

<p style="text-align: center;">Information Pack Sites Officer Training at Cessnock TAFE in March 2017</p>

Overview

Roads and Maritime Services is offering an opportunity for Aboriginal people from the Registered Aboriginal Groups involved with the Hunter Expressway project to take part in a free* program to build skills in site officer work.

This training course is part of the commitments made by RMS in the Hunter Expressway Aboriginal Cultural Heritage Offsets Package.

The program will be run by TAFE NSW and eligible participants will gain skills in:

- Identifying and recording Aboriginal sites, objects & cultural landscapes
- Applying cultural significance to Aboriginal sites & landscapes
- Protecting places of Aboriginal cultural significance
- Surveying and reporting on Aboriginal cultural sites.

When?

March 2017 – 3 days per week for 4 weeks.

Where?

Cessnock TAFE

How do I apply?

Complete the application Forms (RMS & TAFE) and return to RMS by 17 February 2017.

Please note the applications are to be returned to RMS and not sent directly to TAFE.

Is there any course fees?

No – RMS is paying for the full cost of the course to TAFE.

Will meals be provided?

Lunch will be provided on each day of the course.

All other meals and expenses will be the responsibility of the course attendees.

Will accommodation be provided?

Yes – Accommodation can be arranged by RMS directly with an accommodation provider in the local area. *This is only available for attendees who live more than 50km from the Cessnock TAFE and evidence of home location will need to be provided.*

Will any other travel expenses be provided?

No - All other expenses will be the responsibility of the course attendees.

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Interested?

For more information or to answer any questions about the program please call or email Leanne Thompson at Roads & Maritime Services on phone 02 4908 7645 or email leanne.thompson@rms.nsw.gov.au

When do applications close?

Applications close on Friday, 17 February 2017

Please note that applications are made to Roads and Maritime and not TAFE.

<p>Application Form Sites Officer Training at Cessnock TAFE in March 2017</p>
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PART A – RMS Required Information

Name:	
Home Address:	
Phone:	
Mobile:	
Email:	
Hunter Expressway Registered Aboriginal Group:	

Any special Dietary Needs?		
Any special Medical Conditions:		
Is accommodation required?	Yes / No	If Yes then RMS will contact you to make further arrangements

PART B – TAFE Application Form

Please complete the TAFE Form on the following pages.

Please complete as much information as you can. You can leave the yellow highlighted sections blank.

If you have an existing TAFE student number please include this on the form.

(If not then one will be provided to you once you are enrolled).

I confirm that I have completed both Part A and B of this application.			
Sign:		Date:	

Please return by the completed Part A and Part B Forms by email to leanne.thompson@rms.nsw.gov.au or by post to Sites Officer Training, Leanne Thompson, Roads & Maritime Services, Locked Bag 2030, Newcastle NSW 2300

Please do not send the application direct to TAFE.

Applications close Friday 17 February 2017.

Learner Number:		*Unique Student Identifier:	
College/Campus:		International Learner Number:	
Qualification Name: Aboriginal Sites Officer Training			Qual. Code:
Cal OCC Code: 17TAM - 050	Course Start Date: 1 MARCH 2017	Course End Date:	
Teaching Section:	Fee Type	Fee Amount	Fund: funding source

* Have you previously enrolled in TAFE? Yes No * If Yes, at what College did you study:

Your results and TAFEcard will be issued with your legal name(s)/details provided below, and must match the information of your USI.

*Family Name:(same as for USI)		*Title: (Mr/Mrs/Miss/Dr)	
*First Given Name:(same as for USI)		*Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Indeterminate/intersex/unspecified	
*Other Given Name:	Preferred Given Name:	*Date of Birth: (D) / (M) / (Y)	
*Mobile Phone:		Work Phone:	
Email Address:		*Home Phone:	
*Residential Address:			
*Suburb:		*State:	*Postcode:
*Country of Residential Address:			
Postal address, if different from above.			
*Postal Address:			
*Suburb:		*State:	*Postcode:
*Country of Postal Address:			

*Are you of Australian Aboriginal and/or Torres Strait Islander descent?
 1 Yes, Aboriginal 2 Yes, Torres Strait Islander 3 Aboriginal and Torres Strait Islander 4 No

*Do you consider yourself to have a disability, impairment or long term condition? Cross (x) **one box only**. Yes No
 If YES, place a cross (x) in any applicable box listed:

<input type="checkbox"/> Vision	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning	<input type="checkbox"/> Other

Do you require assistance for this disability, impairment or long term condition from a Teacher/Consultant? Yes No

*Citizenship and Residency - Do you reside in Australia? Cross (x) one box only. Yes No

*Please mark your citizenship or residency status. Cross (x) **one box only**.

I am an Australian citizen a New Zealand citizen an Australian permanent resident

an Australian temporary visa holder and my visa sub-class is

a permanent humanitarian visa holder (visa sub-class is) Other

If you are a **temporary visa holder**, and a Registered NSW Apprentice or Trainee, you may be eligible to enrol in government subsidised training.

*Student Fee Information – The Student fee for NSW government subsidised training depends on your entitlement and eligibility, including prior qualifications. Your fee is estimated at time of enrolment and eligibility to a concession fee or fee exemption cannot be adjusted after enrolment.

*Learner Statistics – Please complete the compulsory statistical questions on the last page of this form.

*Learner Declaration – I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures, and where relevant, adhere to the entitlement and eligibility criteria of *Smart & Skilled*. I have read the section titled *Management of Risk of Harm to Learners and Staff* on the TAFE NSW Enrolment Information sheet. I also acknowledge that it is a condition of my enrolment to advise the Campus Manager, a TAFE Counsellor, or my Head Teacher if I have a history of violence.

I confirm the accuracy of the information I have provided on this Enrolment Form and that I will provide evidence when requested to support my declarations. I acknowledge that providing any false information and/or failing to disclose any relevant information, including any history of violence, may lead to the immediate termination of my enrolment at TAFE NSW.

Information provided on this form and collected or otherwise obtained throughout my enrolment will be handled by TAFE NSW in accordance with the *Smart & Skilled Consent, the Learner Privacy Notice* in the TAFE NSW Enrolment Information, the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*. (further details on reverse)

Signature DD/MM/YYYY

AUTHORISATION BY ENROLLING OFFICER Is this enrolment part of an apprenticeship a traineeship neither

I authorise the enrolment details shown and verify that the learner has completed the compulsory Learner Statistics questions on the last page of this Enrolment Form, and verify that the Learner has acknowledged the Smart & Skilled Consent and the Learner Declaration.

Signature DD/MM/YYYY

AUTHORISATION BY TEMPORARY VISA HOLDERS OFFICER

I confirm this temporary visa holder is eligible to study in Australia. As they are not a Registered NSW Apprentice or Trainee, they can be enrolled in a fee for service course offered by TAFE NSW. I have also sighted original and current documentation to validate this.

Signature DD/MM/YYYY

Changes to Courses

TAFE NSW reserves the right to:

- run or withdraw any course
- hold a course at a Campus other than that advertised
- alter the times or dates for the whole or any part of the course
- offer you a new/alternate qualification if the qualification has been updated in line with national industry standards.

If any of these course changes become necessary, you will be advised of the changes and the alternative arrangements which may be available for you to complete your course.

Payment of student fees and additional charges

All student fees and charges are reviewed on a yearly basis and are subject to change.

Your enrolment is not complete and you are not entitled to attend class and/or participate in training until you have paid either the relevant student fee, a concession fee or have been exempted from the student fee.

TAFE NSW will NOT accept cash for payment of fees or enrolment-related charges. You may pay by EFTPOS, Visa card, MasterCard, BPay, cheque or money order payable to TAFE NSW. You may have the option to pay your student fee in more than one instalment. The first payment is due when you enrol. You will be notified when your second and/or further payments are due. Learners who receive a specified Commonwealth benefit or allowance may be eligible to pay a concession fee per qualification, up to and including Certificate IV, rather than the relevant student fee.

Aboriginal or Torres Strait Islander learners who live or work in NSW, or live in identified border postcodes, are exempt from paying the student fee.

Learners in receipt of the Disability Support Pension or learners with a disability (clients of a Teacher/Consultant) are exempt from paying the student fee.

Note: The concession fee may be payable by instalments. Check with your college of enrolment.

Note: Apprentices and trainees must provide proof of their status as an apprentice or trainee at time of enrolment.

Note: Welfare/Benefit recipients are required to provide a CRN and/or documentary evidence to be eligible for a Fee Concession.

For more information about student fees and charges, go to <https://www.tafensw.edu.au>.

TAFE NSW is an approved FEE-HELP provider. A FEE-HELP student loan may be available for eligible full-fee paying learners enrolling in an eligible course.

Note: If you are a learner enrolled in a TAFE NSW Higher Education course, you are not entitled to a fee exemption or fee concession.

Different enrolment and refund conditions apply. For more information about **FEE-HELP** and **VET student loan**, go to <https://www.tafensw.edu.au> or contact your campus of enrolment.

Additional charges may apply to your course for:

- essential equipment and items that become your property, such as, chef knives, licence fees;
- an optional charge for items that are not essential for your study, such as exotic or non-standard flowers or other raw materials
- an optional charge for alternate forms of access to an item or service that is essential for your training, such as a textbook rather than the on-line materials.

Withdrawing from your study

Learners who withdraw from their study are required to notify their campus in writing.

Learners who have not demonstrated participation and/or attendance in their study on a regular basis will be contacted to determine their status of continuing or withdrawing from their studies.

TAFE NSW will assist you to re-commence your studies, however if no response is received within times specified, action will be taken to withdraw you from your enrolment

Refund of the Student Fee

A refund of all or part of student fee may be given in the following circumstances:

- You enrolled in a course that has been cancelled by the campus or Institute.
- You have paid the full student fee but now receive Youth Allowance or Austudy commencing within two weeks of the date of enrolment or the date of first attendance at class (where you will be eligible for the concession fee).
- You formally advise the campus, before classes commence and with no attendance and/or participation, that you are withdrawing from the course.
- You formally advise the campus, after commencement of classes and/or participation, that you are withdrawing from the course. You may be eligible for a partial refund of the student fee.
- You have been granted Recognition of Prior Study or Credit Transfer after enrolment.

- If, after enrolment, you subsequently provide evidence that you were an apprentice or a trainee, or eligible for a Fee Exemption or Concession Fee at time of enrolment, you may be eligible for a partial refund of the student fee.

For Fee for Service courses, a refund of the course fee is only due in the following circumstances:

- TAFE NSW has cancelled the course you were enrolled in.
- You formally advise the campus in writing at least seven days prior to the start of your course that you wish to withdraw.

For cancellations advised within seven days of the start of the course, no refunds are made.

However, a substitute delegate may attend. OTEN does not offer refunds for WSI PLUS courses once enrolled, but a substitute delegate may participate.

Temporary Visa Holders and International Learners

Temporary visa holders and international learner enrolled in TAFE NSW are subject to specific conditions. For further information contact the Temporary Visa Holders Officer at the local TAFE NSW campus. For international learner information, contact the International Student officer at the TAFE NSW Institute where you are enrolling.

Behind in paying your student fee, the concession fee or other fees or charges?

The student fees and applicable charges are required to be paid, at enrolment or by scheduled instalment date/s, either by the person enrolled (also including where a nominated 'third party' has not made the required payments), or as identified within a contract for delivery of training by TAFE NSW.

If you have outstanding fees or charges, you will not receive the student academic documents for your enrolment, nor will the Report to Employer be issued for apprentices and trainees.

TAFE NSW may also refer your outstanding fees for debt recovery action.

Disability Services

If you would like information about disability support and services please contact a Teacher/Consultant for Learners with Disabilities. Contact details are available at your campus of enrolment or on the TAFE NSW website <https://www.tafensw.edu.au/services/disability/index.htm>

TAFE NSW Credit Transfer

If you have successfully completed the **SAME** or an **EQUIVALENT** unit to one that is in your current course, the result from your previous study within the same Institute can be **transferred** to your current course and included on your TAFE NSW Transcript of Academic Record.

Your Head Teacher/Teacher can advise you of the units for which grades will transfer.

There may be some cases where it is NOT possible to transfer a grade.

TAFECARD

The TAFECARD is a compulsory form of identification at TAFE NSW. Your enrolment is not complete until you have your TAFECARD photograph taken. Please keep your TAFECARD as it can be re-activated if you decide to return to study at TAFE NSW.

Student Association

The annual Student Association membership fee funds facilities and services that improve the educational environment of a campus. For more information, contact your Campus.

Communication Services - Acceptable Usage

Learners must abide by the 'acceptable usage' policies when using the Internet and email services at <https://www.det.nsw.edu.au/policiesinter/category.do?level=TAFE>. If you are under 18 years of age, please discuss these requirements with your parent or guardians to read.

Information is available at: <http://www.schoolatoz.nsw.edu.au/technology/using-technology>

Preferred Given Name

TAFE NSW uses your preferred given name (or your First Given Name) + Family Name to create a Unique Username for you to access the TAFE NSW Learner Portal. If you supply a preferred given name (e.g. Kim rather than Kimberley), your user name will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2.

Online access to Learner Portal

If you are a new learner, you will be given a username and password to access TAFE NSW Learner Portal when you enrol. If you have been a learner before, your username and password will remain unchanged.

Consumer Protection

The Consumer Protection Officer at your Institute is there to assist you.

If issues cannot be resolved at the Institute, you can seek assistance or review from an independent organisation including Training Services NSW on 1300 772 104.

Management of Risk of Harm to Learners and Staff

TAFE NSW is required by law to ensure the health and safety of learners, staff and visitors on our premises and within our delivery environment. In order to meet these legal obligations it is necessary for us to access and manage any known risk of violent behaviour. If you have a history of violence that may suggest that you could pose a current risk of any type to TAFE learners, staff and/or visitors it is a condition of your enrolment to advise the Campus Manager, a TAFE Counsellor or your Head Teacher prior to attending your first class.

For this purposes 'violence' is not restricted to physical acts.

It includes any behaviour that seriously interferes with the physical or psychological safety and wellbeing of others such as:

- actual violence to any person
- possession of or use of a weapon or any item with the intention to cause harm or injury to others
- threats of violence or intimidation of others
- suspension or expulsion from any school or educational institution for violent aggressive behaviour.

TAFE NSW is committed to offering vocational education and training to the entire community. Following your advice of a potential risk, we will carry out an assessment of the current risk and, if necessary, provide support and a management plan. Only in exceptional circumstances will a risk assessment lead to exclusion from enrolment.

It is our aim to provide an appropriate, safe environment to suit every learners need and maximise your success in your studies.

Smart & Skilled Consent

I understand and agree that personal information (information or an opinion about me), collected from me, (my parent or guardian) such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together Personal Information) collected by TAFE NSW may be disclosed to the Department of Industry, Skills and Regional Development (Department).

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any fee exemptions or concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone email or post during or after I have ceased subsidised training with TAFE NSW for the purposes of evaluating and assessing my subsidised training.

Note: if under 18 years of age at the time of giving consent, then the consent of your guardian is required.

Learner – Consent for access to Information:

I consent and authorise TAFE NSW and Dept of Human Services (Centrelink) for the release of information on the current status of my Entitlement solely in order to confirm and validate my eligibility for fee exemption or fee concession on enrolment into training subsidised by the NSW Government or identified TAFE NSW qualifications.

Learner Privacy Notice

Information collected by the New South Wales TAFE Commission during a learner's enrolment and attendance will be used for the purposes of general records administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Learner information will be held securely and disposed of securely when no longer needed. The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans' Affairs, the Department of Education and Training, the Department of Industry and Science, the Department of Immigration and Border Protection, Transport for NSW, NSW Department of Industry, Skills and Regional Development, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on this learner enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration or by using Learner Portal.

Last Name:	
First Name:	

***Learner Statistics – 2017**

To help us to provide a better service please complete the personal details below by placing a **CROSS (X)** in one of the boxes or by providing information where requested.

All questions are to be answered and information will be treated confidentially.

Please see the 'Learner Privacy Notice' on the 'TAFE NSW Enrolment Information'

PLEASE DO NOT WRITE OUTSIDE BOXES

If your personal details change please update by contacting your TAFE NSW campus administration or by using Learner Portal.

1. What is your highest completed school level?

12 Year 12 or equivalent 9 Year 9 or equivalent
 11 Year 11 or equivalent 8 Year 8 or equivalent
 10 Year 10 or equivalent 2 Never attended school

2a. In which year did you complete the above school level?

2b. Are you still attending secondary school?
 No Yes

3a. Have you successfully completed any of the following qualifications?
 Yes No

3b. If Yes, then please enter the appropriate location number in the applicable boxes:

<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate III (or Trade Certificate)
<input type="checkbox"/> Advance Diploma or Associate Degree	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificates other than above

Location Number:
1 - Overseas **3** - Adult & Community Education (ACE) **5** - HSC VET Course
2 - TAFE NSW **4** - Other Training provider **6** - Higher Education / University

4. Of the following categories, which BEST describes your current employment status? Place a **CROSS (x) in one box only.**

1 <input type="checkbox"/> Full-time employee	5 <input type="checkbox"/> Employed - unpaid worker in a family business
2 <input type="checkbox"/> Part-time employee	6 <input type="checkbox"/> Unemployed - seeking full-time work
3 <input type="checkbox"/> Self employed - not employing others	7 <input type="checkbox"/> Unemployed - seeking part-time work
4 <input type="checkbox"/> Employer	8 <input type="checkbox"/> Not employed - not seeking employment

5. Of the following categories, which BEST describes your main reason for undertaking this course? Place a **CROSS (x) in one box only.**

1 <input type="checkbox"/> To get a job	6 <input type="checkbox"/> It is a requirement of my job
2 <input type="checkbox"/> To develop my existing business	7 <input type="checkbox"/> I want extra skills for my job
3 <input type="checkbox"/> To start my own business	8 <input type="checkbox"/> To get into another course of study
4 <input type="checkbox"/> To try for a different career	12 <input type="checkbox"/> For personal interest of self development
5 <input type="checkbox"/> To get a better job or promotion	11 <input type="checkbox"/> Other reasons

6. In which country were you born? Place a **CROSS (X) in one box only.**

<input type="checkbox"/> Australia	<input type="checkbox"/> Iraq	<input type="checkbox"/> United States of America
<input type="checkbox"/> China (excl SARs and Taiwan)	<input type="checkbox"/> Fiji	<input type="checkbox"/> Burma (Rep of the Union of Myanmar)
<input type="checkbox"/> Hong Kong	<input type="checkbox"/> Sudan	<input type="checkbox"/> Taiwan
<input type="checkbox"/> India	<input type="checkbox"/> Thailand	<input type="checkbox"/> Papua New Guinea
<input type="checkbox"/> Lebanon	<input type="checkbox"/> Iran	<input type="checkbox"/> Russian Federation
<input type="checkbox"/> New Zealand	<input type="checkbox"/> Indonesia	<input type="checkbox"/> Former Yugoslav Republic of Macedon
<input type="checkbox"/> Philippines	<input type="checkbox"/> Afghanistan	<input type="checkbox"/> Congo, Democratic Republic of
<input type="checkbox"/> United Kingdom	<input type="checkbox"/> Sri Lanka	<input type="checkbox"/> Malaysia
<input type="checkbox"/> Vietnam	<input type="checkbox"/> Bangladesh	<input type="checkbox"/> Turkey
<input type="checkbox"/> Korea, Republic of (South)	<input type="checkbox"/> South Africa	<input type="checkbox"/> Pakistan
		<input type="checkbox"/> South Sudan

Other – please print name of country

7. If you were not born in Australia, what year did you first arrive in Australia?

8. Do you speak a language other than English at home?

No, English only. If No, you do not need to complete the remaining questions.

Yes, I speak (place a **CROSS (X)** in one box only)

<input type="checkbox"/> Arabic	<input type="checkbox"/> Thai	<input type="checkbox"/> Fijian
<input type="checkbox"/> Cantonese	<input type="checkbox"/> Indonesian	<input type="checkbox"/> Sinhalese
<input type="checkbox"/> Greek	<input type="checkbox"/> Bengali	<input type="checkbox"/> German
<input type="checkbox"/> Hindi	<input type="checkbox"/> Russian	<input type="checkbox"/> Samoan
<input type="checkbox"/> Italian	<input type="checkbox"/> Dari	<input type="checkbox"/> Nepali
<input type="checkbox"/> Mandarin	<input type="checkbox"/> Serbian	<input type="checkbox"/> Urdu
<input type="checkbox"/> Spanish	<input type="checkbox"/> Macedonian	<input type="checkbox"/> Tongan
<input type="checkbox"/> Tagalog	<input type="checkbox"/> Tamil	<input type="checkbox"/> Punjabi
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Japanese	<input type="checkbox"/> Polish
<input type="checkbox"/> Korean	<input type="checkbox"/> French	<input type="checkbox"/> Croatian
<input type="checkbox"/> Persian (excl Dari)	<input type="checkbox"/> Portuguese	<input type="checkbox"/> Dinka
<input type="checkbox"/> Turkish	<input type="checkbox"/> Khmer	<input type="checkbox"/> Burmese

Other – please print name of language

9. How well do you speak English?
 1 Very well 2 Well 3 Not Well 4 Not at all

10. Do you require help with English? No Yes
 If Yes, please contact your college administration for further information.

THANK YOU FOR COMPLETING THE LEARNER STATISTICS