

## PRE – ENROLMENT BOOKING FORM / ELIGIBILITY VTG FORM

Course Name		Unit Code	
Booking date:	Course date:	Course time	AM - PM
Course location:			
Date of Birth:		Gender:	
First Name:		Surname:	
Address:			Post code:
Phone number:		Mobile number:	
Email address:			

### HEAVY VEHICLE LICENCE COURSES ONLY

DRIVERS LICENCE NUMBER:	ISSUING	STATE:	LICENCE	EXPIRY DATE:

What is your highest completed school level:  YEAR 12    YEAR 11    YEAR 10    YEAR 9    YEAR 8   Are you seeking to:    RPL    CT

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?    YES, (PLEASE SPECIFY) \_\_\_\_\_    NO, ENGLISH ONLY  
 IF English is NOT your first language, how well do you speak English:  Very Well    Well    Not Well    Not at All.

#### LANUAGE, LITERACY AND NUMERACY

If you proceed do you need assistance with Language, Literacy or Numeracy  Yes    No.  
 I am aware a short literacy and numeracy test is required upon initial enrolment by a qualified Trainer/Assessor:  Yes    No

**Disability**    Yes    No   If yes please provide: \_\_\_\_\_  
**Indigenous status**    Yes    No   If yes please provide: \_\_\_\_\_  
**Asylum seeker OR human trafficking person**    Yes    No   If yes please provide: \_\_\_\_\_

Do you have any existing skills, knowledge or previous experience in the course you are wishing to enrol in and how would you rate them?

None    Minimal    Moderate    High   *Please Describe:*

The amount of training provided may be adjusted according to your level of existing skills, knowledge or previous experience, however a full assessment of your knowledge and practical skills will still apply to determine your level of competency against the training package requirements.

Provide one reason why you wish to enrol into this Course or qualification?

### ENROLMENT - COURSE FEES & PAYMENT TERMS:

All courses require a **position holding deposit of 50%** you will be advised of the amount at the time of booking. The balance will be required prior to final assessment. **Facilities include EFTPOS, Credit Card, Cash or Cheque.**

#### CANCELLATIONS / NON ATTENDANCE / REFUNDS:

In the event of **cancellation** or **withdrawal** from this course a minimum of **72 hours- notice is mandatory**, Dependent upon circumstances, students may be offered an alternative date for training. Should you not wish to reschedule, 10% of the deposit will be retained by 1 Stop Driving School for administration fees, the remainder of the deposit will be returned to the original payee. There is no charge for a student to transfer to an alternative date.

If 1 Stop Driving School cancels the training course, then a full refund will be returned to the payer.

In the event **notification of cancellation is not received** by 1 Stop Driving School and/or the student **does not attend** training, the full course fee may be applicable. The student/client is

liable for full course fees upon non-attendance and will be invoiced accordingly.

**REFUNDS** - A time frame of up to ten (10) days is required to process refunds, any course materials or resources supplied to students are to be returned to 1 Stop Driving School upon cancellation, alternatively the cost of the materials will be invoiced to the client.

**By signing here I hereby agree to the above terms and conditions and request the fore mentioned position is held.**

**NAME:**

**SIGNATURE:**



**DATE:**

**APPLICANT IS TO RETAIN A COPY OF THIS FORM FOR THEIR RECORDS**

**Please return this booking form to: 1 Stop Driving School:**

**PO Box 784 Yarrowonga, Vic 3730**

**or Email: [bookings@1stopdrivingschool.com.au](mailto:bookings@1stopdrivingschool.com.au)**

**Phone: 03 5744 2316**

**If paying by credit card please provide details below:**

Type of card:  Visa  MasterCard

**Name On Card:**

**Card Number:**

**Expiry Date:**

/

**3 Digit Security Code:**

**Signature of card Holder:**



**BANK ACCOUNT DETAILS: CBA – BSB:063 537 ACCOUNT NO: 10154147 ONE STOP DRIVING SCHOOL**

**IF APPLYING FOR GOVERNMENT FUNDING -complete page 3**

**FUNDING ELIGIBILITY ASSESSMENT - Please complete the following questions to determine your eligibility for subsidised training.**

AM I ELIGIBLE FOR A GOVERNMENT SUBSIDISED TRAINING PLACE to Find out complete page 3. Training services are provided to Eligible Individuals with funds made available by the Victorian and Commonwealth Governments. To be eligible for Victorian and Commonwealth Government subsidised training, you must be a resident of Victoria

<b>STEP 1</b>	<b>Are you an Australian Citizen or a New Zealand Citizen or Holder of a Permanent Visa</b> <input type="checkbox"/> Yes – go to step 2 <input type="checkbox"/> No – not eligible
<b>STEP 2</b>	<b>Are you enrolled in a school, detained in a youth justice facility, held in prison or detained in Thomas Embling Hospital?</b> <input type="checkbox"/> Yes – not eligible <input type="checkbox"/> No – go to step 3
<b>STEP 3</b>	<b>What age are you on the 1<sup>st</sup> January 2016?</b> <input type="checkbox"/> Under 20 years of age – go to step 6 <input type="checkbox"/> Over 20 years of age – go to step 4
<b>STEP 4</b>	<b>Have you previously completed any formal qualifications?</b> <input type="checkbox"/> Yes – go to step 5 <input type="checkbox"/> No – go to step 6
<b>STEP 5</b>	<b>Are you enrolling in a course that is a higher qualification level than the previously completed qualification (i.e. learner holds a Cert II and is enrolling in Cert III qualification)</b> <input type="checkbox"/> Yes – go to step 6 <input type="checkbox"/> No – not eligible
<b>STEP 6</b>	<b>Not including the course/s you are seeking to enroll in now, how many other government subsidised courses have you “enrolled to undertake” this year? Include training you have enrolled in to undertake at this and other training providers but not started yet. Note: A learner can only undertake a maximum of two (2) government funded courses in 2016</b> <input type="checkbox"/> Two(2) or more – not eligible <input type="checkbox"/> One(1) – go to step 7 <input type="checkbox"/> None(0) – go to step 7
<b>STEP 7</b>	<b>Not including the course/s you are seeking to enroll in now, how many other government subsidised courses are you undertaking training in at the moment</b> <input type="checkbox"/> Two(2) or more – not eligible <input type="checkbox"/> One(1) – go to step 8 <input type="checkbox"/> None(0) – go to step 8
<b>STEP 8</b>	<b>In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Note: A learner can only undertake a maximum of two (2) government funded courses at the same AQF level in their lifetime. (i.e. Certificate III)</b> <input type="checkbox"/> Two(2) or more – not eligible <input type="checkbox"/> One(1) – eligible go to step 9 <input type="checkbox"/> None(0) – eligible go to step 9
<b>STEP 9</b>	<b>Declaration - To be completed by the student. The highest qualification I have completed is:</b> (Include Full title of Qual e.g. RII30815 Certificate III in Civil construction plant operations)

Eligible please continue     Not Eligible sign and date

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

I \_\_\_\_\_, in seeking to enrol in  
(Student's full name)

RII30815 Certificate III Civil Construction Plant Operations    OR     TLI31210 Certificate III Driving Operations

**Declaration of Eligibility - declare the following to be true and accurate statements:**

- I AM     AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (tick appropriate response)
- I AM     AM NOT enrolled in the Commonwealth Government's Skills for Education and Employment program. (tick appropriate response):
- I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.
- I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.
- I acknowledge and declare that the information supplied is true and correct
- I acknowledge that submission of incorrect information may result in the withdrawal or cancellation of enrolment
- I declare that the eligibility assessment was an informative discussion with the RTO delegate and a comprehensive assessment determined my eligibility. I understand it is my responsibility to provide all requested and relevant documentation
- I authorize 1 Stop Driving School to check all available records to confirm that information provided is correct, particularly information regarding my eligibility
- I understand and agree that: 1 Stop Driving School is required to provide the Victorian Government, through the Department of Education and Early Childhood Development, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines which are available at <http://www.education.vic.gov.au/training/providers/ito/Pages/datacollection.aspx>. The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.

To make an informed decision about the course you are enrolling in, you are confident this is the right course for you, we have provided you with all relevant documentation including the student handbook detailing your rights and responsibilities, course information, detailing the course structure, duration, assessment requirements and all details of associated fees and charges.  I agree that I have been provided with all of the above information and wish to proceed with enrolment

**BY SIGNING THIS DOCUMENT, I AGREE TO THE ABOVE TERMS AND CONDITIONS**

	<b>STUDENT SIGNATURE:</b>	<b>DATE:</b>
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**EVIDENCE OF IDENTITY – TO BE COMPLETED BY THE RTO DELEGATE ONLY**

**DOES THE LEARNER HOLD A CURRENT CENTRELINK CONCESSION CARD**  YES  NO *(This card must be presented on enrolment)*

**WHAT IS THE LEARNERS'S CITIZEN / RESIDENCY STATUS**  
 Australian citizen  Overseas resident  Holder of a Permanent Visa  Permanent Resident of Australia  Asylum Seeker

**EVIDENCE OF IDENTITY – ORIGINALS MUST BE PRESENTED ON ENROLMENT & MUST HAVE VALID CURRENT DATES**

A **CURRENT GREEN MEDICARE CARD** (A yellow or blue Medicare card are not valid evidence of citizenship)  
 A Current Australian Passport  
 An Australian Birth Certificate (not Birth Extract)

<p><b>Born Outside Australia – Evidence Required *</b></p> <input type="checkbox"/> A Current New Zealand Passport <input type="checkbox"/> A Naturalisation Certificate <input type="checkbox"/> A Signed Declaration by Relevant Referee	<input type="checkbox"/> Permanent Residency Visa <input type="checkbox"/> Formal documentation issued by the Australian Department of Immigration and citizenship confirming permanent residence
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**and if** the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth  
 A Current Drivers Licence or  A Current Learner Permit or  A Proof of Age Card or  A Keypass ID Card

*\* If unable to provide evidence of citizenship learner's may be ineligible for a government funding and full fees will be charged*

**RTO DELEGATE TO COMPLETE;**

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

I have sighted one of the above evidence of identity items (as marked) and if the student's age is relevant to their eligibility  
 and I have sighted one of the above proof of age evidence cards.

I confirm that the student has been informed of the eligibility requirements for government subsidised training and is aware of the consequences arising from a false, misleading or incomplete declaration, including withdrawal of any government subsidised training offer and/or cancellation of enrolment.

Number of courses the student is eligible for  1  2

Based on discussion with the student, the above evidence I have sighted, and the information provided to me by the student in this form, I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

RII30815 Certificate III Civil Construction Plant Operations **OR**  RII31210 Certificate III Driving Operations

**PTR – CONCLUSION PROCESS COMPLETED**

Student has received the course information prior to PTR process  
 Student understands that participation in the training may affect their future  
 Student is aware of enrolment process  
 Student is aware on enrolment they will need to complete a short literacy and numeracy test  
 Student is aware of their entitlement – student values and understands their training entitlement  
 Student has made an active and informed choice they have chosen the right course  
 Student training program is suitable for the individual training needs  
 Student has determined the most suitable course based on their education levels  
 PTR process completed prior to enrolment - **Course/Unit is suitable for the student, appropriate etc**  
 All information provide on the PTR form is provided to the Trainer/Assessor to format the Training plan etc

**STUDENT ENROLMENT DECISION**

**STUDENT TO PROCEED TO ENROLMENT WITH FUNDING**       **STUDENT TO PROCEED TO ENROLMENT NO FUNDING**       **STUDENT NOT PROCEEDING**

**(NOTE: no eligible person is enrolled in a course or qualification that is at an inappropriate level for that student, including but not limited to enrolling students in courses on the Foundation Skills list that would not provide additional relevant competencies) e.g. it would be inappropriate to enrol a student assessed at Australian Core Skills Framework level 3 in all core skills area in either Certificate I in General Education for Adults or Certificate II in Skills for Work and Vocational Pathways.**

**Authorised RTO Delegate: This course/unit is suitable and appropriate for the student to enrol in:**

Name: \_\_\_\_\_ Position \_\_\_\_\_ Signature: \_\_\_\_\_ Date: / / 201

Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured elsewhere in this form. All information on this form is kept private and confidential.