

RPL ENROLMENT FORM

CPC31220 – Certificate III in Wall & Ceiling Linings

PERSONAL DETAILS

Gender: ☐ M ☐ F ☐ Other

Unique Student Identifier (USI)

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms

Surname: _____

Given Name/s: _____

Preferred Name: _____

Date of Birth: _____

From 1 January 2015, the AWCINSW 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 provide us with your Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

Please ask your AWCINSW consultant/trainer to assist you with this process if you have difficulty completing this task.

Enter your Unique Student Identifier (USI) in the boxes above (if you already have one). You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Please ask your AWCINSW consultant/trainer to assist you with this process if you have difficulty completing this task.

What is the address of your usual residence: _____

Postal address: (☐ Same as residential) _____

Suburb or Town: _____

Suburb or Town: _____

State: _____ Postcode: _____

State: _____ Postcode: _____

Mobile: _____

Home Phone: _____

Work Phone: _____

Email: _____

EMERGENCY DETAILS

Name: _____ Phone: : _____

HOW DID YOU HEAR ABOUT THIS COURSE?

☐ Trainer/Assessor

☐ Internet search

☐ Trade show

☐ Word of mouth

☐ AWCI magazine

☐ AWCI emails

WHAT IS YOUR MAIN REASON FOR UNDERTAKING THIS COURSE?

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Requirement of my job | <input type="checkbox"/> To get a job | <input type="checkbox"/> Develop my business | <input type="checkbox"/> Start my own business |
| <input type="checkbox"/> For a different career | <input type="checkbox"/> For further study | <input type="checkbox"/> Extra skills for my job | <input type="checkbox"/> Better job or promotion |
| <input type="checkbox"/> Self-development | <input type="checkbox"/> Other reasons | | |

EDUCATION & TRAINING HISTORY

What is your highest completed school level? ☐ Year 12 ☐ Year 11 ☐ Year 10
☐ Year 9 ☐ Year 8 or below ☐ Never attended school

Are you still attending high school? ☐ Yes ☐ No

Where did you attend this school level? _____

Have you successfully completed any of the following qualifications?

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Certificate II | <input type="checkbox"/> Certificate III (Trade qualification) | <input type="checkbox"/> Certificate IV or Advanced Certificate |
| <input type="checkbox"/> Diploma or Associate Diploma | <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Bachelor Degree or Higher | |
| <input type="checkbox"/> Other than above | Names of qualifications held: _____ | | |

☐ Currently enrolled in an accredited course (please specify) _____

LANGUAGE & BACKGROUND

In which country were you born? ☐ Australia ☐ Other, please specify: _____

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander

Are you a permanent resident or Citizen of Australia? ☐ No ☐ Citizen ☐ Permanent Resident

Do you speak a language other than English at home? ☐ English only ☐ Yes, please specify: _____

How well do you speak English?

☐ Very well ☐ Well ☐ Not well ☐ Not at all

COURSE DETAILS

The expected course completion timeframe for this qualification is 3 years of training with an additional year of on-the-job work experience.

To achieve this qualification, the candidate must demonstrate competency in:

29 Units of competency:

- 22 Core units
- 7 Elective units

This training is workplace based and will be conducted on site as agreed between you, your employer and your training provider.

A maximum of two of the seven elective units may be substituted by selecting relevant units of competency from any Certificate III or IV construction qualification or qualification in another endorsed Training Package.

The units of competency are listed below. **The units shaded below are CORE units and are not able to be substituted.**

ENTRY REQUIREMENTS

To be eligible to enrol in this qualification, the participant must provide the following colour copies of:

- Photo ID (drivers licence, passport, etc.)*
- Construction induction card

If the participant holds a current qualification or statement of attainment with any of the competencies listed, a certified copy will need to be submitted to be eligible to receive credit transfer for these units.

FEES & CHARGES

Course Fee: \$3850

AWCINSW will advise in advance of any additional gap training required prior to fees being charged. If additional gap training is identified, a fee of \$200 per unit of competency may be charged. You may be eligible for fee free apprenticeship training. On receipt of this enrolment form and once AWCINSW provide Notification of Enrolment to the NSW Training Market, we will advise you if you are eligible for Fee Free training.

TERMS & CONDITIONS

- Participants who arrive to scheduled classes after the prescribed starting time risk not be allowed entry and no refund will be provided.
- Participants who arrive for the scheduled course without the required materials, clothing, PPE or evidence of pre-requisites will not be permitted to participate in the course and no refund will be provided.
- AWCINSW reserves the right to cancel courses, but will provide at least 5 business days notice where possible. In such circumstances, AWCINSW will transfer students to the next available.
- AWCINSW do not issue trades licenses. Any licensing enquiries should be made to the relevant licensing authority.
- To be recognised for Credit Transfer, the participant must submit certified copies of transcripts and certificates.
- Participants who are non-residents of Australia/Visa holder, are required to submit a colour copy of their passport
- All participants have the right to appeal an assessment decision.

STUDENT DECLARATION & PRIVACY STATEMENT

- ☐ I hereby agree to abide by the RTO policies and procedures relating to fees, charges and regulations of the organisation.
- ☐ I declare that the information supplied on this form is correct and complete. I understand the requirements of undertaking the course and the outcomes.
- ☐ I understand that if I would like to view a policy or procedure that relates to my training, I will be provided this on request. A brief outline can be found in the Students Handbook.
- ☐ I permit AWCINSW to access my Visa/residency records for verification purposes on the Department of Immigrations Visa Entitlement Verification Online (VEVO) system.
- ☐ I give permission for the RTO to verify my USI or using my personal information to create a USI on my behalf.
- ☐ I have read and agree to the terms and conditions as outlined above.

SURVEYS

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

At any time, you may contact AWCINSW to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

PRIVACY NOTICE

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER, The AWCINSW and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER and the AWCINSW is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

STUDENT DECLARATION AND CONSENT

Student Declaration and Consent

- ☐ I declare that the information I have provided to the best of my knowledge is true and correct.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Permission to Publish

- ☐ Tick here if you do not want any photo of you used in any marketing materials

CONFIRMATION AND ACCEPTANCE

I accept the proposal as set out above as discussed with an AWCINSW training representative.

Signature: _____ Date: __/__/____

Name: _____

For those under the age of 18 years at the time of enrolment, a parent or guardian is required to approve this enrolment by signing below.

I agree to this enrolment and am committed to supporting my child in their apprenticeship program.

Signature: _____ Date: __/__/____

Parent/Guardian Name: _____

CONTACT DETAILS FOR AWCINSW

Association of Wall & Ceiling Industries NSW
Po Box 450
PARRAMATTA NSW 2150

Phone: 02 9891 6188
Website: awcinsw.au
Email: awci_nsw@bigpond.net.au

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by AWCINSW for statistical, administrative, regulatory and research purposes. AWCINSW may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies