfer for the following units of competency

Unit Code	Unit Name	Recognition Type
		□ RPL □ RCC □ CT
		□ RPL □ RCC □ CT
		□ RPL □ RCC □ CT
		□ RPL □ RCC □ CT
		□ RPL □ RCC □ CT

Please attach separate sheet for additional units (as applicable)

VERIFICATION OF DOCUMENTATION

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

Where documentation is provided by the participant, is a copy of the original, the 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

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

- 1. The original documentation is sighted.
- 2. Where there is doubt over the authenticity of a Testamur / Statement of Attainment / Qualification, the document is confirmed with the relevant issuing organisation.
- 3. A copy of the original documentation is taken.
- 4. The Westvic Staffing Solutions representative may certify the documentation by signing and dating that the documentation has been verified, with the statement "I confirm that this document is a true and accurate copy of the original".

Please attach any relevant Testamur / Statement of Attainment / Qualification or other supporting evidence to be included with this Registration Form. You may wish to include details of any relevant industry experience etc.



26. STUDENT LLN SELF-ASSESSMENT

Student LLN Self-Assessment

Please click on the appropriate boxes based on your own assessment of each point on list provided.

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 I	Evaluation	of item	
I can understand signs	☐ YES	□ №	☐ SOMETIMES	□ NOT SURE
I can fill in a time sheet	☐ YES	□ NO	☐ SOMETIMES	□ NOT SURE
I can count and check change when shopping	☐ YES	□ №	☐ 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	□ №	☐ SOMETIMES	□ NOT SURE
I can fill in a leave application form	☐ YES	□ №	☐ 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	□ №	☐ SOMETIMES	□ NOT SURE
I can use a calculator for + − x ÷	☐ YES	□ №	☐ SOMETIMES	□ NOT SURE
I can read a newspaper	☐ YES	□NO	☐ SOMETIMES	□ NOT SURE
I can read a work roster	☐ YES	□ №	☐ 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	□ №	☐ SOMETIMES	□ NOT SURE
I can read / understand a Material Safety Data Sheet (MSDS)	☐ YES	□ №	☐ SOMETIMES	□ NOT SURE
I can read and understand a Safe Operating Procedure (SOP)	☐ YES	□ №	☐ SOMETIMES	□ NOT SURE
I can use an equipment manual or service manual	□ YES	□ №	☐ SOMETIMES	□ NOT SURE
I can complete a log book	☐ YES	□ №	☐ SOMETIMES	□ NOT SURE
I can write an incident report	□ YES	□ №	☐ SOMETIMES	□ NOT SURE

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



FUNDING SOURCE IDENTIFIER		OFFICE USE ONL
Program (please indicate the appropriate Funding Source Identifier)	Non Apprentice/Trainee	Apprentice/Trainee
General training delivery	□Р	
ee for Service	□S	□S
Vorkers in Transition Program	□ WTP	□ WTL
Asylum Seeker or Victim of Human Trafficking	□ 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)	□	□
ADMINISTRATION CHECKS		OFFICE USE ONI
NTERNAL CHECKING		
NSS - Administration check for previous qualifications	☐ SMS record	☐ DELTA record
NSS – USI validity confirmation	□ Yes	□ No
	*	·
LIGIBILITY AND EXEMPTION CONFIRMATION	Code (as applicable)	Concession/Waive
Please indicate the appropriate Eligibility Exemption Indicator)		
/CE Scholarship	□G	No
Health Care Card	□н	Yes Concession
ob Seeker concession card holder (student is covered by a current, relevant	□J	No (not from the
Pensioner Concession Card, Health Care Card or Veteran's Gold Card)		department)
ob Seeker NOT currently holding a relevant Pensioner Concession Card, Health Care Card or Veteran's Gold Card	□к	No
Prisoner	□м	No
Other Except for Indigenous students without concession cards and Single and Teenage Parents without concession cards and Single and Teenage Parents without concession cards where, Fee Exemption/Concession Identifier 'O' must be used.	ΠО	No*
Pensioner Concession Card	□ P	Yes Concession
/eteran Gold Card	□V	Yes Concession
ndividuals 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 udy Lazarus Transition Centre	□х	Yes Waiver
None	□ Z	No
Concession/ Eligibility and Exemption verified?	☐ Yes ☐ No	Initial:
JOINGGOOD ENGINERY WITH EXCHIPTION VCHINCU:	_ 103	minum.