RTO Sample

RTO Forms and Tools

Please note.

This document is a sample only. It includes only 23 pages of what is normally a 163 page document full forms needed to operate your RTO. This product is designed to be used in conjunction with RTO Policies and Procedures. When we issue Forms and Tools, we also include a student handbook and a separate folder of forms where we have extracted all of the most common forms individually ready for you to customise with your own header and footer. We also provide fully developed examples of some key documents such as the Training and Assessment Strategy.

Joe Newbery

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Version Control

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20 th Oct 2008	Final version – Version 1.0					
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15 th Jan 2010	Full revision (AQTF 2010) – Version 2					
28 th May 2010	Partial revision – Version 2.1					
14 th Sep 2010	Full revision Version 3.0 – Forms and Tools were separated					
6 th July 2011	Full revision (VET Quality Framework released) – Version 4					
13 th Jan 2013	Partial revision – Version 4.1					
24 th Jan 2014	Partial revision – Version 4.2					
15 th Sep 2014	Partial revision – Version 4.3					
18 th Dec 2014	Full revision – Version 5.0, New RTO Standards 2015					
3 rd April 2015	Partial revision – Version 5.1					
2 nd July 2015	Partial revision – Version 5.2					
3 rd Oct 2016	Partial revision – Version 5.3					
31 st May 2017	Partial revision – Version 5.4					

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Industry Engagement Tools

Industry Engagement Questionnaire

Employee / Supervisor Name:	Phone:		
Business Name:	Date:		
Course / Qualification:			
Short description of the course / qualification:			
Question 1		Yes	No
Do the units of competence incorporated in the training and a skills needs required in your business/industry today?	ssessment strategy reflect the		
Comments:			
Question 2		Yes	No
Do the proposed assessment strategy and tasks genuinely refl			
performed in the workplace?	ect the way these skills are		
performed in the workplace? Comments:	ect the way these skills are		
	ect the way these skills are		
	ect the way these skills are		
	ect the way these skills are	Yes	No
Comments:		Yes	No
Comments: Question 3 Is the proposed learning sequence and delivery mode suitable		Yes	No
Comments: Question 3 Is the proposed learning sequence and delivery mode suitable workplace? Can it be improved?		Yes	No

Are there any specific technical guidelines or legislation that we should use to help contextualise the learning and assessment to your industry or enterprise?		
Comments:	<u> </u>	
Question 5	Yes	No
Are the equipment and resources identified to be used in the delivery of the training and assessment consistent with those being used in industry and do they meet industry expectations?		
Comments:		
Question 6	Yes	No
Are there any areas of current industry practice that you consider should be the focus for our trainer / assessor professional development?		
Comments:		
Acknowledgement by industry representative:		
Signed: / Date: /		
Identified outcomes of industry feedback and follow-up actions:		
To be completed by RTO Sa	mple repre	sentative.
Acknowledgement by RTO Sample representative:		
Signed: Date: / /		

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Acknowledgement by RTO Sample CEO:	
Signed:	Date: / /

Assessment Validation Checklist³

Unit Code:		
Unit Name:		
Date of activity:		
Who participated:		
General suitability		
Questions	Y/N	Comments
Are the assessment instructions clearly explained?		
Is the level of difficulty of the assessment appropriate to the competency being assessed?		
Are the assessment tools and checklists logically structured to support the assessment?		
Validity		
Questions	Y/N	Comments
Are the assessment tasks based on realistic workplace activities?		
Is the evidence being collected related directly to the unit of competence being assessed?		

³ Maximising Confidence in Assessment Decision-Making, Resource Kit for Assessors, R. Booth, B.Clayton, R.House and S.Roy, NCVER, 2002, p. 13

Does the assessment assess the student's ability to meet the level of performance required in the workplace?	
Are the methods being used appropriate for the workplace environment?	
Has assessment mapping been completed to confirm that the entire unit is being assessed? (Please attach)	

Sufficiency

Questions	Y / N	Comments
Is the assessment evidence gathered using a range of assessment methods collected over a number of different assessment activities?		
Is the assessment evidence collected from a range of the student's performances over time?		
Is there sufficient evidence of the student's knowledge and skills being considered in the assessment?		

Authenticity / Currency

Questions	Y / N	Comments
Does the assessment method used guarantee that the evidence collected is the candidates own work?		
Does the assessment gather evidence from the candidate that is		

current or based on their recent activities?				
Reliability				
Questions	Y / N	Comments		
Are appropriate assessment checklists available to record evidence based on the unit of competence?				
Are clear guidelines available to ensure that assessors make consistent decisions over time and with different candidates?				
Are there suitable instructions that support the same judgement being applied by different assessors?				
Flexibility				
Questions	Y / N	Comments		
Questions Can the assessment be adapted to meet the needs of all candidates?	Y/N	Comments		
Can the assessment be adapted to	Y/N	Comments		
Can the assessment be adapted to meet the needs of all candidates? Is the opportunity available for the candidate will to have their	Y/N	Comments		
Can the assessment be adapted to meet the needs of all candidates? Is the opportunity available for the candidate will to have their previous experience recognised? Do the assessment methods support flexible arrangements with candidates that have low LLN	Y/N	Comments		
Can the assessment be adapted to meet the needs of all candidates? Is the opportunity available for the candidate will to have their previous experience recognised? Do the assessment methods support flexible arrangements with candidates that have low LLN skills?	Y/N Y/N	Comments		

and timely information on				
assessment?				
Are appropriate opportunities for				
feedback provided to candidates?				
Are there clearly documented				
mechanisms for appeal against				
assessment decisions?				
Opportunities for Improvement				
Are there any opportunities for				
improvement identified as a result				
of this assessment validation?				

Student Enrolment Tools

Student Enrolment Form

Applicant Details:

Family Name:				Title:	
First Given Name:					
Second Given Name:					
Preferred Name:					
Gender:	□ Male □] Female	Birth Date:		
Home Number:			Mobile Number:		
Home address:					
postal address:					

Course details:

Course being applied for:			
Preferred location of training:	In my workplace (on theAt RTO Sample (off the j		
Date ready to start:		Date must complete by:	

Emergency contact details:

Full name:		
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Daytime Number:	Mobile Number:	
Night time Number:	Relationship:	

Personal details:

In which country were you born?	□ Australia	□ Other (Please specify):		
Do you speak a language other than English at home? (If more than one language is spoken at home, indicate the one that is spoken most often)	□ No, English only	□ Yes (please specify):		
How well do you speak English? (tick)	 Very well Well Not well Not at al 			
Are you of Aboriginal or Torres	Strait Islander origin? (tick	a one)		
□ No	ים	(es, Aboriginal		
□ Yes, Torres Strait Islander		(es, Both Aboriginal & Torres Strait Islander		
Do you identify yourself as having	ng a disability? (Please tick)		
□ No	ים	(es, Hearing/Deaf		
□ Yes, Intellectual		□ Yes, Vision		
□ Yes, Learning		□ Yes, Physical		
□ Yes, Medical		□ Other		
Please specify:				
What is your highest COMPLETED school level? (Tick ONE box only.)				

□ Year 12 or equivalent	\Box Year 9 or equivalent
□ Year 11 or equivalent	□ Year 8 or below
□ Year 10 or equivalent	□ Never attended school
In which YEAR did you complete school?	
	□ Yes
Are you still attending secondary school?	□ No
Have you successfully completed any of the	□ No
following qualifications?	□ Yes - Bachelor Degree or Higher Degree
	□ Yes - Advanced Diploma or Associate Degree
	□ Yes - Diploma (or Associate Diploma)
	□ Yes - Certificate IV (or Advanced Certificate/Technician)
	□ Yes - Certificate III (or Trade Certificate)
	□ Yes - Certificate II
	□ Yes - Certificate I
	\Box Yes - Certificates other than the above
Of the following categories, which best	□ Full-time employee
describes your current employment status?	□ Part-time employee
	□ Self-employed - not employing others
	□ Employer
	□ Employed - unpaid worker in a family business
	□ Unemployed - seeking full-time work
	Unemployed - seeking part-time work
	□ Not employed - not seeking employment
Of the following categories, which best	□ To get a job
describes your main reason for undertaking this	□ To develop my existing business
course / traineeship / apprenticeship? (Tick ONE	□ To start my own business
box only.)	\Box To try for a different career
	□ To get a better job or promotion
	□ It was a requirement of my job
	□ I wanted extra skills for my job
	□ To get into another course of study
	□ For personal interest or self-development
	□ Other reasons
RTO Sample requires that you provide us 100	
points proof of identification. Please detail the	

proof of identification you can provide and attach a copy to this enrolment application form.
Please refer to the end of the enrolment form for
guidelines for providing 100 points of
identification.

Your Personal Statement:

Why are you choosing this course?						
Do you have a specific career aim or job in mind for the future?						
□ Yes	□ No	□ Not sure				
□ Yes	□ No	□ Not sure				
Are there any individual needs you have that we should be aware of so we take these into accountImage: YesImage: NoImage: Not surewhen planning your training:						
If yes, please provide us a little more information:						
	□ Yes □ Yes	□ Yes □ No □ Yes □ No				

Unique Student Identifier

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI). Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 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 (transcript). One of the main benefits of the USI is the ability to provide students with easy access to their training records and results (transcript) throughout their life. You can access your USI account online from your computer, tablet or smart phone anytime. Fact sheets –available to download <u>Student Information for the USI</u>

It's free and easy to <u>create your own USI</u> and will only take a few minutes of your time. Alternatively, we can create your USI on your behalf. To do this we will need some additional identification information from you such as your driver's licence number.

Do you already have a Unique Student Identifier?	□ Yes □ No □ Not sure
If you have a USI, please write it clearly in this space:	USI:
If no, would you like us to create your USI on your behalf?	□ Yes □ No
If yes, what State or Territory issued your Driver's Licence:	
What is your Driver's Licence Number?	

If you do not have a Driver's Licence, there are a range of other Proof of ID options including:

- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

You can review the Proof of ID examples at this site: <u>http://www.usi.gov.au/help-centre/proof-of-ID/Pages/proof-of-ID.aspx</u>. Please provide us an one of the alternative ID options.

Employer details (if applicable)

Trading Name:				
Contact Name:				
Contact Number:		Fax nu	mber:	
Workplace address:				
Date ready to start:			Date must complete by:	
Enrolling student				
By signing this form, I	certify that the information pro	vided is	true and correct. I further ce	rtify that:
 I have reviewed th 	e Student Handbook supplied	to me an	d have been informed about	my rights and obligations.
 I have reviewed th 	e Schedule of Fees and Paymer	nts and h	ave been informed of the ref	und policy.
 I have reviewed the relevant course brochure and have been informed of the training and assessment services to be provided and the units of competency to be completed. 				
 The information I have provided in this form is true and correct. 				
Full name:				
Sign: Date: / /				
RTO Sample representative				
By signing this form, I certify that I will make every effort to deliver on the services outlined to students and provide every possible opportunity to students to complete their planned qualification.				
Full name:				
Sign:	Date:	/	/	

100 Point Identification Guide

Each applicant MUST provide 100 points of identification from the list below.

Use of Identity

and/or photo and same name as claim.70Bank/Financial Institution card, statement or passbookCurrent ATM, credit or debit card showing your name and signature. Statement or passbook from current savings or cheque account showing your name and same address (if applicable) as your claim. Cannot accept: cards issued by organisations other than banks, credit unions or building societies, ATM or intermet receipts/statements or account documentation issued by banks/financial institutions outside Australia.40Child's Birth CertificateAustralian birth certificate for a child showing your name as parent/guardian. Cannot accept: soliling's certificate.40Defence Force Identity CardIdentity Card Issued by the Australian Defence Force, showing same name as claim, and photo or signature.40Australian Driver Licence – Motor VehicleCurrent state or territory issued driver licence, learner permit or provisional licence showing signature and/or photo and same name as claim.40Australian Divorce PapersAustralian divorce papers in your name/former name (e.g. Decree Nisi, Decree Absolute).40Australian Marriage CertificateUp to 3 school/education qualification certificates for different years in your name/former name (school/TAFE/university/Registered Training Organisation [RTO]).40Mortgage PapersLegally drawn mortgage papers for an Australian residence in your name.40Name ChangeLegal change of name certificate or deed poli certificate.40Proof of Age CardCurrent passport issued by a country other than Australia, with a valid entry stamp or visa.40Registration Certificate from a Professional BoardRegistration certificate from an	Use of Identity		
Shoter or Fream Licence Current storter or firrearm ticence showing signature and/or photo and same name as claim. 70 Security Licence Current security protection industry or crowd control licence, showing signature 70 Bank/Financial institution card, current savings or cheque account showing your name and signature. Statement or passbook from current savings or cheque account showing your name and same address (fr applicable) as your claim. Current savings or cheque account showing your name and signature. Statement or passbook from current savings or cheque account showing your name, and same address (fr applicable) as your claim. Current savings or cheque account showing your name, and same admess (fr applicable) as your claim. Carmod accept: toxing is source or account dicounnentation lisued by loans/financial 40 Current showing signature and or photo and same name as claim. and photo or signature. 40 Australian Driver Licence - Morte Card i dentity card issued by the Australian Drove pages in your name frame for all cards in the core pages in your name frame for all cards. 40 Australian Driver Card pages frame frame as claim. and photo or signature. 40 Mortgage Pagers Legal y draw mortgage pagers in your name frame for meritor provisional licence showing adpature frame former name (subcort //Fe/Linwas/Pireglsitent C Training Organisation (FTO)). 40 Anariage certificate is a claif short or celtrart is subcort or graw contrasting. 40 Australian Mortica paget pagers in your name/former name. 40	Document	Explanation/description	oints
Cannot accept: minor or junior permit and/or licence. Cannot accept: minor or junior permit and/or licence. Security Licence Current ATM, credit or debit card showing your name and signature. Statement or passbook from cardity photo and same name as claim. 70 Bark/Finencial institution card, transformed cardity permits assisted or passbook from cardity permits assisted or passbook from cardity or prainsations of the than banks, credit unions or building societies, framed accept: stowal societal solving your name as parent/guardian. 40 Child's Birth Certificate Australian Ith certificates for a child showing your name as parent/guardian. 40 Child's Birth Certificate Australian Ith certificates for a child showing your name as claim. 40 Australian Interver Licence - Faces. Australian Interver Licence - Issue by provide interne Lice, Joerree Nisl, Decree Absolute). 40 Australian Interver Licence - Issue by a state or tentory sovermane as claim. 40 Australian Interver Licence - Issue by a state or tentory sovermane agency. 40 Australian Inver Licence - Issue by a state or tentory sovermane agency. 40 Australian Inver Licence - Issue by a state or tentory sovermane agency. 40 Australian Inver Licence - Issue by a state or tentory sovermane agency. 40 Australian Inver Licence - Issue by a state or tentory overmane agency. 40	Defence Discharge Papers	Australian Defence Force discharge papers, in your name/former name.	70
and/or photo and same name as claim. 70 Bank/Financial institution card, statement or passbook k Current ATM, cradit or debit card showing your name and same address if applicable) as your claim, control savings or cheque account showing your name and same address if applicable) as your claim. CM to internet servings or cheque account showing your name and same address if applicable) as your claim. CM to internet servings or account documentation issued by bank/CM and the statistical institutions outside what share that and the serving your name as parent/guardian. 40 Child's Birth Certificate Charter Statistica or tertificate for a child showing your name as parent/guardian. 40 Defence Force Identity Card Australian Driver Licence - Scuaztonia Certificate Charter Statistica or tertificate set defent licence, learner permit or provisional licence showing statute and/or photo and same name as claim. 40 Australian Driver Licence - Scuaztonia Certificate Charter and indivice papers in your name/former name (e.g. Decree Nisl, Decree Absolute). 40 Australian Marriage Certificate Mortgage Papers Legal change of name certificate or deed poli certificates. 40 Name Change Legal change of an ane certificate or deed poli certificate. 40 Proof of Age Card Current pasoft sustely as variate and variatilicate or deed poli certificate. 40 Proof of Age Card Current Apsoft sustely or another and sustel. 40 Orter passoft sustely or another and sustel and r	Shooter or Firearm Licence		70
statement or passbook current savings or cheque account stowing your name and same address (if applicable)s, and a coper, calins sourd or organisations of the than backs, creat futures or building societies, ATM or internet receipts/statements or account documentation issued by banks/financial institutions outside dustratia. 40 Child's Birth Certificate Card issued by crasmisations of the than banks, creat futures or building societies, ATM or internet receipts/statements or account documentation issued by banks/financial institutions outside dustratia. 40 Defence Parce Identify Card Lidentify Card Issued by the Australian Defence Force, showing same name as claim, and photo or signature. 40 Australian Diver Licence – Signature and/or photo and same name as claim. 41 Australian Diver Papers Australian diverce papers in your name/former name (e.g. Decree Nis). Decree Absolute). 40 Educational Certificate Up b 3 school/eductation qualification or tertificates for different years in your name/former name (school/TAFE/university/Registere Training Organisation [RTO]). 40 Australian Mariage Certificate Mariage certificates or deed poil certificates. 40 Australian Mariage Certificate Current passport issued or satter and schaim, and your name/former name. 40 Australian Mariage Certificate Current passport issued or satter and value and/or signature. 40 Passport issued outside Australia. Current passport issued by a suce name. Mustralian editicate or deed poil certificates. 40 Passport issued outside Australia. Current pass of age or photo indinal or state/ferritory professional registration board (e.g. doctors, nurses, dentifis, hypoltherapists, accountants). 40 Passport issued outside Australia. Current fuscation and/or signature. 40 Passport issued outside Australia Current port of age or photo indinal or state/ferritory professional registration board (e.g. doctors, nurses, dentifis, hypoltherapists, accountants). 40 Parade Certificate Current Australian trade certificate for and same address acclaim, 40 Parade Ce	Security Licence		70
Child's Birth Certificate Australian birth certificate for a child showing your name as parent/guardian. 40 Defence Force Identify Card Identify Card Issued by the Australian Defence Force, showing same name as claim, and photo or signature. 40 Australian Driver Licence Current taste or territory issued driver licence, learner permit or provisional licence showing 40 Australian Driver Clence Current taste or territory issued driver licence, learner permit or provisional licence showing 40 Australian Driver Clence Current taste or territory issued driver licence, learner permit or provisional licence showing 40 Australian Driver Clence Current taste or territory parent in your name/former name (c.g. Decree Nis), Decree Absolute). 40 Australian dworze papers I and the territory government agency. Camot accept church or celetrant issued oriticate. 40 Mame Change Legal virger on mortgape papers for an Australian residence in your name/former name. 40 Proof of Age Card Current togarthure. 40 Proof sola Gard Current togarthure. 40 Proof sola Gard Current togarthure. 40 Reference from indigenous Registration certificate for an altional or state/territory professional registration boord 40 Reference from indigenous Curre	Bank/Financial institution card, statement or passbook	current savings or cheque account showing your name and same address (if applicable) as your claim. Cannot accept: cards issued by organisations other than banks, credit unions or building societies, ATM or internet receipts/statements or account documentation issued by banks/financial	40
Defence Force Identity Card Identity Card Issued by the Australian Defence Force, showing same name as claim, and photo or signature. 40 Australian Driver Leance Current state or territory issued of the licence, learner permit or provisional lecner showing 40 Australian Driver Leance Australian divorce papers in your name/former name (c.g. Decree Nisl, Decree Absolute). 40 Australian Divorce Papers Australian divorce papers in your name/former name (c.g. Decree Nisl, Decree Absolute). 40 Australian Divorce Papers Australian divorce papers in your name/former name (c.g. Decree Nisl, Decree Absolute). 40 Martiage cartificate Martiage cartificate 40 Martiage cartificate Legal ydrawn mortgage papers for an Australian residence in your name/former name. 40 Passport Issued outside Australia Current to age on photo indivity card issued by a government agency in your name 40 Registration Cartificate from a digo right of identity card issued in your name. 40 Registration Cartificate from all andiversity fails foil Cartificate prover in absolution or signature. 40 Registration Cartificate from allocation reports realized in territory professional registration board 6. Reference from indigenous Reference from aloboriginal/Torres Strat Islander organisation showing refere's full	Child's Birth Certificate	Australian birth certificate for a child showing your name as parent/guardian.	
Motor Vehicle signature and/or photo and same name as claim. 40 Australian Divorce Papers Australian divorce papers in your name/former name (e.g. Decree Nisl, Decree Absolute). 40 Australian Divorce Papers Australian divorce papers in your name/former name (e.g. Decree Nisl, Decree Absolute). 40 Australian Marriage Certificate Mort is a state or tentrory overmment agency. 40 Amane Change Legal vidram mortgage papers for an Australian residence in your name/former name. 40 Mortgage Papers Legal vidram mortgage papers for an Australian with a valid entry stamp or visa. 40 Proof of Age Card Current proof of age or photo lentity card lessued by a government agency in your name 40 Proof of Age Card Current proof of age or photo lentity card lessued by a government agency in your name 40 Proof of Age Card Current Legal vidrage papers is, physioherapist, accountants). 40 Proof of Age Card Current Legal vidrage or rest vidrage compares is a state or tentrory professional registration board (e.g. doctors, nurses, dentitist, physioherapist, accountants). 40 Proof of Age Card Current Legal vidram or restrate Istander organisation showing referee's full deference from indigenous for references, including enroment contiment contimenton restresta stander restrates and lengin's vidram and state a te	Defence Force Identity Card		
Educational Certificate Up to 3 school/education qualification cartificates for different years in your mame/former name (school/TAFE/university/Registered Training Organisation [RTO]). 40 Australian Marriage Certificate Up to 3 school/Education qualification certificates for different years in your mame/former name. 40 Mortgage Papers Legal change of name certificate issued opt certificates. 40 Name Change Legal change of name certificate or deed poil certificate. 40 Proof of Age Card Current proof of age or photo identity curd issued by a source in your name. 40 Proof of Age Card Current passport issued outside Australia 40 Proof of Age Card Current passport issued outside Australia 40 Registration certificate from a national or state/territory professional registration board 40 Registration certificate from antional or state/territory professional registration board 40 Current Department of Veteraris' Attairs Goid Card Current Australian trade certificate in your name/former name. Must be signed by issuer or claimant. 40 Reference from indigenous Reference from antopional/Terres' Strati Islander organisation showing referee's full detalis and length of time they have known you. 20 Student ID Card Current student ID card issued in your name. <td>Australian Driver Licence – Motor Vehicle</td> <td></td> <td>40</td>	Australian Driver Licence – Motor Vehicle		40
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Passport Issued outside Australia Current passport Issued by a country other than Australia, with a valid entry stamp or visa. 40 Proof of Age Card Current proof of age or photo identity card issued by a government agency in your name with photo and/or signature. 40 Registration Certificate from a Aboriginal/Torres stratis, physiotherapists, accountants). 40 Trade Certificate Current Australian trade certificate in your name/former name. Must be signed by issuer or claimant. 40 Reference from Indigenous Reference from an Aboriginal/Torres Strati Islander organisation showing referee's full details and length of time they have known you. 20 Educational Report or Reference afference from an Aboriginal/Torres Strati Islander organisation showing referee's full details and length of time they have known you. 20 Student ID Card Current student ID card issued in your name/former name (school/TAFE/university/RTO). 20 PAYG Payment Summary PAYG Payment Summary. 20 Reference Renewal Current Insurance renewal If the number. 20 Insurance Renewal Current Medicare card showing your name. 20 Motor Vehicle Registration Current Medicare card showing your name, same address as claim. 20 Motor Vehicle Registration Current Medicare card showing your name, same address as claim, lobat, aircratt etc. <	Mortgage Papers	Legally drawn mortgage papers for an Australian residence in your name/former name.	40
Proof of Age Card Current proof of age or photo identify card issued by a government agency in your name with photo and/or signature. 40 Registration Certificate from a Professional Board (e.g. doctors, nurses, dentists, physiotherapists, accountants). 40 Trade Certificate Current Australian trade certificate in your name/former name. Must be signed by issuer or claimant. 40 Reference from Indigenous Reference from an Aborgina/Torres Stratil stander organisation showing referee's full details and length of time they have known you. 20 Educational Report or Up to 3 school/education reports or references, including enrolment (school/TAFE/university/RTO). 20 Student ID Card Current Insurance renewal cocept: Centrelink issued pay agreement or lease in your name and showing same address as claim. 20 PAYG Payment Summary PAYG payment summary, less than 2 years old, with tax file number. 20 Insurance Renewal Current Insurance renewal for house, contents, vehicle, boat, crop insurance in your name and showing same address as claim. 20 Medicare Card A current Medicare card showing your name. 20 Motor Whicle Registration Up to 3 documents issued by a country other than Australia (equivalent to Australian documents listed 20 points value), including gabed foreign passports. 20 Outment Insurance renewal Current Insurance ared showing your name. 20 <td>Name Change</td> <td>Legal change of name certificate or deed poll certificate.</td> <td>40</td>	Name Change	Legal change of name certificate or deed poll certificate.	40
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	Notice of Assessment	Taxation notice of assessment in your name less than 2 years old.	10
	Employment Records		10

Student Enrolment Interview Form

Applicant Name:		Title:	
Interviewer Name:			
Date of interview:			
Interview method:	Face-to-face 🗆 Phone 🗆	Video co	nf 🗆
Course being applied for:			
Purpose. What is the applicant's career objective in seeking to complete this course? Is this the right course for them?	Notes:		
Individual needs. This may include educational needs, dietary, physical needs such as a disability, medical needs, language needs, etc.	Notes:		
RPL/RCC. Does the applicant have any current competence or prior learning?	Notes: RPL Credit Transfer		
	Cleur Haisier		
Workplace requirements (if applicable). Does the applicant have any specific workplace requirements that need to be addressed in the training?	Notes: Establishment Orientation Commitment (hours/days) Supervision Duties		
Confirm pre-enrolment information. Does the applicant have any questions after reviewing the pre-enrolment information regarding our policies?	Notes: Complaints and appeals Services being delivered Fees / Refunds Privacy arrangements Safety arrangements Access to information		

	Support services			
Confirm the services to be provided. Does the applicant have a sound understanding of the services to be provided as part of the course they are seeking to enter?	Rights as a consumer Notes: The training product (code, title, version) Duration Delivery locations Mode of delivery and course program Planned training and assessment Details of third parties (if applicable)			
	Materials and equipment the learner must provide			
Unique student identifier. Does the applicant have one?	Notes: Does the applicant understand the requirement and where to obtain the USI? Does the applicant understand the circumstances and implications of being exempt from the USI?			
Applicant Signature:	Interviewer Signature:			