



## UEE30811 - Certificate III in Electrotechnology Electrician

### Course Information Booklet

#### Frontier Institute of Technology

RTOID - 21244

[www.frontier.edu.au](http://www.frontier.edu.au)

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## About us

Frontier Institute of Technology is a Registered Training Provider that meets the administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards agreed to by the Federal, State and Territory Governments in Australia.

The State Government registering authority monitors Frontier Institute of Technology and subjects it to regular external audits to verify its adherence to the standards.

Frontier Institute of Technology has been established to deliver nationally recognised training to upgrade client's skills. Detailed quality systems have been established to ensure consistency in administration, delivery and assessments.

Frontier's objectives during this program are:

- to train and equip students with the skills and knowledge relating to **UEE30811 Certificate III in Electrotechnology Electrician** through an apprenticeship;
- to support students to achieve successful competency and completion of this program;
- to identify special needs and learning barriers
- to assist those with special needs; and
- to provide access and equity in the enrolment, delivery and assessment process.

## Who is this course designed for?

This is an apprenticeship program.

This course is designed for Australian residents who are above 18 years old and who are willing to pursue a career or continue a career pathway within the field of electrotechnology as a recognised Electrician.

This course is focused on Apprenticeship pathways, where the learner has an established Host Employer under whom they are employed full time or part time.

Learners must have the willingness to work as full-time apprentices for 4 years or part-time apprentices for 8 years, as required under the Electricity Safety (Licensing and Registration) Regulations 2010, while they are commencing their Training and Assessment with Frontier.

Our nationally recognised UEE30811 Certificate III in Electrotechnology Electrician provides competencies to select, install, set up, test, fault find, repair and maintain electrical systems and equipment in buildings and premises. It includes ERAC requirements for an 'Electrician's licence'.

The program may be organised/formatted around a combination of approaches that may include:

- Action Learning with on-site exposure;
- Coaching and mentoring;
- Recognition of Prior Learning, including credit transfer;
- Institution based learning and assessment program;
- Workplace; and
- A combination of the above.

Frontier Institute of Technology affirms that the training and assessment of all units of competency for this qualification will be delivered in a real or a very closely simulated workplace environment.

When you graduate, you'll have satisfied the Electrical Regulatory Authority Council's requirements to become a licensed electrician.

**Career Pathways** - Under the stream Systems Electricians, learners can find employment pathways as:

- Electrician - Cabling
- Electrician - Lifts
- General Electricians

Upon completion of this qualification, learners can choose to further their studies with a Certificate IV in Electrotechnology that offers a range of specialisations such as electrical contractor,

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electrical fitter/equipment and system technicians, energy management and control and general electrician-special classes.

## Entry Requirements

### Applicants must:

- Be 18 years or over;
- Be sufficiently proficient in English (read, write and speak) to be able to work successfully in a highly regulated environment;
- Have satisfactorily completed a minimum of year 12 or equivalent;
- Students must be an apprentice under the Australian Apprenticeships Scheme (AAS), be employed in the electrical industry and be registered with an Australian Apprenticeship Centre (AAC) prior to enrolment.

## Pre-Training Review (PTR)

A pre-training interview will be conducted with the applicant by a Frontier representative. This interview will help us identify your prior experience, existing knowledge, skills and suitability for the course. The Pre-Training Review will be valuable in determining if additional support and/or reasonable adjustment is required for you to successfully complete the course.

## Language, Literacy & Numeracy

Applicants must undertake a language, literacy and numeracy assessment during their induction session, prior to beginning the qualification. Results will be assessed on an individual level by the assessor.

Electrical apprentices will undertake their LLN test using Energy Space's Readiness Assessment tool. The Readiness Assessment tool is designed to assist aspiring electrical apprentices in understanding how prepared they are (in terms of

their literacy and numeracy skills) for the electrical trade program.

## What will I study?

The students enrolled in **UEE30811 Certificate III in Electrotechnology Electrician** are required to complete 22 units of competency as listed below:

### Core Units

**UEENECC020B** Participate in electrical work and competency development activities

**UEENEEE101A** Apply Occupational Health and Safety regulations, codes and practices in the workplace

**UEENEEE102A** Fabricate, assemble and dismantle utilities industry components

**UEENEEE104A** Solve problems in d.c. circuits

**UEENEEE105A** Fix and secure electrotechnology equipment

**UEENEEE107A** Use drawings, diagrams, schedules, standards, codes and specifications

**UEENEEE137A** Document and apply measures to control OHS risks associated with electrotechnology work

**UEENEEG006A** Solve problems in single and three phase low voltage machines

**UEENEEG033A** Solve problems in single and three phase low voltage electrical apparatus and circuits

**UEENEEG063A** Arrange circuits, control and protection for general electrical installations

**UEENEEG101A** Solve problems in electromagnetic devices and related circuits

**UEENEEG102A** Solve problems in low voltage a.c. circuits

**UEENEEG103A** Install low voltage wiring and accessories

**UEENEEG104A** Install appliances, switchgear and associated accessories for low voltage electrical installations

**UEENEEG105A** Verify compliance and functionality of low voltage general electrical installations

**UEENEEG106A** Terminate cables, cords and accessories for low voltage circuits

**UEENEEG107A** Select wiring systems and cables for low voltage general electrical installations

**UEENEEG108A** Trouble-shoot and repair faults in low voltage electrical apparatus and circuits

**UEENEEG109A** Develop and connect electrical control circuits

**UEENEEK142A** Apply environmentally and sustainable procedures in the energy sector

## Elective Units

**UEENED101A** Use computer applications relevant to a workplace

**UEENEEF102A** Install and maintain cabling for multiple access to telecommunication services

## How is assessment conducted?

Frontier has opted to use Energy Space's online resources to train and deliver this qualification.

Energy Space consists of 3 main portals: the Learning Portal, Elogbook/Eprofiling and Lighthouse. Before the induction, apprentices will receive a learning kit comprised of three student guides and any questions or doubts in regards to how to navigate through the platforms will be answered during the induction.

At the end of every unit of competency, apprentices will take a Unit Skill Test and a Unit Knowledge Test on Energy Space's web-based portal.

Evidence for assessment may be gathered over an extended period of time for consistency. The

student will complete each assessment task and submit them to their instructor, based on their agreed assessment timeline.

As all Learners are apprentices, they will have to complete their E-Profiling weekly to demonstrate work-based learning and experience. The Trainer/Assessor will check their E-profile cards once a month on the predetermined dates set in the timetable.

Trainers/Assessors along with Training Coordinators will visit the apprentice's employer and conduct a one on one meeting with the learner and their supervisor to discuss progress and other training related improvements, which will be recorded in a meeting minute template.

These types of meetings will be conducted during the term breaks.

All learning and assessment resources will be available to apprentices on Energy Space's web-based portal.

## How long will it take?

### Course Duration

**Full-time apprentices:** 1424 hours delivered over a period of 149 weeks, excluding holidays and term breaks, are allocated for a structured classroom-based training and assessment strategy. Including holidays and term breaks, the course will be delivered across 4 years.

**Part-time apprentices:** 1424 hours delivered over a period of 255 weeks, excluding holidays and term breaks, are allocated for a structured classroom-based training and assessment strategy. Including holidays and term breaks, the course will be delivered across 6.5 years.

### Intake Dates

The next intake date is **10th February 2020** for full-time apprentices.

Please enquire about intake dates for part-time apprentices with the Student Administration Office.

## How will the lessons be delivered?

### Delivery Method

The course will be delivered face-to-face in a classroom setup along with access to a practical workshop.

**Full-time apprentices** will attend classes 1 day a week, 8 hours a day.

**Part-time apprentices** will attend classes 1 days a week, 5 hours a day.

The face-to-face classes will include lectures, discussions, practice, formative assessments and summative assessments.

## Issue of Qualification

Students will receive a nationally recognised qualification when they fulfil the requirements of all the units of competency, including core and elective, in their training plans.

The qualification will be issued once all payments have been cleared. Students who have partially completed the units of competency will receive a Statement of Attainment. The certificates will typically be issued within 28 days of request or completion of the training.

Student records are managed securely and confidentially. They are available upon request for student perusal.

## Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is only available for candidates residing and working in New South Wales.

RPL is an assessment pathway to gain a qualification. Candidates may apply for RPL if they

believe they have the skills, knowledge and experience gained through work, training courses and work based training to meet the requirements of the course.

The evidence they provide will be assessed against the evidence requirements of one or more units of competency.

The RPL process shortens the course's duration, but has its own structure to assess candidates' competency against the qualification's units of competency.

There are five stages involved in the RPL process. However, it is upon the Trainer & Assessor's discretion to determine and select the steps that candidates will need to complete.

The more evidence provided by candidates at the beginning of the process, during the 'Initial RPL Self-Assessment', the less steps the RPL process will involve.

Please note that any training courses, work-based training, skills, knowledge and experience gained through work must have been gained in a legal manner to be able to be recognised for RPL. That means that the person applying for RPL must have legally carried out the work under a licence or permit to practice relevant to the applicable state legislation, and under the supervision of an unrestricted electrician licence holder.

Evidence of unlicensed work will not be recognised and may be sought by the Regulator to be used in the prosecution of unlicensed work.

The stages involved in the RPL process as key assessment methods include:

Stage 1: Unit Skill Test and Unit Knowledge Test

Stage 2: Third Party Report

Stage 3: Performance Evidence Gathering

Stage 4: Interview

Stage 5: Gap Training



## Credit Transfer

Students who have completed current units from training packages at other institutions will be given recognition on presentation of a verified Transcript, Award or Statement of Attainment.

## What can I expect from Frontier Institute of Technology?

- Experienced, knowledgeable and punctual trainers;
- Quality training materials and excellent student support;
- Scheduled face-to-face training sessions;
- User friendly course materials/manuals;
- Assessment of each module and assistance in gathering evidence
- Issued nationally recognised training;
- For further information about our services please see your student handbook.

## What is expected from Students?

In order to provide students with the highest level of tuition and delivery, it is expected that students meet the following minimum requirements:

- Students are expected to attend all scheduled classes. If a student is not available to attend a class for any reason, they are to contact their trainers prior to making any other arrangements.
- Students are advised to read through the unit manual and practice their knowledge between sessions.
- Students are advised to apply the skills learned in the training sessions to their work tasks.

Please contact Student Administration if you need further clarification on any of these points.

## How do I enrol?

## Apprenticeship

1. Meet the entry requirements.
2. Read the pre-enrolment and course information booklet.
3. Complete the Student Enrolment Form and sign it.
4. Supply supplementary documents such as your driving license to verify your identity.
5. Return the Enrolment form by post **or** email to:  
**Frontier Institute of Technology**  
**735 Pascoe Vale Road, Glenroy, Vic- 3046**  
**Email: [enrolment@frontier.edu.au](mailto:enrolment@frontier.edu.au)**
6. Alternatively, you can also fill out an online enrolment form available on our website.
7. A pre-training interview and an LLN test will be scheduled prior to your enrolment.
8. Upon final assessment of your current skills and experience, Frontier Institute of Technology will contact you to confirm your acceptance into the nominated course.

## Privacy Statement

Frontier Institute of Technology Pty Ltd is required to provide the Victorian Government, through the Department, with student and training activity data, which may include information you provide in the enrolment process. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines.

The Department 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, the Department may also disclose information to its consultants, advisors, other government agencies, professional bodies and/or other organisations.

## What will I need to pay?

### Full-time apprenticeship:

- Tuition \$13,000.00.
- Resources and Administration fees \$1,500.00.

Please consult our Student Administration Office for part-time apprenticeship costs.

Note: Fees may change during your course of study. Please be advised that Frontier Institute of Technology does not accept any fees more than \$1500.00 as an initial payment.

### Fee Refund Policy

Any fees paid prior to the commencement of a course are refundable upon withdrawal from the course, less the administration charge. If a student

withdraws from a course once training has commenced, no refunds are given. Please refer to the fees and refunds policy and procedures on our website at [www.frontier.edu.au](http://www.frontier.edu.au).

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## Other Qualifications Offered by Frontier Institute of Technology

### Business Services

BSB30415	Certificate III in Business Administration
BSB30915	Certificate III in Business Administration (Education)
BSB40515	Certificate IV in Business Administration
BSB50215	Diploma of Business
BSB50415	Diploma of Business Administration
BSB51918	Diploma of Leadership and Management

### Building and Construction Sector

CPC30111	Certificate III in Bricklaying/Blocklaying
CPC30116	Certificate III in Shopfitting
CPC30211	Certificate III in Carpentry
CPC30318	Certificate III in Concreting
CPC30611	Certificate III in Painting and Decorating
CPC31411	Certificate III in Construction Waterproofing
CPC40110	Certificate IV in Building and Construction (Building)
CPC41013	Certificate IV in Demolition
CPC50210	Diploma of Building and Construction (Building)
CPC50308	Diploma of Building and Construction (Management)
MSF30418	Certificate III in Glass and Glazing
UEE30811	Certificate III in Electrotechnology Electrician

### Community Services Sector

CHC33015	Certificate III in Individual Support
CHC52015	Diploma of Community Services

### Hospitality Sector

SIT30816	Certificate III in Commercial Cookery
SIT40516	Certificate IV in Commercial Cookery
SIT50416	Diploma of Hospitality Management

### Training and Assessment Sector

TAE40116	Certificate IV in Training and Assessment
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This form must be filled in its entirety. The information you supply will be kept private and confidential and will in no way be used for any marketing purposes.

<b>Section A.</b>  <b>ENTER YOUR FULL NAME*</b>	<b>Title:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other	
	<b>Family Name (Surname):</b>	
	<b>Given Names:</b>	
	<p><small>* 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 Frontier Institute of Technology 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. See section on the USI at the end of this form for a detailed explanation.</small></p>	
<b>Section B.</b>  <b>PERSONAL DETAILS</b>	<b>Date of Birth (D/M/Y):</b> /       /	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
	<b>Home Phone No:</b>	<b>Work Phone:</b>
	<b>Mobile No:</b>	<b>Email Address:</b>
	<b>Residential Address:</b>	
	<b>Flat/Unit Details:</b>	<b>Street Name:</b>
	<b>Suburb:</b>	
	<b>State:</b>	<b>Postcode:</b>
	<b>Postal Address (if different from above):</b>	
	<b>Flat/Unit Details:</b>	<b>Street Name:</b>
	<b>Suburb:</b>	
	<b>State:</b>	<b>Postcode:</b>
	<b>Section C.</b>  <b>EMERGENCY CONTACT DETAILS</b>	<b>Full Name:</b>
<b>Home Phone No:</b>		<b>Work Phone:</b>
<b>Mobile No:</b>		<b>Email Address:</b>
<b>Address:</b>		
<b>State:</b>		<b>Postcode:</b>
<b>Section D.</b>  <b>LANGUAGE &amp; CULTURAL DIVERSITY</b>	<b>1) In which country were you born?</b> <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____	
	<b>Country of Citizenship:</b> _____	
	<b>2) Australian Citizenship Status:</b> <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Temporary Resident Visa <input type="checkbox"/> Visitor's Visa <input type="checkbox"/> Business Visa <input type="checkbox"/> Holiday Visa <input type="checkbox"/> Permanent Humanitarian Visa <input type="checkbox"/> Other – please specify: _____ <input type="checkbox"/> Overseas – No Visa or Citizenship	

**3) Do you speak a language other than English at home?**

☐ No, English only

☐ Yes, other – please specify: \_\_\_\_\_

**4) How well do you speak English?**

☐ Very well

☐ Well

☐ Not well

☐ Not at all

**5) Are you of Aboriginal or Torres Strait Islander origin?**

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

☐ No

**(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)**

**Section E.  
DISABILITY &  
LEARNER  
SUPPORT**

**1) Do you consider yourself to have a disability, impairment or long-term condition?**

☐ Yes

☐ No

**2) If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

☐ Hearing/Deaf

☐ Physical

☐ Intellectual

☐ Learning

☐ Other

☐ Mental illness

☐ Acquired brain impairment

☐ Vision

☐ Medical condition

**3) If you have ticked any of the above, do you require any additional training support from us?**

☐ Yes

☐ No

**Section F.  
CONCESSION**

**1) Do you hold a current concession card?**

☐ Yes ☐ No

**2) If yes, what type of card? Please tick below:**

☐ Health Card

☐ Pensioner Card

☐ Veterans Gold Card

**If you ticked a concession card type you must write the number of the card here:** \_\_\_\_\_

**(You must provide a certified copy of the concession card with this enrolment application.)**

**Section G.  
SCHOOLING**

**1) Please tick the state(s) you have studied in (you may tick more than one box if multiple choices apply).**

☐ VIC

☐ SA

☐ NT

☐ NSW

☐ QLD

☐ WA

☐ TAS

☐ Overseas

**2) What is your highest COMPLETED school level?**

☐ Year 12 or equivalent

☐ Year 11 or equivalent

☐ Year 10 or equivalent

☐ Year 9 or equivalent

☐ Year 8 or below

☐ Never attended school

3) In which YEAR did you complete that school level? \_\_\_\_\_

4) Are you still attending secondary school?

☐ Yes ☐ No

5) Do you have a Victorian Student Number (VSN)?

If yes, what is the number? \_\_\_\_\_

6) Are you currently enrolled as an apprentice at another education provider?

☐ Yes ☐ No

If yes, what is your DELTA number? \_\_\_\_\_

**Section H.  
PREVIOUS  
QUALIFICATIONS  
ACHIEVED**

1) Have you SUCCESSFULLY completed any of the following qualifications?

☐ Yes ☐ No

2) If Yes, then tick ANY applicable boxes. If No, move to Section I.

Please indicate where you achieved the qualification by ticking the relevant boxes. A = Australia, E = Australian Equivalent and I = International

e.g. if you have Certificate III in Building and Construction achieved in Australia you should tick the boxes as indicated below:

**A E I**

☒ ☐ ☐ Certificate III (or trade certificate)

**A E I**

☐ ☐ ☐ Bachelor degree or higher degree

☐ ☐ ☐ Advanced diploma or associate degree

☐ ☐ ☐ Diploma (or associate diploma)

☐ ☐ ☐ Certificate IV (or advanced certificate/technician)

☐ ☐ ☐ Certificate III (or trade certificate)

☐ ☐ ☐ Certificate II

☐ ☐ ☐ Certificate I

☐ ☐ ☐ Certificates other than the above

**Section I.  
EMPLOYMENT  
STATUS**

1) Of the following categories, which BEST describes your current employment status?

☐ Full-time employee

☐ Part-time employee

☐ Self employed – not employing others

☐ Self employed – employing others

☐ Employed – unpaid worker in a family business

☐ Unemployed – seeking full-time work

☐ Unemployed – seeking part-time work

☐ Not employed – not seeking employment

2) If employed, of the following classifications, which BEST describes your current or recent occupation? (Tick ONE box only)

☐ Managers

☐ Professionals

☐ Technicians and Trades Workers

☐ Community and Personal Service Workers

☐ Clerical and Administrative Workers

- ☐ Sales Workers  
☐ Machinery Operators and Drivers  
☐ Labourers  
☐ Other

**3) If employed, which of the following classifications BEST describes the Industry of your current or previous employment? (Tick ONE box only)**

- |   |  |
|---|--|
| <input type="checkbox"/> Agriculture, Forestry and Fishing          | <input type="checkbox"/> Financial and Insurance Services                |
| <input type="checkbox"/> Mining                                     | <input type="checkbox"/> Rental, Hiring and Real Estate Services         |
| <input type="checkbox"/> Manufacturing                              | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Electricity, Gas, Water and Waste Services | <input type="checkbox"/> Administrative and Support Services             |
| <input type="checkbox"/> Construction                               | <input type="checkbox"/> Public Administration and Safety                |
| <input type="checkbox"/> Wholesale Trade                            | <input type="checkbox"/> Education and Training                          |
| <input type="checkbox"/> Retail Trade                               | <input type="checkbox"/> Health Care and Social Assistance               |
| <input type="checkbox"/> Accommodation and Food Services            | <input type="checkbox"/> Arts and Recreation Services                    |
| <input type="checkbox"/> Transport, Postal and Warehousing          | <input type="checkbox"/> Other Services                                  |
| <input type="checkbox"/> Information Media and Telecommunications   |  |

**4) Please fill in the details of your current employer below:**

Trading Name:

ABN:

Industry:

Legal Name:

Your Position:

Address:

Suburb:

State:

Postcode:

Phone:

Mobile:

Contact Person:

Contact Number:

**Section J.  
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  
☐ To get skills for community/voluntary work  
☐ Other reasons

**Section K.  
UNIQUE STUDENT  
IDENTIFIER (USI)**

**From 1 January 2015, Frontier Institute of Technology 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 Unique Student Identifier (USI). If you have not yet obtained a USI, you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi/> using a computer or a mobile device.**

Enter your Unique Student Identifier (if you already have one)

Unique Student Identifier

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#### Application for Unique Student Identifier

If you would like Frontier Institute of Technology to apply for a USI on your behalf, you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>. You must also provide some additional information, as noted at the end of this form, so that we can apply for a USI on your behalf.

I [STUDENTNAME] ..... authorise Frontier Institute of Technology to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

☐ I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <https://www.usi.gov.au/Training-Organisations/Pages/Privacy-Notice.aspx>.

Town/City of Birth: \_\_\_\_\_

(please write the name of the Australian or overseas town or city where you were born)

Please provide details for one of the forms of identity below.

Please ensure that the name written in the 'Personal Details' section is exactly the same as what is written in the document you provide below.

#### Australian Driver Licence:

State: \_\_\_\_\_

Licence Number: \_\_\_\_\_

#### Medicare Card:

Medicare Card Number: \_\_\_\_\_

Individual Reference Number (next to your name on your Medicare card): \_\_\_\_\_

#### Card Colour:

☐ Green Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)

☐ Yellow Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format MM/YYYY)

☐ Blue Expiry Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (format DD/MM/YYYY)

☐ Australian Passport Passport Number \_\_\_\_\_

☐ Non Australian Passport (with Australian Visa)

Passport Number \_\_\_\_\_ Country of Issue \_\_\_\_\_

☐ Citizenship Certificate

Stock Number: \_\_\_\_\_ Acquisition Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

☐ Certificate of Registration by Descent Acquisition Date \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

In accordance with section 11 of the Student Identifiers Act 2014, Frontier Institute of Technology will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

**Section L.**  
**DELTA NUMBER**

The Direct Entry Level Training Administration (DELTA) is the Victorian register of apprenticeship and traineeship training contracts. DELTA gives registered training organisations (RTOs) the opportunity to view the details of their own apprentices and trainees records. DELTA also allows them to enrol and update the completion of an apprenticeship or traineeship.

Enter your Direct Entry Level Training Administration Number

DELTA Number

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**Section M.**  
**CREDIT TRANSFER**

**CREDIT TRANSFER**

If you have any prior Nationally Recognised Certificates or Statements of Attainment completed within Australia, they may be eligible for Credit Transfer. You must present an original certificate with a transcript of the competencies containing nationally recognised titles and codes. If any of these units' titles and codes are equivalent to the ones you are enrolled in, you might be granted a Credit Transfer for that particular unit.

In the table below, please list the name and code of the unit(s) you wish to apply for a Credit Transfer in.

Unit Code	Unit Title	CT Granted (RTO to complete)	CT Not Granted (RTO to complete)	Reasons for not granting CT

**Student Declaration & Signature:**

Original or certified copies of all certificates/Statements of Attainment have been provided by the student for the purposes of this Credit Transfer application and are documents obtained through accredited training pathways.

Student Signature: \_\_\_\_\_



**Section N.  
COMPLAINT  
AND APPEAL**

Frontier's Management shall ensure that all complaints and appeals are dealt with in accordance with the principles of natural justice and procedural fairness and will remain publicly available.

At Frontier Institute of Technology, we encourage every individual, whether they are a student or staff, to share their views, as your opinion is important in serving you better. Frontier ensures that we will try to resolve any concerns through a one on one friendly discussion at first instance, and if you remain unhappy with any of our decisions or actions, you can formalise your complaint and appeal through the process explained at [www.frontier.edu.au/policies/](http://www.frontier.edu.au/policies/). Upon receiving a written complaint, we will get back to you within 10 working days. If the matter remains unsolved after two attempts, you are always free to appeal externally. For more details about Frontier's Complaint and Appeal Policy, please access [www.frontier.edu.au/policies/](http://www.frontier.edu.au/policies/).

**Section O.  
PRIVACY  
STATEMENT &  
STUDENT  
DECLARATION**

I understand that Frontier Institute of Technology is required to submit data sourced from this enrolment form to the national VET administrative collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by Frontier Institute of Technology 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.
- Researchers.

☐ I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

From time to time, photographs or video tapes of students and their learning are taken in a classroom or at places where the student is involved in an activity. These photos/images/videos may be used in a classroom or on the job work activities or could be published by Frontier in documents, newsletters, displays, journals, professional development materials for trainers and teachers or on the Frontier website. In addition, some outstanding student work may also be published.

☐ I give my consent for Frontier Institute of Technology to use my photo or video on its website, social media platform, and in any promotional material or brochures that they may use or develop.

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

☐ The information herein provided is (to the best of my knowledge) true, correct and complete at the time of my enrolment. This includes information and evidence (about my date of birth and my highest held qualification level) provided to assess my eligibility for government subsidised training under the Victorian Training Guarantee.

☐ If under an apprenticeship or traineeship program; I, the applicant, give permission for the trainer/college representative to discuss my training program, development and evidences with my employer, other trainers or supervisors. A monthly session report will be reviewed by my designated supervisor.

☐ I declare that I have accurately stated the number of government subsidised courses I have commenced or am scheduled to commence in the current year; and the number of government subsidised courses I am currently undertaking to be true and accurate and that this does not exceed two subsidised courses in any one calendar year.

☐ I give permission for the information contained in this enrolment form to be released to the Australian Government & State Governments for use in Australian Vocational Education and Training Information System (AVETMISS) for research and statistical purposes only.

☐ I confirm that I have been informed about the training, assessment and support services to be provided and about my rights and obligations as a student at Frontier Institute of Technology.

☐ I have been informed of and/or have been provided the Frontier Institute of Technology Policies & Procedures, which are also available on their website at [www.frontier.edu.au](http://www.frontier.edu.au), and I agree to abide them.

☐ I declare that I have been provided a copy of the Frontier Institute of Technology Fees & Charges Policy and understand the costs and duration regarding my course/s.

☐ I understand that I am required to notify of my non-attendance at class through writing, SMS or a phone call, and that I must provide Frontier Institute of Technology with a written notice if I intend to withdraw from my course.

☐ I understand that Frontier Institute of Technology may refuse, vary, reverse or terminate my enrolment on the basis of untrue, misleading or incomplete information provided on the enrolment and eligibility forms.

I have read and understood the information and enrolment kit and agree to the privacy statement and the requirements of this course. I wish to enrol for this course with Frontier Institute of Technology Pty Ltd. This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws. I also understand that I am required to advise Frontier Institute of Technology Pty Ltd of any change of name or address within 14 days of its occurrence.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Note: parental consent required if student is under the age of 18.

Parent/Guardian's Signature (if under 18 years): \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_