



Course information and Enrolment Kit for CPC50210 - Diploma of Building & Construction (Building) - Victoria

Frontier Institute of Technology RTO 21244
735 Pascoe Vale Road, Glenroy VIC 3046 (03) 9041 1820
info@frontier.edu.au www.frontier.edu.au

PART A: PRE-ENROLMENT INFORMATION

Who are we?

As Benjamin Franklin once professed, “An investment in knowledge pays the best interest.” We, at Frontier Institute of Technology, believe, indeed knowledge is power and with the right guidance, you can achieve the very best. If you are looking to do a course to start a new career, re-enter the workforce, contemplating a change in career or up-skilling to get that promotion you have been eyeing, then we would like to help.

Established in September 2002, Frontier Training and Technology Pty Ltd is a Registered Training Organisation, (provider number 21244). Our courses are delivered across Australia. We offer a range of nationally recognised qualifications from Certificate II to Diploma level across various sectors. We also offer a line of short courses that are continually updated that will help in keeping your skills current.

Who is this course designed for?

This course is designed for the Recognition of Prior Learning (RPL) pathway for Expert learners who currently has got extensive work experience in the building and construction industry for at least 2 years and has been engaged under supervision of a Registered Builder. Learners of this category would be able to demonstrate end to end involvement as tradesman or building coordination for small to medium size domestic building projects.

Learners with minimum 2 years of extensive work experience around being familiar to application builder permit, contracts and people management, costing and financial management skills to an extent, coordinating construction work onsite and hands-on building work carried could vary in their respective trade’s expertise. They either have ‘assisted’, ‘carried out’ or ‘managed’ domestic building projects as paid work under registered Builder.

90% of the learners enrolled for RPL Pathway learning outcome is obtaining their builder license limited or unlimited. Although Frontier requires minimum 2 years of work experience, but for each Victorian builder License has different work experience duration requirements and work evidence.

What will I study?

This qualification is designed to meet the needs of builders, including selecting contractors, overseeing the work and its quality, and liaising with clients.

The builder may also be the appropriately licensed person with responsibility under the relevant building licensing authority in the State or Territory. Builder licensing varies across States and Territories and additional requirements to attain this qualification may be required.

The qualification has core units of competency requirements that cover common skills for the construction industry.

The construction industry strongly affirms that training and assessment leading to recognition of skills must be undertaken in a real or very closely simulated workplace environment and this qualification requires all included units of competency to be delivered in this context.

Completion of the general induction training program specified by the National Code of Practice for Induction Training for Construction Work (ASCC 2007) is required before entering a construction work site. Achievement of unit CPCCOHS1001A covers this requirement.

Domestic building work is work associated with the construction, renovation, improvement or maintenance of a home. Homes are class 1, 2 and 4 buildings, and associated class 10 buildings.

There are 30 classes of domestic building work.

There is no specific elective unit identified and determined by Victorian Building Authority. However, upon reviewing the eligibility requirements of Domestic Builder Limited and Unlimited licensing requirements, Frontier has carefully selected the 5 electives which includes 3 electives from Group A and 2 from Group B.

The students enrol in CPC50210 Diploma of Building and Construction (Building) are required to complete 18 units of competency as listed below:

Core Units

BSBOHS504B Apply principles of OHS risk management

BSBPMG505A Manage project quality

BSBPMG508A Manage project risk

CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects

CPCCBC4003A Select and prepare a construction contract

CPCCBC4004A Identify and produce estimated costs for building and construction projects

CPCCBC4010B Apply structural principles to residential low rise constructions

CPCCBC4013A Prepare and evaluate tender documentation

CPCCBC5001B Apply building codes and standards to the construction process for medium rise building projects

CPCCBC5002A Monitor costing systems on medium rise building and construction projects

CPCCBC5003A Supervise the planning of on-site medium rise building or construction work

CPCCBC5010B Manage construction work

CPCCBC5018A Apply structural principles to the construction of medium rise buildings

Victoria Elective Units

CPCCBC4005A Produce labour and material schedules for ordering

CPCCBC5009A Identify services layout and connection methods to medium rise construction projects

CPCCBC5011A Manage environmental management practices and processes in building and construction

CPCCBC5013A Develop professional technical and legal reports on building and construction projects

BSBR501 Manage risk

Future Prospect:

Employment Pathways: Completion of this qualification, learners will be eligible to receive their Diploma of Building and Construction (Building). Diploma holders will be

- Site Supervisor
- Construction Manager
- Builder
- Estimator
- Building Coordinator
- Onsite Administrator
- Contract Administrator
- Operations Manager

Study Pathways: Completion of this qualification, learners will be eligible to receive their Diploma of Building and Construction (Building).

Learners may also be eligible for one of the following qualifications:

- Advanced Diploma of Building & Construction (Management)
- Bachelor of Applied Science (Project Management)
- Bachelor of Applied Science (Construction Management)
- Bachelor of Construction Management (Honours)

Please note: Completing of this qualification will not guarantee the Builder's License, for further information please contact: Victoria Building Authority <https://www.vba.vic.gov.au/>

What is RPL?

RPL assesses current skills and knowledge against unit(s) of competency within a qualification. The skills and knowledge may be gained through formal or informal learning activities. Skills and knowledge are gained through:

- Work experience (i.e., on the job learning, networking, volunteering);
- Study (such as training courses and professional development); and
- Life experiences.

These learning opportunities can contribute to an individual's current abilities to enable formal recognition of a nationally recognised qualification / unit of competency

Who is eligible?

To be eligible and for us to consider a candidate's application, the candidate must provide the following evidences along with a filled application form: 1. Minimum 2 years of job experience in the industry with previous experience and qualification gained for any trades like carpentry or bricklaying and 3-4 years with no trade experience and qualifications, supported by a current CV and other relevant documents as listed below: a) CV / Resume; b) Any licenses if applicable; c) Previously completed qualification certificates and transcripts; d) Overseas qualification and transcripts, if relevant; e) Employer's Letter of employment; f) If business owned by the candidate, an ABN registration copy; g) A supervisor's letter acknowledging their experience in the job and the industry; 2. A declaration of a nominated third-party supervisor, who will work along the candidate to support their RPL process. A third-party supervisor could be a colleague, a manager or a supervisor at your workplace. 3. At least 2 referees, not including the third-party supervisor. You also have to minimum 25 years and above to be considered for your RPL process.

Potential Candidates must fill out the RPL application form with the above evidence and submit it to Frontier via email to enrolment@frontier.edu.au. Once the application is processed, the candidate will receive an initial self-assessment document in which they are required to select the type of evidence that they can provide for each unit of competency. As soon as the candidate submits the initial self-assessment, the administration team will forward the document along with the evidence provided to a qualified Trainer who will evaluate it and contact the candidate. The Trainer and Assessor will provide the candidate with an RPL initial evaluation report outlining the next steps they will have to take. If the candidate is dissatisfied with the outcome of the RPL application, they have the right to appeal the decision. For more details on the outcome appeal process, please read Frontier's Student Support Policy and Procedure and Frontier's Complaint and Appeal Policy and Procedure. Both policies can be found at <https://frontier.edu.au/policies-2/>.

Applicants must:

- Be 30 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
- Minimum of 2 years of work proven experience in the relevant industry

Pre-Eligibility Checking procedure

Frontier will conduct the basic eligibility checklist to meet the above requirements. Upon confirmation, learners are required to undertake an LLN test followed by a pre-training review. The sole objective of the LLN test and pre-training review is to determine the learner's need and the end goal to form the course. If the learner has previously achieved any qualification that is equivalent to the AQF level of this qualification or above and can provide evidence, would be exempted from LLN test.

Language, literacy and 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.

Depending upon the level of support required for the language, literacy or numeracy an alternative training and assessment methods may be used or the learners will be recommended to pursue Foundation Skills program, which will help them fulfil the LLN gap and achieve the qualification.

- Frontier Training and Technology staff will review the applicant's language, literacy and numeracy skills during the application process with writing tasks and one-on-one interviews. For more information refer to Frontier's Enrolment Policy.
- If the review determines the applicant would benefit from a thorough language, literacy and numeracy skill assessment, carried out by a trained assessor with expert knowledge of the Australian Core Skills Framework, Frontier staff will discuss further options with the applicant as outlined in Frontier's Enrolment Policy.
- The initial LLN test will determine the Learner's ACSF level against the ACSF entry level requirement for each LLN focus area relevant to the qualification. Below is the table that outlines the entry LLN ACSF level expected from a learner to undertake training and assessment for the qualification. Please refer to our Student Support Policy for more information: <https://frontier.edu.au/policies-2/>

Pre-training Review:

A pre-training interview would 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. Pre-Training Review will be valuable in determining additional support and/or reasonable adjustment required for you to successfully complete the course.

For each eligible individual, Frontier will conduct a Pre-Training Review of current competencies including literacy and numeracy skills prior to enrolment in training. The Pre-Training Review will:

Part A: Learner Profile

Part A is to determine a general understanding of his current work experience and learner's reason for undertaking the course.

Part B: Training Need Analysis

Part B determines the learner's preferred learning style, preferred method of delivery, RPL and credit transfer options if applicable and any special needs for reasonable adjustment.

Part C: Digital Literacy

As the RPL pathway and many of our courses are delivered and assessed by distance or online mediums, digital literacy enables us to know whether a learner can and to what extent use digital mediums for undertaking their assessments, training delivery and other communications.

Part D: Learners applying for licensing or skill assessment

Many of Frontier's trade qualifications have state specific elective unit's preferences. Frontier through part D identifies learners' learning outcome. If a learner's need for further licensing or skill assessment as learning outcome, Frontier makes aware to our learner's state regulatory requirements and provides them an opportunity to select the elective units as per the state regulatory elective unit of competencies requirements.

Learners are provided with a Pre-Training review questionnaire which they have to complete and submit prior to commencement. The Trainer and Assessor is responsible to review the Pre-Training review questionnaire and provide with necessary feedback and recommendation to adopt a learning and assessment strategy that is best suitable for the learner adhering to the qualification's requirement.

Who are eligible as Referees to assess your skill and knowledge?

The applicant must provide details of three referees on the application form. Out of the three, one of the referees, the 'Testimonial Referee', must be a supervisor, and the other two, the 'Nominated Referees', will be contacted by the Assessor for reference check. One of the 'Nominated Referees' should be able to provide the candidate with a 'Third-Party Report', and they must be in a position to verify the applicant's skills and knowledge and to validate the candidate's working period with the company. An explanation of the type of referees are detailed below:

Testimonial Referee: A testimonial referee can be an employer, a supervisor or a manager. They should be able to provide the candidate with a testimonial letter declaring that they have known them for more than 1 year and declare that they have sufficient job experience to meet the qualification requirements. The testimonial referee must also outline how the qualification will benefit the candidate and the job role at their workplace.

Nominated Referee: There should be two nominated referees in the form. A nominated referee can be a colleague, a supervisor or a manager who has worked with the candidate and can assess their skills and knowledge relevant to each unit of competency. The two nominated referees are the ones who will be contacted for reference check. One of the nominated referees has to provide a detailed Third-Party Report for each Unit of Competency.

The RPL Stages: Recognition of Prior Learning (RPL) is an assessment pathway to gain a qualification when a candidate believes that 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 duration, but it has its own structure to assess students' competency against units of competency. There are six stages involved in the RPL process, however, it is upon the Trainer & Assessor's discretion to determine and select the steps that students will need to complete. The more evidence provided by students at the beginning during the 'Initial RPL Self-Assessment', the lesser 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.

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

The stages involved in the RPL process include:

Step 1 and 2: Initial Self-Assessment and Evidence Gathering: During this initial stage, the candidate is provided with an 'Initial Self-Assessment' document or link where they are required to select the type of evidence that they can provide for each unit of competency. For each unit of competency, a candidate must provide all mandatory evidence and at least one optional piece of evidence listed in the options. The candidate will have to gather the listed evidence and submit them in the next stage: 'Stage 2-Evidence Gathering Assessment'. As per the Victorian Building Authority all work evidence must be within 7 years from the current time. Abiding by the Victorian Building Authority, Frontier would only accept evidences as per the timeline set by Victoria Building Authority. One of the work evidence of site project must be of Class 1 A building.

Collecting evidence and privacy: Students will need to advise Frontier prior if there is any limitation on privacy that restricts them from providing any work samples. Frontier would undertake consent from the learner prior to the RPL process to ensure:

- Permission has been obtained (Privacy Laws enforce the need to gain permission from your organisation and the client) to use the evidence.
- Removing sensitive names and figures and marking documents as “confidential” and “not to be photocopied or scanned”.

Note under the relevant Acts and privacy policies of organisations, if there is confidential information that cannot be included as work samples, the Assessor will discuss alternative assessment methods.

Upon assessing the candidate’s supplied evidence, a qualified Trainer & Assessor will provide an outcome by completing the ‘RPL Initial Evaluation Report’ outlining the next steps they will have to take. The next four stages are explained in details below:

Stage 3: Interview

This stage is a compulsory stage for all learners. This stage is conducted after the ‘RPL Initial Evaluation Report’. Candidates are required to book a time and date with their trainer and assessor for a one-on-one interview, where the assessor will ask the candidates several questions relevant to the units of competencies of the qualification, they are undertaking RPL. If the candidate cannot make time to come and see the trainer and assessor in person, the interview can be conducted through Skype, GoToMeeting or over the phone, whichever is suitable, discussed and agreed by candidate and the trainer and assessor. Administration will support the Trainer and Assessor with the communication. The trainer and assessor can record the candidate’s answers in written format on the ‘Stage 3: Interview Questions’ template or a voice recording. The candidate must be informed they will be recorded and must agree to do so.

The candidate’s personal information is protected by our Privacy Policy and will remain safe and secured. The information will be used only for assessment judgement and might be shared with Government authorities when requested.

Stage 4: Third Party Report

Stage 4 is applicable to candidates that have failed to submit all the mandatory evidence and at least one optional evidence listed for each unit of competency. At this stage, the candidate’s third-party supervisor must submit a third-party report using their respective templates of the units of competency mentioned in the assessor’s ‘RPL Initial Evaluation Report’. The candidate’s supervisor/ Third Party Referee must provide comments for each item on the checklist for each unit of competency outlining if the candidate’s performance is valid, current and sufficient to demonstrate competency in each unit.

Stage 5: Written Questions & Answers / Practical Demonstration

Stage 5 will be applicable to candidates that have failed to submit at least 40% of the mandatory evidence and at least one optional evidence listed for each unit of competency. Candidates may be asked to complete Written Q & A relevant to the selected unit of competency which lacks sufficient evidence or the assessor may ask candidates to practically demonstrate specific tasks relevant to the unit of competency that lacks sufficient evidence. The latter can be done through Skype, GoToMeeting or in person. It is the Assessor’s discretion to decide which task the learner needs to complete from the Assessment booklet.

Stage 6: Gap Training and Assessment OR Gap Assessment

Stage 6 will be applicable to candidates that have failed to submit any of the mandatory evidence and at least one optional evidence listed for each unit of competency. At times, this stage might be recommended towards the end of the process if the assessor determines that the gathered evidence has failed to meet the unit of competency requirements. At this stage, an applicant must complete all assessments from the assessment booklet. Learners who submit the third-party report during the Third-Party Report Stage may not have to repeat the Third-Party evidence gathering task in the assessment booklet.

Situation where Gap Training and Assessment is identified, The Assessor creates a Training and Assessment plan based on the nominal hours of the unit of competency selected for gap Training and Assessment on mutual arrangement. The Gap Training could be conducted at Frontier's campuses or at the learner's workplace or via any virtual online medium authorised by Frontier.

For more information, please read Frontier's RPL Assessor Guide.

How do I pay? Upon receiving your enrolment confirmation email and invoice, you will be required to make your payments. Please note that Frontier will not collect more than \$1500 at the time of enrolment.

Frontier offers different convenient payment methods:

1. Pay directly with our Accounts Department
2. Study Pay
3. Study Loans
4. Direct Debit (ezy pay)
5. Verto Skill to Transform
6. Quicka pay
7. Stripe

For more information about the above options, please access <https://frontier.edu.au/how-to-pay/>

A standard cooling off period of 5 calendar days apply to all the training products and services offered by Frontier except where mentioned. The 5 days cooling off period is effective from the time the invoice has been paid by the learner or by a third party on behalf of the learner. To be effective, the student must give us a written notice at any time during the 5-calendar day cooling off period.

If a learner withdraws or cancels their enrolment within the cooling off period, the learner is eligible to receive a full refund of the tuition fees, minus the administration fee. If a learner requests for a refund after completion of the cooling period the refund procedure mentioned in this policy applies

Learners enrolled for Recognition of Prior Learning (RPL) and withdraws in the middle of the RPL process does not qualify for any refund.

How long will it take?

The time taken to complete will depend on the learner and the delivery option selected. You will be provided with a maximum of 14 months to submit all their assessments. Failing to complete within 14 months, the learner will have to re-enrol with the 50% of the tuition fee that they have paid in their current enrolment.

Qualification Issuance: Upon successful completion of the course, students will receive a formal qualification certificate or statement of attainment. Please note that a qualification or statement of attainment won't be issued until all agreed fees the learner owes are paid.

In situation where you withdraw from the course in the middle of the evidence gathering process, upon receiving your withdrawal form, Assessor will finalise your outcome on the units of competency that you have provided sufficient and valid evidence as per request and would result an outcome for the units where RPL has been granted. If any of the stages in respective to the unit of competency as requested by your Assessor outlined in the stage 1 and 2 reports, has not been met, the unit of competency cannot be resulted.

Student records are managed securely and confidentially and are available upon student's request.

National Recognition: Students who have completed units from their course at other institutions will be given recognition upon presentation of a verified Transcript, Award or Statement of Attainment.

What Frontier expects from its students: In order to provide students with the highest level of training, it is expected that students:

- Students are expected to attend all classes scheduled (if applicable). Students must notify the college or their trainer if they won't be able to attend a class.
- Students are required to read all their learning resources.
- Students are asked to apply the skills learned in the training sessions to their work tasks.
- Effective and efficient communication.

What you can expect from Frontier Training and Technology

- Experienced, knowledgeable and punctual trainers;
- Quality training materials and excellent student support;
- Scheduled face-to-face or virtual training sessions;
- Scheduled face-to-face or virtual support sessions;
- User friendly course materials;
- Assistance in gathering evidence;
- Nationally recognised certificate;
- For further information about our services, please consult your student handbook.

Please contact our head office if you need clarification of any of these points.

Fees and Refund Policy

Please refer to Frontier's Fees and Refund policy for detailed information about our procedures:

<https://frontier.edu.au/policies-2/>

PART B: ENROLMENT FORM

Qualifications offered by Frontier Institute of Technology

Please select the qualification you wish to enrol in.

Business

| Qualification Code | Qualification Name | Tick (✓) the relevant box. |
|--------------------|--|----------------------------|
| 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 | |
| BSB61015 | Advanced Diploma of Leadership and Management | |
| BSB30120 | Certificate III in Business | |
| BSB40120 | Certificate IV in Business | |
| BSB50120 | Diploma of Business | |
| BSB50420 | Diploma of Leadership and Management | |
| BSB60420 | Advanced Diploma of Leadership and Management | |

Building and Construction

| Qualification Code | Qualification Name | Tick (✓) the relevant box. |
|--------------------|--|----------------------------|
| CPC30111 | Certificate III in Bricklaying/Blocklaying | |
| CPC30116 | Certificate III in Shopfitting | |
| CPC30211 | Certificate III in Carpentry | |
| CPC30313 | 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 | |
| CPC50308 | Diploma of Building and Construction (Management) | |
| CPC50210 | Diploma of Building and Construction (Building) | |
| MSF30418 | Certificate III in Glass and Glazing | |
| CPC30318 | Certificate III in Concreting | |
| CPC30318 | Certificate III in Concreting | |
| CPC30120 | Certificate III in Shopfitting | |
| CPC30220 | Certificate III in Carpentry | |
| CPC30620 | Certificate III in Painting and Decorating | |
| CPC31420 | Certificate III in Construction Waterproofing | |
| CPC33020 | Certificate III in Bricklaying and Blocklaying | |
| CPC40120 | Certificate IV in Building and Construction | |
| CPC41020 | Certificate IV in Demolition | |
| CPC50220 | Diploma of Building and Construction (Building) | |

Community Service

| Qualification Code | Qualification Name | Tick (✓) the relevant box. |
|--------------------|---------------------------------------|----------------------------|
| CHC33015 | Certificate III in Individual Support | |
| CHC52015 | Diploma of Community Services | |

FOOD AND HOSPITALITY

| Qualification Code | Qualification Name | Tick (✓) the relevant box. |
|--------------------|---------------------------------------|----------------------------|
| SIT30816 | Certificate III in Commercial Cookery | |
| SIT40516 | Certificate IV in Commercial Cookery | |
| SIT50416 | Diploma of Hospitality Management | |

ELECTROTECHNOLOGY

| Qualification Code | Qualification Name | Tick (✓) the relevant box. |
|--------------------|--|----------------------------|
| UEE30811 | Certificate III in Electrotechnology Electrician | |

Training & Assessment

| Qualification Code | Qualification Name | Tick (✓) the relevant box. |
|--------------------|---|----------------------------|
| TAE40116 | Certificate IV in Training and Assessment | |

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.

| | | |
|---|---|---|
| Section A. ENTER YOUR FULL NAME* | Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other | |
| | Family Name (Surname): | |
| | Given Names: | |
| | * 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. | |
| Section B. PERSONAL DETAILS | Date of Birth (D/M/Y): / / | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other |
| | Home Phone No: | Work Phone: |
| | Mobile No: | Email Address: |
| | Residential Address: | |
| | Flat/Unit Details: | Street Name: |
| | Suburb: | |
| | State: | Postcode: |
| | Postal Address (if different from above): | |

| | | |
|---|--|-----------------------------|
| | Flat/Unit Details: | Street Name: |
| | Suburb: | |
| | State: | Postcode: |
| Section C. EMERGENCY CONTACT DETAILS | Full Name: | Relationship to You: |
| | Home Phone No: | Work Phone: |
| | Mobile No: | Email Address: |
| | Address: | |
| | State: | Postcode: |
| Section D. LANGUAGE & CULTURAL DIVERSITY | 1) In which country were you born? <input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____ | |
| | Country of Citizenship: _____ | |
| | 2) Australian Citizenship Status: <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? <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: _____ | |
| | 4) How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all | |
| | 5) Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> No | |
| | (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes) | |

| | | | | | | | | | | | |
|--|--|---------------------------------------|---|-----------------------------------|--|---------------------------------------|---------------------------------|-----------------------------------|--|--------------------------------|--|
| Section E. DISABILITY & LEARNER SUPPORT | <p>1) Do you consider yourself to have a disability, impairment or long-term condition?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2) If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:</p> <table border="0"> <tr> <td><input type="checkbox"/> Hearing/Deaf</td> <td><input type="checkbox"/> Mental illness</td> </tr> <tr> <td><input type="checkbox"/> Physical</td> <td><input type="checkbox"/> Acquired brain impairment</td> </tr> <tr> <td><input type="checkbox"/> Intellectual</td> <td><input type="checkbox"/> Vision</td> </tr> <tr> <td><input type="checkbox"/> Learning</td> <td><input type="checkbox"/> Medical condition</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> </tr> </table> <p>3) If you have ticked any of the above, do you require any additional training support from us?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Mental illness | <input type="checkbox"/> Physical | <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Vision | <input type="checkbox"/> Learning | <input type="checkbox"/> Medical condition | <input type="checkbox"/> Other | |
| <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Mental illness | | | | | | | | | | |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Acquired brain impairment | | | | | | | | | | |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Vision | | | | | | | | | | |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Medical condition | | | | | | | | | | |
| <input type="checkbox"/> Other | | | | | | | | | | | |
| Section F. CONCESSION | <p>1) Do you hold a current concession card?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2) If yes, what type of card? Please tick below:</p> <p><input type="checkbox"/> Health Card <input type="checkbox"/> Pensioner Card <input type="checkbox"/> Veterans Gold Card</p> <p>If you ticked a concession card type you must write the number of the card here: _____</p> <p>(You must provide a certified copy of the concession card with this enrolment application.)</p> | | | | | | | | | | |
| Section G. SCHOOLING | <p>1) Please tick the state(s) you have studied in (you may tick more than one box if multiple choices apply).</p> <p><input type="checkbox"/> VIC <input type="checkbox"/> SA <input type="checkbox"/> NT <input type="checkbox"/> NSW <input type="checkbox"/> QLD <input type="checkbox"/> WA <input type="checkbox"/> TAS <input type="checkbox"/> Overseas</p> <p>2) What is your highest COMPLETED school level?</p> <p><input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school</p> <p>3) In which YEAR did you complete that school level? _____</p> <p>4) Are you still attending secondary school?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>5) Do you have a Victorian Student Number (VSN)?</p> <p>If yes, what is the number? _____</p> <p>6) Are you currently enrolled as an apprentice at another education provider?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what is your DELTA number? _____</p> | | | | | | | | | | |

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"/> Mining <input type="checkbox"/> Manufacturing <input type="checkbox"/> Electricity, Gas, Water and Waste Services <input type="checkbox"/> Construction <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Retail Trade <input type="checkbox"/> Accommodation and Food Services <input type="checkbox"/> Transport, Postal and Warehousing <input type="checkbox"/> Information Media and Telecommunications | <input type="checkbox"/> Financial and Insurance Services <input type="checkbox"/> Rental, Hiring and Real Estate Services <input type="checkbox"/> Professional, Scientific and Technical Services <input type="checkbox"/> Administrative and Support Services <input type="checkbox"/> Public Administration and Safety <input type="checkbox"/> Education and Training <input type="checkbox"/> Health Care and Social Assistance <input type="checkbox"/> Arts and Recreation Services <input type="checkbox"/> Other Services |
| 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 | <p>Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)</p> <p> <input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons </p> <p>Note: PLEASE TICK THE BOX IF YOU ARE PLANNING TO APPLY FOR ANY TRADE LICENSE OR SKILLS ASSESSMENT. FRONTIER IS COMMITTED FOR STUDENT SUPPORT AND SATISFACTION. BY LETTING US KNOW, WE WOULD BE ABLE TO PROVIDE YOU SUPPORT SERVICES RELATED TO TRADE LICENSING APPLICATION.</p> <p><input type="checkbox"/> Applying for Licensing or Skills Assessment</p> | |
| Section K. | 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 | |

| | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|
| UNIQUE STUDENT IDENTIFIER (USI) | <p>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.</p> | | | | | | | | | | |
| | <p>Enter your Unique Student Identifier (if you already have one)</p> <p>Unique Student Identifier <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table></p> | | | | | | | | | | |
| | | | | | | | | | | | |
| | <p>Application for Unique Student Identifier</p> <p>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.</p> <p>I [STUDENT NAME] 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.</p> <p><input type="checkbox"/> 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.</p> | | | | | | | | | | |
| | <p>Town/City of Birth: _____</p> <p>(please write the name of the Australian or overseas town or city where you were born)</p> | | | | | | | | | | |
| | <p>Please provide details for <u>one</u> of the forms of identity below.</p> <p>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.</p> | | | | | | | | | | |
| | <p>Australian Driver Licence:</p> <p>State: _____</p> <p>Licence Number: _____</p> | | | | | | | | | | |
| | <p>Medicare Card:</p> <p>Medicare Card Number: _____</p> <p>Individual Reference Number (next to your name on your Medicare card): _____</p> <p>Card Colour:</p> <p><input type="checkbox"/> Green Expiry Date ____/____/____ (format MM/YYYY)</p> <p><input type="checkbox"/> Yellow Expiry Date ____/____/____ (format MM/YYYY)</p> <p><input type="checkbox"/> Blue Expiry Date ____/____/____ (format DD/MM/YYYY)</p> | | | | | | | | | | |
| | <p><input type="checkbox"/> Australian Passport Passport Number _____</p> <p><input type="checkbox"/> Non Australian Passport (with Australian Visa)</p> <p>Passport Number _____ Country of Issue _____</p> | | | | | | | | | | |
| | <p><input type="checkbox"/> Citizenship Certificate</p> <p>Stock Number: _____ Acquisition Date ____/____/____ (DD/MM/YYYY)</p> <p><input type="checkbox"/> Certificate of Registration by Descent Acquisition Date ____/____/____ (DD/MM/YYYY)</p> | | | | | | | | | | |

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.
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 |
|-----------|------------|------------------------------------|--|--------------------------------|
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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 M.
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/. Upon receiving a written complaint, we will get back to you within 10 working days. If the matter remains unsolved after two attempts,

| | |
|--|--|
| | <p>you are always free to appeal externally. For more details about Frontier's Complaint and Appeal Policy, please access www.frontier.edu.au/policies-2/.</p> |
| Section N. PRIVACY STATEMENTS & STUDENT DECLARATION | <p>NCVER PRIVACY STATEMENT</p> <p>Under the Data Provision Requirements 2012, Frontier Institute of Technology is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).</p> <p>Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by us for statistical, administrative, regulatory and research purposes. We may disclose your personal information for these purposes to third parties, including:</p> <ul style="list-style-type: none"> • School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship; • Employer – if you are enrolled in training paid by your employer; • Commonwealth and State or Territory government departments and authorised agencies; • NCVER; • Organisations conducting student surveys; and • Researchers. <p>Personal information disclosed to NCVER may be used or disclosed for the following purposes:</p> <ul style="list-style-type: none"> • Issuing statements of attainment or qualification, and populating authenticated VET transcripts; • facilitating statistics and research relating to education, including surveys; • understanding how the VET market operates, for policy, workforce planning and consumer information; and • administering VET, including programme administration, regulation, monitoring and evaluation. • You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. <p>NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at https://www.ncver.edu.au).</p> <p>For more information about NCVER's Privacy Policy go to https://www.ncver.edu.au/privacy.</p> <p>FRONTIER PRIVACY STATEMENT</p> <p>From time to time, photographs or videos of students engaged in activities in the classroom or whenever the training is taking place are taken. These photos/videos may be published by Frontier in documents, newsletters, displays, journals, professional development materials for trainers and teachers, marketing collaterals, Frontier's social media and on Frontier's website.</p> <p>VICTORIAN GOVERNMENT VET STUDENT ENROLMENT PRIVACY NOTICE</p> <p>The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in</p> |

accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). For further information about the way the Department collects and handles personal information, including access, correction and complaints, please access <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

STUDENT HANDBOOK - <https://frontier.edu.au/studenthandbook>

STUDENT DECLARATION AND CONSENT

- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the NCVER privacy statement above.
- ☐ I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the privacy statement above.
- ☐ 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.
- ☐ 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 may be held by my designated supervisor.
- ☐ I declare that I have downloaded, read and understood Frontier's Student Handbook. The Student Handbook can be downloaded at <https://frontier.edu.au/studenthandbook>
- ☐ 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 Frontier Institute of Technology Policies & Procedures, which are also available on their website at <https://frontier.edu.au/policies-2> and I agree to abide them.
- ☐ I declare that I have downloaded, read and understood my course information booklet.
- ☐ I understand that I am required to notify of my non-attendance 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 successful completion of the course I am enrolled in does not guarantee an employment outcome nor a licence outcome.
- ☐ 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 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.

I have read and understood the information in this document and I wish to enrol in 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.

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: _____

PART C: REFEREE DETAILS

Referee 1

| | |
|---|--|
| Applicant Name | First Name: Family Name: |
| Referee Name | |
| Referee and Applicant's Company Name with ABN number | |
| Applicant's period of employment: | Start date: _____ Finish Date: _____ |
| Type of Employment: | |
| How the referee knows the applicant. Please circle the correct option. | Supervisor Manager Other: _____ |
| How many years* of work experiences can the referee verify? *full-time | _____ Years or Dates: Click here to enter a date. to Click here to enter a date. Full-time Part Time / Casual / Subcontract |
| Referee's signature: | |
| Skills verified: | General Duties: Other tasks: |

Referee 2

| | |
|--|---|
| Applicant Name | First Name: Family Name: |
| Referee Name | |
| Referee and Applicant's Company Name with ABN number | |
| Applicant's period of employment: | Start date: Finish Date: |
| Type of Employment: | |
| How the referee knows the applicant. Please circle the correct option. | Supervisor Manager Other: _____ |
| How many years* of work experiences can the referee verify? *full-time | _____ Years or Dates: Click here to enter a date. to Click here to enter a date. Full-time Part Time / Casual / Subcontract |
| Referee's signature: | |
| Skills verified: | General Duties: Other tasks: |

Referee 3

| | |
|--|---|
| Applicant Name | First Name: Family Name: |
| Referee Name | |
| Referee and Applicant's Company Name with ABN number | |
| Applicant's period of employment: | Start date: Finish Date: |
| Type of Employment: | |
| How the referee knows the applicant. Please circle the correct option. | Supervisor Manager Other: _____ |
| How many years* of work experience can the referee verify? *full-time | _____ Years or Dates: Click here to enter a date. to Click here to enter a date. Full-time Part Time / Casual / Subcontract |
| Referee's signature: | |
| Skills verified: | General Duties: Other tasks: |

PART D: EVIDENCE TO BE SUBMITTED

| Evidence | Comments | Tick |
|----------|----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Once the application is processed, you will receive an initial self-assessment document in which you are required to select the type of evidence that you can provide for each unit of competency. As soon as you submit the initial self-assessment, the administration team will forward the document along with the evidence provided to a qualified Trainer who will evaluate it and contact you. The Trainer and Assessor will provide you with an RPL initial evaluation report outlining the next steps you will have to take.

You may be asked to provide further information/evidence, complete written or oral assessments, and undertake practical assessments depending on the evidence you provide and the qualification you have applied for.