

New Starter Employer Information Pack 2018

AUR31116 Certificate III in Heavy Commercial Vehicle Technology

Contract of Training Students Apprentices/Trainees



VTECH Automotive Training

**RTO National Code 40175
RTO State Code SA05005**

14 Bishopstone Road Davoren Park SA 5013

Phone: 08 8252 1144

Fax: 08 8252 1188

Email: admin@vtechauto.com.au

24 Milnes Road Strathalbyn SA 5255

Warren Meissner 0413 437 388

Email: warren@vtechauto.com

DEVELOPING FOR THE FUTURE

CONTENTS

Items	Page Number
Code of Practice	3
Contract of Training Course Details	4
Employer/Apprentice Charges of Training Hours	5
Training Plan Units	6
Joint Responsibilities	7
Unique Student Identifier (USI) Number Information	8
Conditions for Training on School Sites (E.G. Sims Farm)	10
How to apply for a DCSI clearance	11
Davoren Park Location Map	12
Strathalbyn Location Map	13
Personal Details Sheets – <i>to be filled out and returned to VTECH</i>	15
VTECH Enrolment Form – <i>to be filled out and returned to VTECH</i>	16
Recognition of Prior Learning – RPL information	20
WorkReady Participation Agreement	24
Final Training Plan and Information Check List	26

**Please note all information included throughout this document including costs and charges are correct and current at time of printing. VTECH Automotive Training reserves the right to update and change any information or costs as it sees fit and is up to the discretion of upper management. **



CODE OF PRACTICE

14 Bishopstone Road
Davoren Park SA 5113
Phone: (08) 8252 1144
Fax: (08) 8252 1188

Introduction

VTECH values its employees and relationship with our clients. We strive at all times to demonstrate ethical behaviour and standards in all our dealings. VTECH is an equal opportunity organisation engaged in delivering accredited subjects of Vocational Education and Training consistent with the standards endorsed by State and Territory Ministers under the Australian Quality Training Framework (AQTF).

VTECH's policy dictates a strict adherence to relevant state and federal legislation relating to safety, industrial relations, access and equity.

Aims and Objectives

- Recognize and accept AQTF Qualifications and Statements of Attainments issued by all other Registered Training Organisations where relevant.
- Make skills recognition (RPL) available as an assessment option to all of our clients.
- Strive at all times to demonstrate ethical behaviour and standards in our dealings with others.
- Uphold all legislation and comply with all regulatory requirements relevant to the operation of our organisation.
- Use staff that have relevant subject matter expertise, appropriate training and development and receive any ongoing support required.
- Engage in professionally responsible and ethical assessment practice, in accordance with the Code of Practice for Assessors (Assessment Guidelines TAE04).
- Display ethical conduct at all times and reinforces ethical conduct of others.
- Retain good financial records that reflect all payments and charges and the balance due.
- Offer flexible payment arrangements, as detailed in our Handbook under Training Fee and Refund Policy.
- Continually review and evaluate our systems, products and services to ensure they are of a high standard and to ensure meeting or exceeding our clients identified needs.
- Commitment to providing high quality, innovative and interesting training that is relevant to learners, employers and industry. Our aim is to make every training participant feel welcome and ensure they receive the maximum benefits from our training services.
- Incorporate adult learning principles and flexibility into our training design and delivery to meet the needs and circumstances of a wide range of learners.
- Endeavour to ensure that no learner is unfairly disadvantaged. This includes making reasonable adjustments to the training environment, resources, and delivery and assessment strategies to accommodate learner needs.
- Recognise and be sensitive to individual differences and diversity.
- Respect the privacy and confidentiality of clients and client information.
- Engage in ethical marketing. Gain written permission from a participant or student before using information about that individual or organisation in any marketing materials.
- Offer learners support and assistance in achieving their goals.
- Take reasonable care to look after the health and safety of others, especially trainees.
- Provide clients with clear and accurate information about our courses via our website, emails, brochures, course outlines and the verbal advice we offer.
- Enroll participants on a non-discriminatory basis. This includes providing clients with advice and assistance in the enrolment process.
- Provide a fair and equitable process through which clients/candidates can appeal assessment decisions. This is detailed in our Handbook under Complaints and Appeals Policy
- Welcome and actively seek client feedback as the basis for continuous improvement of our systems, resources, and the services we provide.

For further information on our Code of Practice, and Policies and Procedures related to our Registered Training Organisation services, please contact us on 08 8252 1144, or by email at admin@vtechauto.com.au

Kind Regards,
Warren Meissner
Principal
VTECH Automotive Training
30th June 2013 Reviewed 04.03.2016 Next Review Date 03.03.2017

Contract of Training Course Details

Course Title	AUR31116 Certificate III in Heavy Commercial Vehicle Mechanical Technology
Job Roles and Employment outcomes	The Certificate III in Heavy Mechanical Technology is intended to prepare new employees or recognise and develop existing workers performing mechanical work in the heavy vehicle and equipment service and repair sector. Employment outcomes targeted by this qualification include: <ul style="list-style-type: none"> • Heavy Mechanical Technician
Eligibility / Entry Requirements	<ul style="list-style-type: none"> ➤ To enter into this course, you must have a Registered Contract of Training with State Training Services. ➤ Fee for Service is available for experienced persons who are employed in the relevant industry field. ➤ A minimum level of Language, Literature and Numeracy and proficiency in English is required for entry to this qualification (to be assessed at induction).
Length of course	This course is usually run over three years of a four year (48 month) contract of training/ period, depending on the competency levels achieved.
Day/Time	Block Release: Davoren Park – Time 8:30am – 4:45pm Regional – Time 8:00am – 4:30pm
Skills Record Evidence Book (SREB)	The SREB is specifically designed to gather evidence and record the underpinning knowledge and units of competency as they are achieved in the workplace. The SREB is a crucial component to the AUR31116 qualification and must be signed off in its entirety by the workplace supervisor and VTECH trainers before a qualification can be issued.
Learning Evidence Record (LER)	The LER is to be used in conjunction with the SREB, to document learning evidence that may include photos of project work and tasks undertaken, notes, copies or job cards etc.
Competency	Competency will only be given once the learner/student is able to demonstrate as per the assessment requirement of the AUR12 packaging rules competency in each of the performance criteria of each element of the unit required for the qualification.
RPL details	Details outlining the RPL process can be found on the attached RPL document. Fees apply.
Dress Code and Class Room Requirements	Appropriate dress and PPE is required to be supplied and worn by the student. This includes overalls or approved company work wear (work trousers and collared shirts). Clear safety glasses inside workshops and tinted as required outdoors, steel cap safety boots and rigger gloves.
Induction Standards	Students are required to operate under the conditions of the Student Handbook at all times - NO exceptions.
Drug and alcohol testing	Without exception, VTECH Automotive Training is a Drug and Alcohol free work site, 24 hours a day - 7 days a week - ZERO TOLERANCE - (Regular random breath testing carried out) Noncompliance will result in immediately being stood down from the VTECH Automotive Training site and returned to the Duty of Care of your legal Employer/Funding Organisation/Guardian.
Pre-Reads	The Pre-Read material is designed to prepare the apprentice/student prior to the commencement of the unit. It will enable the student to gain research skills and information sharing amongst peers, supervisors and mentors. Pre-Reads are sent to the student's employer one week before they are due to attend and also given to the student while they are on site for their next block. Pre-Reads must be completed and handed to the trainer at 8:30am on the first day of block training. A pre-unit assessment will be conducted on the first day of training usually in the first hour.
Course Costs	Negotiated \$'s per nominal hour for the unit as per agreed training plan. (See next page for more details) Consumable/Resource fee (full-time student) \$320 incl GST per year Consumable/Resource fee (school-based) \$320 incl GST per year Skills Record Evidence Book \$70 GST inclusive Text books as required (see attached Fee Schedule)
VET Training Provider	VTECH Automotive Training Provider Number: National – 40175 State – SA05005
Delivery Sites	VTECH site at Davoren Park – 14 Bishopstone Road, SA, 5113 VTECH site at Strathalbyn – 24 Milnes Road, SA, 5255 VTECH site at Bordertown – 4 McLellan Road, SA, 5268 (Tatiara Truck and Trailer work site) VTECH site at Sims Farm, Cleve – Enter off Rehn Road entrance. (5km east of Cleve)

Employer/Apprentice Charges for Training Hours with a Contract of Training (COT)

Fees Under WorkReady Subsidised Training (excluding Fee for Service)

Students or Employers will continue to pay course fees under WorkReady.

These fees represent a contribution to the total cost of the course and are in addition to the subsidy that the government pays to deliver a course.

For Certificate III Contract of Training the Employer or Apprentice, depending on individual arrangements, receives an invoice (charge) from VTECH at a rate of \$4.50 per nominal hour for the unit (subject).

How to calculate your Training Fees

(Excluding Resource Fees, Skills Record Evidence Book and Text Books)

To calculate your training fees, multiply the rate per nominal hour for your qualification/course by the number of nominal hours you are enrolled in.

The term “nominal hours” refers to the average learning and teaching effort required to fulfil the requirements of a course or program. These hours are set by the Government and provide a basis for government funding and Employer or Apprentice contributions for the selected qualification or course.

The nominal hours for a qualification or course may vary depending on the electives chosen.

Example: AURASA2002 Apply safe working practices in an automotive workplace; 20 hr unit @ \$4.50 equals a training fee of \$90 GST free for that unit (for subsidised training).

The expected total training hours for the Cert III apprenticeship is 1140 - 1200 hrs spread over 3 years depending on the elective units selected.

A complete Training Plan consisting of 1200 hours would equal 1200 hrs X \$4.50 equals \$5400.00 over three (3) years plus Resource Fees etc.

Usually the Training Fee is charged upfront for the year, invoiced out from our Strathalbyn Office.

Other Related Fees and Costs

VTECH charges a Resource Fee to help cover the cost of stationery, workbooks and workshop consumables etc. for each student.

Yearly Cost – full time student \$320 incl GST per year

Yearly Cost – school based student \$320 incl GST per year

- Part year pro rata as applicable

Each student is required to have a Skills Record Evidence Book to enable third party (workplace) sign off.

- Skills Record Evidence Book \$70 GST Inclusive

Each student will require several text books relevant to their qualifications to assist them to complete their training. The text books range from \$140 to \$193 GST inclusive.

- Auto Technology 6th edition \$193 GST Inclusive
- 6th Edition Heavy Truck Systems \$180 GST Inclusive
- Engine, Fuel & Computerized Management \$168 GST Inclusive
- Heavy Equipment Systems \$140 GST Inclusive
- Road Bundle (Truck & Engine) \$290 GST Inclusive
- Mobile Bundle (Heavy & Engine) \$270 GST Inclusive
- Agricultural Bundle (Heavy, Engine & Auto) \$385 GST Inclusive

Under the Australian Apprenticeship System there are considerable incentives available which can be paid to Employers and Apprentices to assist them with their cost of Training and Development.

For more information visit the Government website www.australianapprenticeships.gov.au or phone 133 173 or contact your local Australian Apprenticeship Centre.

AUR31116 Certificate III in Heavy Commercial Vehicle Technology TRAINING PLAN UNITS

Compulsory Core Units	
AURASA002	Follow safe working practices in an automotive workplace
AURAEA002	Monitor environmental and sustainability best practice in an automotive workplace
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURTTA004	Carry out servicing operations
AURTTA018	Carry out diagnostic procedures
AURETR025	Test, charge and replace batteries and jump-start vehicles
AURTTTC003	Diagnose and repair cooling systems
AURETR012	Test and repair basic electrical circuits
AURHTQ003	Diagnose and repair heavy vehicle drive shafts
AURTTTF002	Inspect and service diesel fuel injection systems
AURTTA006	Inspect and service hydraulic systems
AURETR030	Diagnose and repair starting systems
AURETR029	Diagnose and repair charging systems
AURTTQ001	Inspect service final drive assemblies
AURHTE002	Diagnose and repair heavy vehicle compression ignition systems
AURHTD002	Diagnose and repair heavy commercial vehicle steering systems
AURHTD003	Diagnose and repair heavy commercial vehicle suspension systems
AURHTB001	Diagnose and repair heavy vehicle air braking systems
AUR TTF005	Diagnose and repair engine forced induction systems
AURHTZ001	Diagnose and repair heavy vehicle emission control systems
AURETR024	Diagnose and repair compression ignition engine management systems
AURETR022	Diagnose and repair vehicle dynamic control systems
Specialist Elective Unit	
AURHTX001	Diagnose and repair heavy vehicle manual transmissions
Elective Units	
AURHTJ003	Remove, inspect and refit heavy vehicle wheel assemblies
AURVTW008	Carry out oxy acetylene welding, thermal cutting and thermal heating procedures
AURVTW009	Carry out basic gas metal arc welding
AURHTB002	Diagnose and repair heavy vehicle hydraulic and air over hydraulic braking systems
AURHTQ002	Diagnose and repair heavy commercial final drive assemblies
AURETR020	Diagnose and repair network electronic control systems
AURHTF002	Diagnose and repair heavy vehicle diesel fuel injection systems
AURETR028	Diagnose and repair instruments and warning systems
AURETR032	Diagnose and repair automotive electrical systems
AURETU003	Service air conditioning and HVAC systems
AURETU004	Diagnose and repair air conditioning and HVAC systems
AURETU005	Retrofit and modify air conditioning and HVAC systems
TLILIC2001	Licence to operate forklift truck

This is a Standard VTECH Training Plan for the above qualification and some electives may change through consultation with VTECH and Employer/learner.

Joint Responsibilities

VTECH Automotive Training values its employees and relationship with our clients. We strive at all times to demonstrate ethical behaviour and standards in all our business.

VTECHs' policy dictates a strict adherence to relevant state and federal legislation relating to safety, industrial relations, access and equity.

Students and staff at VTECH Automotive Training have a right to work and study in an environment free from harassment, discrimination or threatening behaviour.

When enrolling at VTECH Automotive Training, students must agree to accept and abide by policies and procedures, follow rules and regulations and participate in studies as directed by your course/program. At the commencement of classes or at Induction students can expect to discuss the specific requirements of their program along with the general VTECH Automotive Training rights and responsibilities detailed below.

VTECH will ensure:

- All students and stakeholders are treated with courtesy and respect.
- Learning occurs in a supportive and safe environment free from discrimination, harassment and bullying
- Any concerns and complaints are taken seriously and addressed promptly.
- Reasonable learning needs are met regardless of gender, disability, ethnicity, age or mode of study.
- Access to counselling and support services are made available to students.
- Opportunities are provided for feedback on services and an avenue to participate in decision making that affects the student body.
- Employers are notified if a student is absent or late to trade school.
- Student reports are sent to employers as soon as practically possible upon completion of the block to provide information on the students' progress for that week.
- A weekly phone – up reminder to the employer occurs to confirm the students place in the class for that week.

Students are expected to:

- Treat others with courtesy and respect.
- Know and observe student policies and procedures.
- Maintain a high standard of academic integrity in their work.
- Act in a fashion not likely to be perceived as discrimination, harassment or bullying.
- Attend classes on time and submit work as required.
- Complete Skills Record Evidence Book (SREB) in conjunction with VTECH staff, Employer/Host Employer/Structured Workplace Learning Supervisor.
- Act in a professional manner during work placements or other forms of practice-based learning activities and respect the confidentiality of information made available as part of that work experience.
- Respect VTECH property and facilities and not interfere with the performance of staff or the ability of other students to benefit from their studies.
- Follow all reasonable instructions from VTECH Staff.

For further information on our Codes of Practice, and Policies and Procedures related to our Registered Training Organisation services, please contact us on 08 8252 1144, or by email at admin@vtechauto.com.au or visit www.vtechauto.com.au

Unique Student Identifier Information

As of the 1 January 2015 the Federal Government requires that you have a Unique Student Identifier (USI) number, if you are undertaking nationally recognised training delivered by a registered training organisation.

This includes students who are completing an apprenticeship, unit of competency, skill set, or certificate.

A USI gives you access to your online USI account which is made up of ten numbers and letters. It will look something like this: 3AW88YH9U5.

Your USI account will contain all your nationally recognised training records and results from 1st January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results throughout your life

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

Under the new Regulations VTECH Automotive Training will not be able to train, assess or issue Certificates without a student's Unique Student Identifier (USI) number.

How to get a USI:

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying. Where this service is provided, training organisations will let you know.

Steps to create your USI

The following steps show how you can create a USI:

Step 1: Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Birth Certificate (Australian)
- Certificate Of Registration By Descent
- Citizenship Certificate

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

Step 2: Have your personal contact details ready
(e.g. email address, or mobile number, or address).

Step 3: Visit the USI website at: www.usi.gov.au

Step 4: Select the 'Create a USI' link and follow the steps.

Step 5: Agree to the Terms and Conditions.

Step 6: Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7: You should then write down the USI and keep it somewhere handy and safe.

Step 8: Give your USI number to VTECH Automotive Training so it can be registered against your training contract and or course enrolment.

For more information please visit: www.usi.gov.au

Or contact us at email: usi@industry.gov.au

Phone: Skilling Australia Information line – 13 38 73

Department for Social Communities and Inclusion (DCSI) Child-Related Screening

If you are an apprentice training at school sites like Sims Farm, prior to any training commencing you must obtain a clearance under the Children's Protection Act.

The Department for Communities and Social Inclusion (DCSI) Screening Unit is authorised under the Children's Protection Regulations 2010 to conduct Child-Related Employment Screening for people who work with children and young people.

The [Children's Protection Act 1993](#) (SA) requires organisations to take steps to ensure that all children are safe from harm, and that as far as is reasonably practicable all children are cared for in a way that allows them to reach their full potential. By conducting screening assessments for those who have contact with children through their employment or volunteer role, the community can take a preventative approach in the care and protection of children.

Before you start training:

- Make sure you download the most recent version of the application form from the DCSI website.
- Make sure you submit original versions of the form.
- For your application to be processed, your identity must have been verified using a 100 point identity check and you must have provided your consent to screening by signing the application form.

How long does it take?

- If an applicant has no criminal history and no matches against any databases, the anticipated turnaround time for an application is approximately 20 business days.
- If information is obtained that requires further assessment, for example, if there is a match against one of the databases accessed by the Screening Unit, additional time may be required. In some cases it may take more than 8 weeks to finalise, depending on the relevance, complexity and amount of information which required assessment.

How to apply for a DCSI clearance:

The process for applying for a DCSI clearance has significantly changed over the past year from a paper based system to an online based system. Where applicable VTECH staff will initiate the screening process for staff and students.

For further information please contact our administration staff on 08 8252 1144 or email admin@vtechauto.com.au.

DCSI Screening Checks Home Page

<http://screening.dcsi.sa.gov.au/>

Filling out the application form correctly

- Make sure all sections of the application form that require a signature are completed.
- You must provide your full name, spelt correctly, in all sections of the form where it is required.
- You must provide your full name, including all given names and middle names and any maiden names, or aliases.
- Check all your details are correct as DCSI might need to contact you during the assessment process and post your clearance letter to you.
- All dates should be written in the DD/MM/YYYY (day/month/year) format.



DEVELOPING FOR THE FUTURE

ABN No. 85 366 569

14 Bishopstone Road
Davoren Park SA 5113
Phone: (08) 8252 144
Fax: (08) 8252 1188
Mobile: 0413 437 388
Email: admin2@vtechauto.com.au



DEVELOPING FOR THE FUTURE

RTO National Code 40175



- ❖ Located next to the *Playford Operations Centre*. Enter off Heytesbury Road, look for the sign post *Playford Operations Centre* and go straight through VTECH's gate.
- ❖ Approximately 350 metres from the *Womma Railway Station*
Gawler Central Line
- ❖ Approximately 50 metres from **Bus Stop 71** on Heytesbury Road, Davoren Park SA 5113
Munno Para Centre Interchange – Elizabeth Interchange
(Bus No. 452)
- ❖ **For Train & Bus Times**
 - Refer to the Northern Train Timetable Gawler Central
 - Refer to Bus Timetable Route **452** – *Munno Para Centre Interchange – Elizabeth Interchange*
 - Visit website www.adelaidemetro.com.au
 - Ring Adelaide Metro Infoline: 8210 1000

Please note to enter VTECH premises enclosed footwear must be worn.

VTECH Automotive Training is a drug and alcohol free premises and regular random testing is carried out.



DEVELOPING FOR THE FUTURE

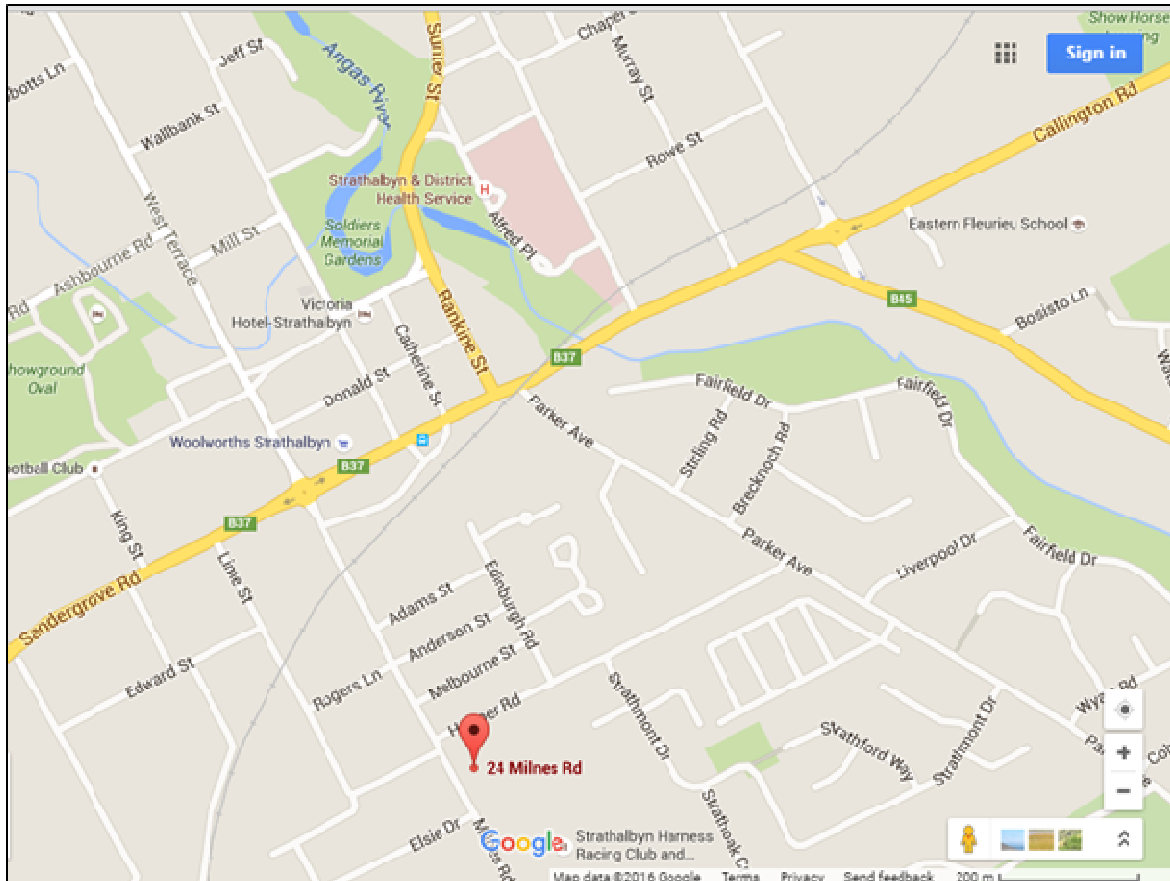
ABN No. 85 366 569

14 Bishopstone Road
Davoren Park SA 5113
Phone: (08) 8252 1144
Fax: (08) 8252 1188
Mobile: 0413 437 388
Email: admin@vtechauto.com.au



DEVELOPING FOR THE FUTURE

RTO National Code 40175



Alloomba (VTECH Automotive Training) 24 Milnes Road, Strathalbyn SA 5255

- Start 8:00am Sharp and Finish 4:30pm – half an hour for lunch
- Minimum dress standard is collared shirt, steel cap boots, long work trousers.
- Participants are required to supply their own Safety Shoes/Boots, Overalls, Safety Glasses, Exercise Book and Pen.
- All personal protective equipment to be worn at the appropriate times.
- Tea, coffee, fridge and microwave facilities available. All other food and drinks are to be brought by participant.
- Note the site is a Smoke Free site.
- *Please note to enter VTECH premises, enclosed footwear must be worn.*

VTECH Automotive Training is a drug and alcohol free premises and regular random testing is carried out.

Useful Links for Apprentices & Students

	Website	Phone Number	Email
WorkReady	www.skills.sa.gov.au	1800 506 266	skillsforall@sa.gov.au
Traineeships & Apprenticeship Services (TAS)	www.skills.sa.gov.au	1800 673 097	dsd.tas@sa.gov.au
Office of the Training Advocate	www.trainingadvocate.sa.gov.au	1800 006 488	trainingadvocate@sa.gov.au
SafeWork SA	www.safework.sa.gov.au	1300 365 255	help@safework.sa.gov.au
Australian Apprenticeships	www.australianapprenticeships.gov.au	13 38 73	Refer Website
Institute of Automotive Mechanical Engineers (IAME)	www.iame.com.au	8342 1444	david.mitchell@iame.com.au
Apprenticeship Support Australia (Business SA) Mentor: Andrew Gower	www.apprenticeshipsupport.com.au	(8300-0255 0417 897 050)	andrewg@business-sa.com
Career pathway test (Business SA)	www.skillsroad.com.au		
MAS National Apprentice support Mentor: Michael Caruana	www.masexperience.com.au	1300 627 628 0414 897 673	Michael.Caruana@masnational.com.au
MEGT Apprentice Support Mentor: William Galimi	www.megt.com.au/	13 6348 0417 361 609	William.galimi@megt.com.au

	Website	Phone Number
Beyond Blue	http://www.beyondblue.org.au/	1300 224 363
Lifeline	https://www.lifeline.org.au/	13 11 14
Suicide Prevention	http://suicidepreventionaust.org/help/	1300 659 467
Kids Helpline	http://www.kidshelp.com.au/	1800 551 800
Child and Youth Health	http://www.cyh.com/Default.aspx?p=1	1300 364 100

Personal Details Sheet

Please complete and return with enrolment form and RPL documents (if applicable)

Qualification: AUR31116 Certificate III in Heavy Vehicle Mechanical Technology

Last Name:	First Name:
Middle Name:	Preferred Name:
Postal Address:	
Date of Birth:	Email:
Phone (Home):	Mobile:
Emergency Contact: <i>Relationship:</i> <i>(Parent, guardian, friend, partner etc.)</i>	Phone (Home): Phone(M):
Address:	
Medical Conditions:	
Learning Difficulties:	

Employer Name:	
Supervisor:	Phone:
Mobile:	Fax:
Workplace Address:	
Email:	
Apprenticeship Centre:	Phone Number:

Host Employer Name:	
Supervisor:	Phone:
Mobile:	Fax:
Workplace Address:	
Postal Address:	Email:

Billing Instructions

Invoice Training Fees to:		
Postal Address:		
Contact Name:	Phone:	Fax:
Invoice Skills Record Evidence Book To:	Invoice Text Books To:	

Contract Code:	Comm. Date:	Finish Date:
USI Number:	SFA Number:	
Photo ID: Yes / No	Eligibility Checked	Yes / No

RPL YES / NO

CT YES / NO

This page has been left blank intentionally

VTECH Automotive Training Enrolment Form

Please complete and return to the VTECH office with attached PDS and RPL form and docs*

SECTION A. PARTICIPANT / STUDENT DETAILS.

Name in Full		
Date of Birth	USI Number	SACE No.
Participation Number	COT Number	
Address		
Suburb	Postcode	
Telephone (home)	Mobile	
Email		

SECTION B. EMERGENCY CONTACT – ALL (or PARENT/GUARDIAN IF UNDER 18 YEARS)

Name in Full		
Address		
Suburb	Postcode	
Telephone (home)	Mobile	

SECTION C. EMPLOYER or SCHOOL DETAILS (if applicable)

Name		
School Location ID No.		
Address		
Suburb	Postcode	
Telephone - landline	Fax	Mobile
Contact Person	Position Held	
Email		

SECTION D. HOST EMPLOYER DETAILS (if applicable)

Name		
Address		
Suburb	Postcode	
Telephone - landline	Fax	Mobile
Contact Person	Position Held	
Email		

SECTION E. Qualification or units you wish to enrol in.
Please refer to brochure / flyer for national codes and titles or ask VTECH staff for assistance.

National Code: EG: AUR20212	Title EG: Certificate I in Automotive Vocational Preparation
AUR31116	Certificate III in Heavy Commercial Vehicle Technology

SECTION F. RECOGNITION OF PRIOR LEARNING OR CREDIT TRANSFER (if applicable)

Please refer to VTECH STAFF for further information.

Please tick if you wish to apply for

Recognition of Prior Learning

For students wishing to have existing skills or training recognised. Please seek additional information from training staff.
Fees apply to the RPL process

National Recognition (Credit Transfer)

Please provide authorised copies of your statement of attainment.
There is no fee for this process.

SECTION G. EDUCATION HISTORY (if applicable) Please attach additional sheet if more space required. Copies of Certificates, Statements of Attainments, Academic Result, Resume etc. will be required to gain Recognition of Prior Learning or Credit against enrolled course / qualification

Have you a qualification or are you currently been enrolled in a course or qualification (Please tick appropriate box opposite)

Yes

No

If Yes, please give details

List Qualification (s)

Educational Provider

Year achieved

SECTION H. BILLING INSTRUCTIONS.

Invoice to

Address

Suburb

Postcode

Telephone

Fax

Mobile

Contact Person

Position Held

Email

SECTION I. Additional Information required for statistical reporting as required by Government Bodies.

This information is collected for use by the Australian Skills Quality Authority (ASQA). The information that you provide may be accessed by this department and by the National Centre for Vocational Education Research (NCVER)

VTECH Automotive Training will also use this information to assess your individual needs prior to the commencement of training.

1. Are you of Aboriginal or Torres Strait Islander origin? (If relevant applicants may mark both YES boxes)	<input type="radio"/> NO <input type="radio"/> YES, Aboriginal <input type="radio"/> YES, Torres Strait Islander
2. In which country & town were you born?	<input type="radio"/> Australia , Town _____ <input type="radio"/> Other (please specify) _____
3. Citizenship	<input type="radio"/> Australian citizen or eligible resident <input type="radio"/> Other (please specify) _____
4. Do you speak a language other than English at home?	<input type="radio"/> No, English only <input type="radio"/> Yes, (please specify) _____
5. How well do you speak English? Please tick.	<input type="radio"/> Very well <input type="radio"/> Well <input type="radio"/> Not well <input type="radio"/> Not at all.
6. What is the highest level of school that you have completed? Please tick.	<input type="radio"/> Year 12 <input type="radio"/> Year 11 <input type="radio"/> Year 10 or equivalent <input type="radio"/> Year 9 or equivalent <input type="radio"/> Year 8 or lower <input type="radio"/> Did not go to school
7. In which year did you complete that level?	
8. Are you still attending school? Please tick.	<input type="radio"/> Yes <input type="radio"/> No
9. Have you completed any additional qualifications? Please tick.	<input type="radio"/> No <input type="radio"/> Bachelor Degree <input type="radio"/> Advanced Diploma or Associate degree <input type="radio"/> Diploma or Associate Diploma <input type="radio"/> Certificate IV or Advanced Certificate <input type="radio"/> Certificate III or Trade Certificate <input type="radio"/> Certificate II <input type="radio"/> Certificate I <input type="radio"/> Other (please specify) _____
10. Of these statements which best describes your employment status Please tick.	<input type="radio"/> Full time employee <input type="radio"/> Part-time employee <input type="radio"/> Self-employed – not employing others <input type="radio"/> Employer <input type="radio"/> Employed – unpaid worker in family business <input type="radio"/> Unemployed – seeking full-time work <input type="radio"/> Unemployed – seeking part-time work <input type="radio"/> Not employed- not seeking employment

SECTION I. Additional Information required for statistical reporting as required by Government Bodies.

This information is collected for use by the Australian Skills Quality Authority (ASQA). The information that you provide may be accessed by this department and by the National Centre for Vocational Education Research (NCVER)

VTECH Automotive Training will also use this information to assess your individual needs prior to the commencement of training.

11. Do you consider yourself to have a disability, impairment or long-term medical condition? Please tick.

- No
- Yes, Hearing/deaf
- Yes, Physical
- Yes, Intellectual
- Yes, Learning difficulty
- Yes, Mental illness
- Yes, Acquired brain illness
- Yes, Vision
- Yes, Medical condition

Please give further details

12. Of the following categories which **best describes** your reason for undertaking this training? Please tick.

- To get a job
- To develop, my existing business
- To start my own business
- To try a different job/career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To help me get into another course
- Personal Interest
- Other reasons

13 Are you the holder of any concession card/s

- Yes
- Please supply copy of card

Please sign to verify the information supplied on this enrolment is correct to the best of your knowledge

Student Signature: _____ Date: _____

Note: If person giving consent is under 18 years of age at the time of giving consent, then the consent of their guardian is required

Parent / Guardian Name: _____

Signature: _____ Date: _____

Please return to VTECH Automotive Training as soon as possible

Recognition of Prior Learning – RPL

What is the Recognition Process?

Recognition Process is a term that covers Recognition of Prior Learning, Recognition of Current Competencies, Skills Recognition and Credit Transfer.

What is Recognition of Prior Learning - RPL?

Recognition of Prior Learning is a process that allows you to gain credit for skills and experience you already have.

If you already have some skills in a particular area, you can ask for an RPL assessment of those skills as they apply to a particular competency.

If RPL is granted, this will mean that you do not have to attend the course for that competency.

Through the RPL process, you may get formal credit for:

- Work experience, either in Australia or overseas
- Education, including training and qualifications attained in Australia or overseas
- Life experiences, where you can clearly demonstrate the relevance of those experiences

Recognition of Current Competencies

This is the process to assess and recognise an individual's current knowledge, skills/competencies, and the outcomes of the Recognition process, that of recognising, or acknowledging competency in the form of advanced standing in an educational program, or granting of an industrial award classification

How does RPL work?

The process of RPL involves matching what Applicant knows and can do with the detailed elements and performance criteria for a competency within a particular subject.

The Applicant will need to put in some considerable effort to collect evidence regarding his/her skills and experience and how they relate to the competency concerned.

What is the Assessment Process?

The following steps are involved:

- The Assessor will carefully peruse the material submitted.
- The Assessor may contact the Applicant's supervisor or manager to confirm their description of your work (covering letter or resume').
- The Assessor may contact any referees that the Applicant may have nominated.
- The Assessor may carry out any other reasonable investigations to confirm the accuracy of the Applicant's statements.
- The Assessor may have to contact the Applicant to ask for further information, or to clarify information provided (this may take place in the workplace).
- **RPL will be charged out at a negotiated rate per nominal hour for each unit.**
- **RPL does not include any additional or workplace assessing required to achieve a competency.**

Please Contact VTECH Automotive Training for further details or clarification if required.

Recognition of Prior Learning – RPL & Recognition of Current Competencies – RCC Document



Title (Mr, Mrs, Ms, Miss)	First Name/s
Surname	
Address	
Contact phone number	

Recognition of Prior Learning – RPL & Recognition of Current Competencies – RCC checklist
Types of evidence may include, but are not limited to:

Training: Other qualification, certificates from industry training, on-the-job training and/or short courses relevant to the automotive industry.

Workplace documents: Job Card/ Job Descriptions, diary entries, photos/videos, quotes, account statements

References: current/previous employer(s) and/or client(s) and/or trainer(s)

Third Party Report: from employer(s), clients/signed statement from current/previous employer

Other: Current “ticket” or licence relevant to the automotive industry, professional association membership or other evidence relevant to working in the automotive industry.

Some forms of evidence may be relevant to more than one workplace task or unit of competency. You only need to include that piece of evidence once.

- Resume** (more for mature age students, if applicable)
- Job Description** (current, more for mature age students, if applicable)
- Copy of photographic identification** EG: Drivers Licence (more for mature age students)
- Trade Certificates** EG: Certificate I in Automotive, Certificate II in Engineering etc.:
- Academic Results, Statements of Attainment**
- Licences** EG: High Rick Forklift, Working at Heights, Loader tickets etc.
- Industry Training** (in house training courses or external industry courses)
- Any other documents** EG: third party reports, letters, etc. (more for mature age students)

Please supply as much evidence (documentation) as possible in the first instance as this will assist us in gaining a full picture of your work experience.

This will also allow VTECH to put a plan in place to start your training and or set up workplace assessing where possible and relevant to the qualification sort.

Please attach this check list to the submitted documentation

VTECH Automotive Training Ph. (08) 8252 114 Fax (08) 8252 1188 admin@vtechauto.com.au

For Office use only	
Date evidence received	
All evidence matched against check list	

Participant Number

--	--	--	--	--	--	--	--	--	--

To be completed by Training Providers

**APPENDIX 1 - PARTICIPANT AGREEMENT
COLLECTION AND USE OF PERSONAL INFORMATION**

I _____
(First Name Middle Name Last Name)

of _____

(Current residential or postal address)

Date of Birth: ___/___/_____, acknowledge and agree that:

1. I wish to participate in an activity funded by the Skills and Employment Division in the Department of State Development.
2. I accept that the Minister for Employment, Higher Education and Skills (**Minister**) will allocate to me a **Participant Number**, to be used to record my participation in, and the results of, activities funded by the Skills and Employment Division in the Department of State Development.
3. I accept that the assessment as to whether I am eligible to enrol in any specific activity funded by the Skills and Employment Division in the Department of State Development will be undertaken by a training provider who has a Skills for All or WorkReady contract with the Minister.
4. I consent to the Minister, its employees, agents and contractors collecting from the training provider my results in all courses which I have been enrolled, and using this information for the purpose of determining whether I am eligible to enrol in an activity funded by the Skills and Employment Division in the Department of State Development. I consent to the Minister, its employees, agents and contractors using this information for the Department of State Development’s performance measurement and reporting activities.
5. I consent to the Minister, its employees, agents and contractors collecting and using any student identifier (as that term is defined in the *Student Identifiers Act 2014*) assigned to or relating to me and using that student identifier to obtain transcripts and other information relating to me and using this information to determine my eligibility for an activity funded by the Skills and Employment Division in the Department of State Development and to record and track my progress through the activities funded by the Skills and Employment Division in the Department of State Development.
6. I accept and agree that the Minister, its employees, agents and contractors will be in receipt of my **Personal Information** and that they may be required to share my personal information with:
 - registered training organisations who have a current Skills for All or WorkReady contract with the Minister;
 - other South Australian government agencies (including regulators) responsible and / or involved in training and education (whether accredited or not), including but not limited to funding, monitoring training and / or compliance;



- Commonwealth government agencies (including regulators) responsible and / or involved in training and education (whether accredited or not), including but not limited to policy, development, funding, monitoring and / or compliance; and
 - government agencies (including regulators) in other Australian states and territories responsible and / or involved in the training and education (whether accredited or not), including but not limited to policy, development, funding, monitoring and / or compliance.
7. By providing my Personal Information as outlined above, I am consenting to the Minister, its employees, agents and contractors contacting me during or after I have ceased my training or education for the purposes of:
- statistical reporting and analysis in respect to training outcomes
 - undertaking an evaluation of the training
 - promoting the training and WorkReady (or any other program run by the Minister which relates to training);
 - assessing quality of training
 - recording the information about my training
 - reporting on the WorkReady Program (or any other program run by the Minister which relates to training)
8. I agree to notify the Minister if the Personal Information outlined above changes.
9. Where required by the Minister, I agree to access my student profile maintained by the Minister and its employees, agents and contractors and advise if any of the Personal Information contained in my student profile is incorrect.
10. I agree to participate in data collection activities (including surveys, workshops, focus groups and other methods of collecting information from participants) conducted by the Department of State Development to evaluate skills and employment programs.

I hereby consent to the collection and use of my Personal Information in the manner outlined above

PRINT FULL NAME: _____

SIGNATURE: _____ **DATE:** ____/____/____

Note: If person giving consent is under 18 years of age at the time of giving consent, then the consent of their guardian is required

PRINT FULL NAME OF GUARDIAN: _____

SIGNATURE OF GUARDIAN: _____ **DATE:** ____/____/____

Final Training Plan and Information Collection Check List

To be completed with VTECH Trainer

Please Initial

Apprentice

Employer

VTECH

Training plan agreement signed			
Elective units confirmed			
PDS sheet fully completed			
Enrolment Form fully completed			
USI number obtained			
WorkReady agreement completed			
Copy of photo identification ie (License)			
Copies of High Risk & or AirCond License			
Training fees and material costs explained a payment of \$4.50 Per Nominal Hour Charged			
Explain the use of the Skills Record Evidence Book (SREB) & supplied			
Text books are explained and which are required to suit qualification			
Copies of previous Academic transcripts or any other evidence of competency			

Acknowledgement and understanding of charges for training fees and resource fees are the responsibility of:

(Business name) _____

I / We agree to pay all training fees and administration charges associated with the employment of

(Apprentice Name) _____

Signed on the _____ Day of _____ 20 _____

Signature _____ (Please print name) _____

Witness on behalf of VTECH Automotive Training

Signature _____ (Please print name) _____

Acknowledgement and understanding of charges such as text books and materials

associated with this apprenticeship are the responsibility of: (please choose one of the following options)

(Business name) _____

or

(Apprentice) _____

I / We agree to pay for required text books and materials

Signed on the _____ Day of _____ 20 _____

Signature _____ (Please print name) _____

Witness on behalf of VTECH Automotive Training

Signature _____ (Please print name) _____

Important information that employers need to know and Understand regarding costs

Below is an example of regulations for one award, you need to check which award you come under to understand who is responsible for payments of Training Fees and Textbooks

Extract from Vehicle Manufacturing, Repair, Services and Retail Award 2010

15.3 Training Fees and Textbooks

[15.3 inserted by PR996631; substituted by PR544664 ppc 01Jan14]

- (a) Any costs associated with all fees for prescribed courses and prescribed textbooks (excluding those textbooks which are available in the employer's technical library) incurred by an employee in connection with training specified in, or associated with, the training contract must be reimbursed to the apprentice within 6 months from the commencement of the apprenticeship or the relevant stage of the apprenticeship, or within 3 months of the registered training organisation commencing training, whichever is the later, unless there is unsatisfactory progress;
- (b) Direct payment of the fees and textbooks; within 6 months from the commencement of the apprenticeship or the relevant stage of the apprenticeship, by an employer to the training provider satisfies the requirement from reimbursement in clause **15.3 (a)** above.