

Registration via Online Portal

Pre-Registration

Prior to completing a registration for enrolment, we would highly recommend that you take the time to review all of the information related to your chosen course at our website www.westvic.org.au/do-you-need-training.

For further information or support, please contact Westvic Staffing Solutions on 03 5561 9000 or by email training@westvic.org.au.

Evidence Required

During the Registration process you will be asked for verification of the below items, depending on the type of course you are registering for, and your eligibility for government subsidised funding under the Victorian Training Guarantee (if applicable):

Items to have available, prior to commencing the Registration process:

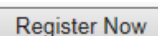
- Unique Student Identifier (USI) which is a 10 digit number provided by USI Office - Student Identifiers Registrar
- If you do not have a USI, please apply using the website www.usi.gov.au/students/how-do-i-create-usi
- Where you have forgotten your USI, you can visit this website to recover www.usi.gov.au/faqs/i-have-forgotten-my-usi-what-can-i-do
- Victorian Student Number (VSN) (if applicable)
- Details of any previous training you have commenced
- Details of any qualifications you currently hold (Australian, Australian Equivalent* or International)
- Identification documents / cards to verify your citizenship / age (i.e. Driver's Licence, Medicare Card, Birth Certificate, Current Passport etc.)
- Details of any Special Visa which you may be holding
- Evidence of eligibility for government subsidised training under various initiatives (i.e. Referral letter etc.)
- Evidence of eligibility for concession (i.e. Health Care Card, Pensioner Card, Veteran's Affairs Gold Card etc.)
- Your employer details (if applicable)
- Emergency contact details

*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.

Registration

REGISTRATION STEPS:

1. Select the course category from the bold headings listed under **Available Courses**.
2. From the expanded list, click on your chosen course to display details
3. Select your preferred location to attend the course (if applicable).
4. Click **Register Now** button beside your chosen Course & Date, to commence your Registration for enrolment
5. Follow the on-screen prompts and provide the information requested during each registration step.



Note: Please make sure your email address provided is correct, as this will be used for confirmation of your Registration.

6. Verify that your Registration is confirmed by the screen titled "Registration Confirmation"
7. Please print out and retain a copy of this page for future reference

Note: Your completed registration for enrolment will now be processed by Westvic Staffing Solutions.

8. Approval / Confirmation of your Registration will then be sent via email.
9. Click on the **Close** button to complete the process and return to the Westvic Staffing Solutions main page

Should you are unsure at any point during the Registration process, or require assistance / support, please contact us on 03 5561 9000 or make a course enquiry.

Short Course

1. PAYMENT OF FEES

Having completed your Registration for enrolment the total fee needs to be paid, to secure your Short Course place.

Payment option methods are listed below:

Credit Card Payment

- During your Registration, using a Visa Card or Master Card via the payment portal
- By phone, with your Visa Card or Master Card details
- In person, EFTPOS at Westvic Staffing Solutions - 190 Koroit St Warrnambool, using your Visa Card or Master Card

EFT Payment

Fee payment via EFT; may be made using the details below:

EFT Payment Details

BSB: 063533
Account Number: 00801525
Account Name: Westvic Staffing Solutions
Reference Number: Please use your Registration Number

Cash Payment

Fee payment in person; made at Westvic Staffing Solutions - 190 Koroit Street Warrnambool

2. LLN / THEORY COMPONENT

Where indicated in your Course Information a theory component of your course may need to be completed, prior to being able to attend the course.

- Once Fee payment has been received, you will be provided details of any required theory component via a separate email.
- Student Core LLN assessment requirements will be completed as part of the Registration for enrolment / Theory component (as applicable)

Qualification or Course with Ongoing Assessment

1. PAYMENT OF FEES

Total Fees Payable will be determined once the following areas have been covered and results consolidated:

- Pre-Training Review including Core Language, Literacy and Numeracy (LLN) Skills Assessment
- Statement of Fees
- Registration for enrolment process
- Assessment of eligibility for government subsidised funding (as applicable)

NOTE: For full details of applicable fees for your chosen Qualification, please visit our website at www.westvic.org.au/do-you-need-training/fees.

Payment Methods

- Once all the above steps are completed and Fees determined, payment is due, prior to commencement of training.
- Payment methods may include any of those mentioned above (i.e. Credit Card, EFT Payment, Cash or Other alternative - see below)
- If Alternative Fee option is being considered, please contact us on 03 5561 9000 or via email at training@westvic.org.au for further details.

2. MEETING WITH YOUR TRAINER / ASSESSOR

To assist with your progress through the above areas, the Training Department will be in contact with you for each step along the way.

- In the meantime, if you have any questions please feel free to contact us using the details provided.

Notes

For additional information relating to LLN Skills, please refer to the below links:

- Service Skills Australia – Taking The Lead (LLN Industry and general information) <http://takingthelead.com.au/lln-tips-industry>
- Inside Australia – Ideas That Work (Videos relating to Introduction to LLN) www.ideasthatwork.com.au/what-works-for-lln/video-library/tag/rto

For further information regarding the Student Core LLN Skills Assessment or any other matter related to your chosen course or your Registration for enrolment, please contact us on 03 5561 9000 or via email at training@westvic.org.au.