

VENUE: \_\_\_\_\_

## **TRISCOTT EDUCATIONAL SERVICES**

### **2016 ENROLMENT FORM**

Registered Training Organisation (RTO) 6937  
 ABN: 30 152 551 623  
 Website: www.triscott.com.au

Phone: 03 5962 2848 Fax: 03 5962 4796  
 Mail: PO Box 1246 Healesville 3777  
 Email: info@triscott.com.au

*The following information is required by Triscott (and funding bodies) for statistical collection and remains confidential*

<b>COURSE INFORMATION</b>	Course name:	<input type="checkbox"/> <b>Certificate IV in Education Support</b>	Course code:	<input type="checkbox"/> <b>CHC40213</b>			
	<input type="checkbox"/> I am aware of the Triscott Educational Services Refund Policy <input type="checkbox"/> I am aware of the Triscott Privacy Policy and accept that this enrolment information can be used for State Funding statistical purposes <i>A copy of the Refund policy and the Privacy policy can be accessed at <a href="http://www.triscott.com.au">www.triscott.com.au</a> and current documentation.</i>						
<b>PERSONAL INFORMATION</b>  Usual residential address  (Please note if postal address is different from above)	Student number:		USI:		VSN:		
	Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms		
	Family Name:						
	Given Names:						
	Address:						
	Suburb:				Postcode:	.....	
	Date of Birth:	..... / ..... / .....		<input type="checkbox"/> Male	<input type="checkbox"/> Female		
	School Address:						
	Contact details:	Home:		Mobile:			
		Work:		Email:			
<i>I have included a <u>copy</u> of a personal ID document          I understand that I am required to provide the <u>original</u> documents at the Induction session.</i>							
Personal ID	<input type="checkbox"/> Drivers licence (identification) or <input type="checkbox"/> Current Passport or <input type="checkbox"/> Working with Children Check		<input type="checkbox"/> <b>Green Medicare card (eligibility) or</b> <input type="checkbox"/> <b>Birth Certificate</b> N/A <input type="checkbox"/> <b>Naturalisation Certificate</b>				
<b>FULL FEE AND FEE CONCESSION DETAILS</b>	Fee: CHC40213 Cert IV	\$1350.00	Full Fee payment		(Full fee for service)		
	Payment options:	<b>Direct Payment:</b> Triscott Educational Services		<b>Cheque / Money order</b> Bendigo Bank BSB: 633 000 ACC: 151 741 386 Triscott Educational Services PO Box 1246 Healesville Vic 3777			
	<input type="checkbox"/> <i>have attached a copy of the document that verifies that I am the holder of the identified card</i> <input type="checkbox"/> <i>I understand that Triscott needs to consider each claim for a concession on an individual basis</i>						
<b>TRISCOTT ENROLMENT DETAILS</b>	<b>Enrolment Form</b>	<b>\$150 deposit</b>	<b>Invoice:</b>		<b>Balance of payment:</b>		
	Date received:	Date received:	Number:		Receipt number:		
			Date:		Date received:		
		<i>(Receipt for deposit will be part of the invoice)</i>	Amount:		Amount:		

SCHOOLING	<p><b>What is the HIGHEST level of schooling you have achieved?</b></p> <p><input type="checkbox"/> Year 12             <input type="checkbox"/> Year 11      <input type="checkbox"/> Year 10      <input type="checkbox"/> Year 9</p> <p>Where did you complete your schooling? (State / Country) .....</p> <p>In which year did you complete your schooling? .....</p> <p>Are you still attending secondary school? YES / NO</p> <p>Do you have a Victorian Student Number (VSN)? YES / NO</p> <p><input type="checkbox"/> If YES, please include the number in the VSN box on page 1 of this document.</p>																																						
LANGUAGE AND CULTURAL DIVERSITY	<p><b>Were you born in Australia?</b> YES / NO</p> <p>If NO, in which country were you born? .....</p> <p>If NO, are you a naturalised Australian citizen? YES / NO</p> <p>Are you of Aboriginal or Torres Strait Islander origin? YES / NO</p> <p>Do you speak a language other than English at home? .....</p> <p>How well do you speak English?</p> <p><input type="checkbox"/> (01) Very well (      <input type="checkbox"/> (02) Well      <input type="checkbox"/> (03) Not well      <input type="checkbox"/> (04) Not at all</p>																																						
EMPLOYMENT	<p><b>Of the following categories, which BEST describes your current employment status?</b> (indicate just one code):</p> <table border="0"> <tbody> <tr> <td>01 Full-time Employee</td> <td>05 Employed – unpaid worker in a family business</td> </tr> <tr> <td>02 Part-time Employee</td> <td>06 Unemployed – seeking full-time work</td> </tr> <tr> <td>03 Self-employed – not employing others</td> <td>07 Unemployed – seeking part-time work</td> </tr> <tr> <td>04 Employer</td> <td>08 Not employed – not seeking work</td> </tr> </tbody> </table> <p><b>Of the following categories, which category BEST identifies your occupation?</b></p> <table border="0"> <tbody> <tr> <td>01 Manager</td> <td>06 Sales Worker</td> </tr> <tr> <td>02 Professional</td> <td>07 Machinery Operator / Driver</td> </tr> <tr> <td>03 Technician / Trade Worker</td> <td>08 Labourer</td> </tr> <tr> <td>04 Community and Personal Services</td> <td>09 Other (please specify)</td> </tr> <tr> <td>05 Clerical / Administrative Worker</td> <td></td> </tr> </tbody> </table> <p><b>Of the following categories, which BEST identifies your industry of employment?</b></p> <table border="0"> <tbody> <tr> <td>A Agriculture, Forestry, Fishing</td> <td>K Financial, Insurance Services</td> </tr> <tr> <td>B Mining</td> <td>L Rental, Hiring and Real Estate Services</td> </tr> <tr> <td>C Manufacturing</td> <td>M Professional, Scientific, Technical Support</td> </tr> <tr> <td>D Electricity, Gas, Water, Waste Services</td> <td>N Administrative, Support Services</td> </tr> <tr> <td>E Construction</td> <td>O Public Administration, Safety</td> </tr> <tr> <td>F Wholesale Trade</td> <td>P Education, Training</td> </tr> <tr> <td>G Retail Trade</td> <td>Q Health Care, Social Assistance</td> </tr> <tr> <td>H Accommodation, Food Services</td> <td>R Arts, Recreation Services</td> </tr> <tr> <td>I Transport, Postal, Warehousing</td> <td>S Other Services (please specify)</td> </tr> <tr> <td>J Information, Media, Telecommunications</td> <td></td> </tr> </tbody> </table>	01 Full-time Employee	05 Employed – unpaid worker in a family business	02 Part-time Employee	06 Unemployed – seeking full-time work	03 Self-employed – not employing others	07 Unemployed – seeking part-time work	04 Employer	08 Not employed – not seeking work	01 Manager	06 Sales Worker	02 Professional	07 Machinery Operator / Driver	03 Technician / Trade Worker	08 Labourer	04 Community and Personal Services	09 Other (please specify)	05 Clerical / Administrative Worker		A Agriculture, Forestry, Fishing	K Financial, Insurance Services	B Mining	L Rental, Hiring and Real Estate Services	C Manufacturing	M Professional, Scientific, Technical Support	D Electricity, Gas, Water, Waste Services	N Administrative, Support Services	E Construction	O Public Administration, Safety	F Wholesale Trade	P Education, Training	G Retail Trade	Q Health Care, Social Assistance	H Accommodation, Food Services	R Arts, Recreation Services	I Transport, Postal, Warehousing	S Other Services (please specify)	J Information, Media, Telecommunications	
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DISABILITY	<p><b>Do you consider yourself to have a permanent and significant DISABILITY, impairment or long-term condition?</b> YES / NO</p> <table border="0"> <tbody> <tr> <td>(11) Hearing / Deaf</td> <td>(14) Learning</td> <td>(17) Vision</td> </tr> <tr> <td>(12) Physical</td> <td>(15) Mental Illness</td> <td>(18) Medical Condition</td> </tr> <tr> <td>(13) Intellectual</td> <td>(16) Acquired Brain Impairment</td> <td>(99) Not Specified</td> </tr> <tr> <td>(19) Other:</td> <td></td> <td></td> </tr> </tbody> </table>	(11) Hearing / Deaf	(14) Learning	(17) Vision	(12) Physical	(15) Mental Illness	(18) Medical Condition	(13) Intellectual	(16) Acquired Brain Impairment	(99) Not Specified	(19) Other:																												
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PRIOR EDUCATION / QUALIFICATIONS ACHIEVED	<p><b>Since leaving school, have you SUCCESSFULLY COMPLETED any qualifications?</b> YES / NO</p> <table border="0"> <tbody> <tr> <td><input type="checkbox"/> Bachelor Degree or Higher Degree</td> <td><input type="checkbox"/> Certificate III or Trade Certificate</td> </tr> <tr> <td><input type="checkbox"/> Advanced Diploma or Associate Degree</td> <td><input type="checkbox"/> Certificate II</td> </tr> <tr> <td><input type="checkbox"/> Diploma (or Associate Diploma)</td> <td><input type="checkbox"/> Certificate I</td> </tr> <tr> <td><input type="checkbox"/> Certificate IV</td> <td><input type="checkbox"/> Certificate other than above:</td> </tr> </tbody> </table> <p>If YES, please indicate whether your qualification is:</p> <p>(A) An Australian Qualification      (B) An Australian equivalent      (C) An International Qualification</p> <p>Please provide Triscott Educational Services with a copy of your highest qualification</p>	<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate III or Trade Certificate	<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate II	<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate IV	<input type="checkbox"/> Certificate other than above:																														
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REASON/S FOR CURRENT STUDY	<p><b>From the following reasons, which code best describes your reason for undertaking this course?</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">01 To get a job</td> <td style="width: 50%;">06 It was a requirement of my job</td> </tr> <tr> <td>02 To develop my existing business</td> <td>07 I wanted extra skills for my job</td> </tr> <tr> <td>03 To start my own business</td> <td>08 To get myself into another course or study</td> </tr> <tr> <td>04 To try for a different career</td> <td>09 Other reasons</td> </tr> <tr> <td>05 To get a better job or promotion</td> <td>10 For personal interest / self development</td> </tr> </table>	01 To get a job	06 It was a requirement of my job	02 To develop my existing business	07 I wanted extra skills for my job	03 To start my own business	08 To get myself into another course or study	04 To try for a different career	09 Other reasons	05 To get a better job or promotion	10 For personal interest / self development
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PARTICIPANT DECLARATION  MUST BE SIGNED        →	<p><b>I declare that:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> to the best of my knowledge, the information currently provided to Triscott Educational Services is true, correct and complete</li> <li><input type="checkbox"/> I have provided authentic copies of the required documentation (for identification), e.g. driver's licence / working with children's check / current passport</li> <li><input type="checkbox"/> I understand that providing false information may result in cancellation of my enrolment in the training program</li> </ul> <p>APPLICANT'S NAME: ..... <i>Please PRINT IN UPPER CASE</i></p> <p>APPLICANT'S SIGNATURE: .....      DATE: ..... / ..... / .....</p>										

<b>PRIVACY POLICY</b>
<ul style="list-style-type: none"> <li>• Protecting an individual's privacy and personal information (that is, the privacy of students, trainers and assessors) is important to Triscott management and staff.</li> <li>• Triscott endeavours to maintain the highest level of confidentiality of the information it collects from students</li> <li>• Triscott privacy policy supports and endorses the national and state privacy standards.</li> <li>• Personal information on the enrolment forms is required by the government for statistical purposes.</li> <li>• Students who require access to their training records need to provide Triscott Educational Services' administration with a written request. The information will be available within 7 working days.</li> </ul>

<b>TRISCOTT EDUCATIONAL SERVICES PRIVACY STATEMENT</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> I understand that Triscott Educational Services is required to provide the Victorian Government (through the Department of Training) with student training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (available at <a href="http://www.education.vic.gov.au/training/providers/rto/Pages/data_collection.aspx">http://www.education.vic.gov.au/training/providers/rto/Pages/data_collection.aspx</a>)</li> <li><input type="checkbox"/> DET may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these, and other lawful purposes, DET may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.</li> <li><input type="checkbox"/> I have been advised by the training organisation that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department endorsed project or audit or review.</li> <li><input type="checkbox"/> The Education and Training Reform Act 2006 requires Triscott Educational Services to collect and disclose my personal information for a number of purposes – including the allocation to me of a USI number, a Victorian Student Number (VSN) and to update my personal information on the Victorian Student Register. For more information in relation to how student information may be used or disclosed please contact Triscott Educational Services' Privacy Officer (<a href="mailto:info@triscott.com.au">info@triscott.com.au</a>).</li> </ul> <p>I acknowledge and agree to the terms described in this privacy statement.</p> <p>Student signature: .....      Date: .....</p> <p style="text-align: right;">→      This statement must be signed and dated</p>

**FEES AND COSTS RELATED TO THE TRAINING**

**What costs and other fees should I expect?**

- course fees and costs are outlined below
- a non-refundable deposit of \$150 is required to establish your place in the training program
- the non-refundable deposit of \$150 is required when your Enrolment Form is submitted  
However, if a Course is already filled – you (the student) will be notified and your deposit will be refunded
- After eligibility has been determined, students will be invoiced for the balance of fees
- Full payment of course fees and mandatory attendance at an induction session will confirm your enrolment in the training program
- full payment of Course fees is required at least 7 days before the date that the Course is scheduled to begin

**Course Fees:**

Course fees include all tuition costs.

In 2016, all Triscott students will be Full-fee paying students. Triscott will not have access to 2016 VTG Funding.

	<b>Full Payment Due</b>	<b>Deposit paid on enrolment</b>	<b>Balance of Fees as per Invoice</b>
Fee for Service (Full Fee Paying students):	\$1350.00	\$150.00	<b>\$1200.00</b>

- *Nationally registered training does not attract GST*

**Class materials**

Students will be provided with an up-to-date work-book/manual at the first training session.  
Work-placement Agreement documentation and work-placement materials will be included in the work-book/manual.

**Concessions and Refunds:** Concessions are not available to Full-fee paying students. Individual situations will be clarified.

Refund Policy:

- A full refund will be organised if the training is cancelled, postponed (by more than 4 weeks) or if other arrangements cannot be made by Triscott – refunds will be transferred into the student’s nominated account
- If enrolment is withdrawn by a student, the \$150 non-refundable deposit will be retained by Triscott and the balance of the student’s fees will be transferred into the student’s nominated account
- No refund will be paid if the client withdraws after the training begins

**Payment of non-refundable \$150 deposit / \$1350 full fee**

I have arranged payment to Triscott Educational Services Pty Ltd by:

Payment method  direct payment – BSB: 633 000 Account: 151 741 386  
*I have enclosed the receipt for the direct payment*

enclosed a cheque

enclosed a money order

My payment is for:

Payment  initial non-refundable deposit (\$150)

full fee (\$1350)

I am interested in negotiating a payment plan with Triscott – fortnightly part payments will be stipulated, full payment to be received at Triscott 7 days before the training starts.

**VICTORIAN TRAINING GUARANTEE  
2016 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

**Section A – to be completed by an authorised delegate of Triscott Educational Services**

**Evidence of citizenship/residency and age:**

I confirm that in relation to \_\_\_\_\_  
(Student's full name)

I have sighted one of the following original documents OR a certified photocopy of the original document

- an Australian Birth Certificate (not a 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
- formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence

**and if the student's 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

**Section B.1 – To be completed by the student**

**Education history**

Q1 The highest qualification I currently hold is:

\_\_\_\_\_  
(Include the full title of your highest qualification, e.g. Certificate III in Children's Services)

Q2 Not including the current Certificate IV in Education Support – how many other government subsidised courses have you enrolled in - to undertake this year?

*Include training that you have enrolled in – to undertake with Triscott Educational Services and any other training providers – but have not yet started.*

0                      1                      2                      3                      4+                      (circle number)

Q3 Not including the course you are seeking to enrol in now – how many other government subsidised courses are you undertaking training in at the moment?

0                      1                      2                      3                      4+                      (circle number)

Q4 In your lifetime, how many government subsidised courses have you started/commenced that are at the same level as the Certificate IV in Education Support?

0                      1                      2                      3                      4+                      (circle number)

**VICTORIAN TRAINING GUARANTEE**  
**2016 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

**Section B.2 – To be completed by the student**

**Student Declaration**

I, \_\_\_\_\_ in seeking to enrol in  
 \_\_\_\_\_  
 (Student's full name)  
CHC40213 Certificate IV in Education Support

**Declare the following to be true and accurate statements:**

- a. I AM / AM NOT enrolled in a school – including government, non-government, independent, Catholic or home school  
 (circle appropriate response)
- b. I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program.  
 (circle appropriate response)
- c. I understand that my enrolment in the CHC40213 Certificate IV in Education Support may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand how enrolling in the above qualification will affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.
- 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: \_\_\_\_\_ Date: \_\_\_\_\_

**Section C – To be completed by an authorised delegate of Triscott Educational Services**

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

**Triscott Educational Services' Declaration**

Based on

- discussion with the student,
- the above evidence I have sighted (and retained a copy of) in Section A, and
- the information provided to me by the student in Section B of this form

I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the CHC40213 Certificate IV in Education Support

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Authorised Triscott Educational Services Pty Ltd delegate:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_



## CHC40213 Certificate IV in Education Support 2016 PRE-ASSESSMENT INTERVIEW

### SECTION 1A – STUDENT DETAILS

Student name:		
Student address: (for mailing)		Contact number Mobile:  Email:
Employer/school name:		
Employer/school address:		Date employed:
Employer's Declaration	I can confirm that the student identified above is a staff member at the above-mentioned school Principal / Assistant Principal: ..... Date:     /     /	

### SECTION 1B – QUALIFICATION DETAILS

Packaging rules:	CHC40213 - Certificate IV in Education Support consists of 17 Units: <i>12 x Core units, plus 5 x Elective units (listed on page 8)</i>	
Overview of the Education Support Worker's job role:	<p>Competencies at Certificate IV level enable the learner to:</p> <ul style="list-style-type: none"> <li>• demonstrate their understanding of a broad knowledge base – incorporating some theoretical concepts</li> <li>• consider solutions to a range of unpredictable problems</li> <li>• identify and apply their skill and knowledge to a wide variety of contexts – with depth in some areas</li> <li>• identify, analyse and evaluate information from a variety of sources</li> <li>• take responsibility for their own outputs - in relation to specified quality standards</li> <li>• take limited responsibility for the quantity and quality of the output of others</li> </ul> <p>This qualification reflects the role of workers - in a range of education and school settings - who provide assistance and support to teachers and student learning under broad based supervision. Education support workers generally perform required tasks with a moderate level of autonomy and/or supervision.</p>	
Occupational names may include:	Education support worker Teacher aide Aboriginal and/or Torres Strait Islander education officer	Teacher assistant Home tutor Indigenous language and culture teaching assistant

Units of Competency required for the qualification:	CHCDIV001 Work with diverse people
	CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
	CHCECE006 Support behaviour of children and young people
	CHCEDS001 Comply with legislative policy and industrial requirements in the education environment
	CHCEDS019 Support student's mathematics learning
	CHCEDS020 Support students' literacy learning
	CHCEDS021 Assist in facilitation of student learning
	CHCEDS022 Work with students in need of additional support
	CHCEDS023 Supervise students outside the classroom
	CHCEDS024 Use educational strategies to support Aboriginal and/or Torres Strait Islander education
	CHCEDS025 Facilitate learning for students with disabilities
	CHCEDS028 Assist in production of language resources
	CHCEDS031 Provide support to students with autism spectrum disorder
	CHCEDS032 Support learning and implementation of responsible behaviour
	CHCPRP 003 Reflect on and improve own professional practice
	CHCPRT001 Identify and respond to children and young people at risk
	HLTWHS001 Participate in workplace health and safety
<p>Course participants include people who are currently working in a range of education and school settings – providing assistance and support to teachers to facilitate students' learning under broad based supervision.</p> <p>Entry requirement for this program includes validated evidence in directly supervised support roles as an education support worker – as included on the individual's Pre-Assessment Interview. A pre-requisite for enrolment in the program is that the participant is currently employed on a part-time basis – generally between 15-22 hours per week – in a school setting.</p> <p>The program is offered over 48 weeks and participants require a training commitment of between 10-12 hours per week – acknowledging that much of the learning will be achieved 'on-the-job' in their current on-going workplace.</p> <p>Trainers will arrange workplace visits for each participant on an individual basis – in consultation with the participant's workplace supervisor.</p>	



**SECTION 2 – YOUR WORK HISTORY**

In the space provided, indicate any work experience that you feel is relevant to your application.

(This may include either full or part-time experience, voluntary or paid work).

<b>Employment details</b>			<b>Type of work undertaken</b>
<b>Employer name and address</b>	<b>Position and dates</b>	<b>Contact person and address</b>	

**SECTION 3 – LIST ANY PROFESSIONAL DEVELOPMENT AND/OR PROGRAMS THAT YOU HAVE COMPLETED OR PARTICIPATED IN.**

Record below - any relevant training / induction programs that you have attended through your current position or previous employment. Please attach a copy of any training records you have retained.

<b>Course provider and date (approx)</b>	<b>Name/Description of training course</b>	<b>Topics covered</b>

**SECTION 4 – YOUR OTHER INTERESTS**

In the space provided below, list any other interests or activities that may have assisted you to develop and acquire skills and knowledge that complement the qualification/or units of competency that you are claiming recognition for.

Description of interest	Duration	Skills acquired

**SECTION 5 – STUDENT'S EDUCATIONAL HISTORY**

Record your formal educational achievements.

Date	Level of study	Name of qualification	Result

**For Triscott Educational Services to complete:**

**SECTION 6 – VALIDATED EVIDENCE**

- the required evidence will be compiled in your portfolio to support your application

Type of evidence	Result/Comment
Copy of position (description/comment)	
Training records	
Written references	
Verbal references N/A	
Supervisor report	
Other evidence (describe)	

This section will be completed by your assessor when you complete the qualification requirements. It becomes part of our records.

Signed: ..... Date: .....  
*Triscott Assessor* *Completion date*

Certificate Number: .....

Page 13 is provided for your information and does not need to be submitted to Triscott

**BEFORE YOU SUBMIT YOUR ENROLMENT DOCUMENTATION TO TRISCOTT PLEASE CHECK**

Page 1 **Personal Information** - have you ... ?

- applied for and included your USI
- included your VSN (if relevant)
- Note: Triscott will issue you with a student number after your enrolment has been processed*
- attached a copy of an ID document, e.g. drivers licence, Working with Children Check

Page 1 **Fee Information**

- paid \$150 non-refundable deposit into the Triscott account
- Your receipt for \$150 will be forwarded to you as part of your invoice – outlining the balance of payments.*

Pages 2-3 **Government statistical information**

- completed details relating to Schooling, Language and Cultural Diversity, Employment, Disability, Qualification/s achieved since leaving school, Reason/s for current study

Page 3 **Triscott Privacy Statement**

- signed and dated

Page 4 **Method of payment**

- identified how your \$150 non-refundable payment has been paid

Pages 5-6 **Declaration**

- completed, signed and dated

Pages 7-11 **Pre-Assessment Interview**

- completed, signed and dated

**Reminder**

- Have you taken note of the dates and times related to your training sessions?
- Have you noted that you will need to provide either original or certified copies of your supporting documents to Triscott when enrolling – they will be scanned and filed

**YOUR ENROLMENT CANNOT BE PROCESSED WITHOUT THIS DOCUMENTATION**