

# ENROLMENT FORM

## MEM40105 Certificate IV in Engineering

### CHECKLIST

**IMPORTANT!** If information is missing or incomplete, your application will not be processed and you will be asked to re-submit.



ENROLMENT FORM <b>COMPLETED</b>			✓
All questions on this application have been completed – <b>pages 1 to 5</b>			<input type="checkbox"/>



PROOF OF QLD RESIDENCY <b>ATTACHED</b> (examples include)			✓
A current QLD Driver's Licence (front & back)	or	A current QLD Bank Statement	<input type="checkbox"/>
	or	A current QLD Rates Notice	



PROOF OF CITIZENSHIP <b>ATTACHED</b> (examples include)			✓
A current <u>GREEN</u> Medicare Card	or	A current Australian/New Zealand Passport	<input type="checkbox"/>
	or	A current Permanent Residency Visa	



UNIQUE STUDENT IDENTIFIER (USI) <b>PROVIDED</b> Create one at <a href="http://www.usi.gov.au">www.usi.gov.au</a>			✓
USI created and provided in this enrolment or permission given to BDT to create/search for one on my behalf			<input type="checkbox"/>



SUBMIT YOUR DOCUMENTATION		
Email: <a href="mailto:trades@bluedogtraining.com.au">trades@bluedogtraining.com.au</a>	Text: 0401 171 015	Post: PO Box 2173, MILTON BC QLD 4064



FOR FURTHER ASSISTANCE	
Call Brian Mills – Training Manager (07) 3166 3950	Email: <a href="mailto:brian.mills@bluedogtraining.com.au">brian.mills@bluedogtraining.com.au</a>



DO I NEED TO COMPLETE THIS ENROLMENT FORM?
If you are applying for an apprenticeship, you will not need to complete this form. For further information regarding apprenticeships, please refer to the student course information.



## Personal Details

**What is your full name?** (Please write the name used for your USI)

Family name (surname):	
First name:	
Middle name (if applicable):	

**What is your gender?** (Tick ONE)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

**What is your date of birth?**

dd/mm/yyyy:			
-------------	--	--	--

**What is your contact number?**

Home phone:	
Mobile number:	

**What is your email address?**

Email address:	
Alternative email:	

**What is the address of your usual residence?**

Building/property name:	
Flat/unit details:	
Street or lot number:	
Street name:	
Suburb, locality or town:	
State/territory:	
Postcode:	
Postal address same as residential <input type="checkbox"/>	

**What is your postal address? (If different from residential address)**

Building/property name:	
Flat/unit details:	
Street or lot number:	
Street name/PO Box:	
Suburb, locality or town:	
State/territory:	
Postcode:	

## Language and Cultural Diversity

**In which country were you born?**

Australia	<input type="checkbox"/>
Other – please specify:	<input type="checkbox"/>

**What is your current citizenship status?**

Australian or New Zealand Citizen	<input type="checkbox"/>
Permanent resident of Australia	<input type="checkbox"/>
Holder of a refugee or humanitarian visa	<input type="checkbox"/>
Other – please specify below	<input type="checkbox"/>

**In which town/city were you born?**

--

**Do you speak a language other than English at home?**

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/>
Yes, other – please specify below	<input type="checkbox"/>

**Are you of Aboriginal or Torres Strait Islander origin?**

(For both Aboriginal and Torres Strait Islander origin, mark both boxes)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

## Schooling

**Are you still enrolled in secondary or senior-secondary education?**

No	<input type="checkbox"/>
----	--------------------------

Yes – please specify:	<input type="checkbox"/>
-----------------------	--------------------------

**What is your highest COMPLETED school level?** (Tick ONE)

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>

Year 9 or equivalent	<input type="checkbox"/>
Year 8 or equivalent	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

**Employment Status**

Of the following, which best describes your current employment? (Tick ONE)

Full-time employee	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>
Self employed – not employing others	<input type="checkbox"/>
Self employed – employing others	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>
Unemployed – not seeking employment	<input type="checkbox"/>

How many years have you been employed within the industry?

1 to 3 years	<input type="checkbox"/>
4 to 10 years	<input type="checkbox"/>
10+ years	<input type="checkbox"/>

What is your current employer's business name?


**Previous Qualification Achieved**

Have you successfully completed any of the qualifications below?

No	<input type="checkbox"/>
Yes- Bachelor degree or higher degree	<input type="checkbox"/>
Yes – Advanced diploma or associate degree	<input type="checkbox"/>
Yes – Diploma (or associate diploma)	<input type="checkbox"/>
Yes – Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>

Yes – Certificate III (or trade certificate)	<input type="checkbox"/>
Yes- Certificate II	<input type="checkbox"/>
Yes- Certificate I	<input type="checkbox"/>
Yes – Other education (please provide details below)	<input type="checkbox"/>

**Unique Student Identifier (USI)**

Create one at [www.usi.gov.au/create-your-USI/](https://www.usi.gov.au/create-your-USI/). For more info, visit <https://www.usi.gov.au/about>.

I authorise Blue Dog Training to search or apply for a USI on my behalf as per sub-section 9(2) of the Student Identifiers Act 2014

☐

OR enter your Unique Student Identifier (USI):

**Study Reason**

Of the following categories, which best describes the main reason you are undertaking this course? (Tick ONE)

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>

It was a requirement of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
Other – Please specify:	<input type="checkbox"/>

**How did you hear about Blue Dog Training?**

Of the following categories, select the one which best describes how you heard about this course.

Former Blue Dog Apprentice	<input type="checkbox"/>
Employer	<input type="checkbox"/>
White Card or Short Course	<input type="checkbox"/>

Social Media	<input type="checkbox"/>
Merchandise	<input type="checkbox"/>
Other – Please specify:	<input type="checkbox"/>

**Learner Support**

To assist you to successfully complete your training it is important that Blue Dog Training can:

- Determine if you have any educational needs; and
- Evaluate your knowledge and skill in reading, writing, numeracy and communication.

**Disability**

If you answer YES to the question below, Blue Dog Training will be in contact with you to clarify your support needs and make additional support available to you, if required. If this extra support attracts an additional cost to you (e.g. engagement of an interpreter) Blue Dog Training will provide this information to you prior to accepting your enrolment.

Do you consider yourself to have any disabilities, impairments, or long-term conditions?

No	<input type="checkbox"/>	Yes – please specify:	<input type="checkbox"/>
----	--------------------------	-----------------------	--------------------------

**Language Literacy and Numeracy (LL&N) Core Skill Self-Assessment**

Yes: Indicates you should possess the LL&N level assessed by the question asked.

No: Indicates you may not possess the LL&N Core Skill assessed by the question asked.

Note: The highest relevant skill level demonstrated by the self-assessment should indicate the LL&N Core Skill level you possess.

Where any of the required LL&N Core Skills levels are greater than the LL&N Core Skills levels you possess, additional support may be required for you to complete the MEM40105- Certificate IV in Engineering course. Contact Blue Dog Training if you require further explanation.

Skill Type	Questions: Can You or Do You?	Yes	No	Skill Level Required
<b>Skill Level Assessed – Level 1</b>				
Reading	Follow simple written instructions (e.g. how to change a battery)?	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	Send a text to a friend about something you saw or heard?	<input type="checkbox"/>	<input type="checkbox"/>	
Oral	Express basic opinions to your friends or colleagues (e.g. whether you like something or not)?	<input type="checkbox"/>	<input type="checkbox"/>	
Numeracy	Use a calculator to add and subtract (e.g. check your savings)?	<input type="checkbox"/>	<input type="checkbox"/>	
Learning	Give simple information to someone (e.g. what time the supermarket closes)?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Skill Level Assessed – Level 2</b>				
Reading	Follow directions on a map?	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	Fill in information in a formatted checklist or form?	<input type="checkbox"/>	<input type="checkbox"/>	
Oral	Follow verbal instructions to complete a task?	<input type="checkbox"/>	<input type="checkbox"/>	
Numeracy	Order items from an internet shopping site?	<input type="checkbox"/>	<input type="checkbox"/>	
Learning	Ask questions to confirm that you understand something?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Skill Level Assessed- Level 3</b>				
Reading	Order items from an internet shopping site?	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	Complete formatted documents (e.g. forms, records or reports)?	<input type="checkbox"/>	<input type="checkbox"/>	
Oral	Actively take part in meeting (e.g. introduce something that you want to discuss)?	<input type="checkbox"/>	<input type="checkbox"/>	
Numeracy	Estimate the length or weight of something?	<input type="checkbox"/>	<input type="checkbox"/>	
Learning	Give a basic presentation to a group on something you know well?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Skill Level Assessed- Level 4</b>				
Reading	Interpret and apply information in technical manuals?	<input type="checkbox"/>	<input type="checkbox"/>	4
Writing	Write clear and detailed instructions for someone to follow?	<input type="checkbox"/>	<input type="checkbox"/>	4
Oral	Get involved in workplace negotiations (e.g. negotiating changes to your role)?	<input type="checkbox"/>	<input type="checkbox"/>	4
Numeracy	Use devices to measure, record and interpret data?	<input type="checkbox"/>	<input type="checkbox"/>	
Learning	Understand plans, including symbols and abbreviations?	<input type="checkbox"/>	<input type="checkbox"/>	4
<b>Skill Level Assessed – Level 5</b>				
Numeracy	Use mathematical information to aid you solve problems (algebraic formula or graphical data)?	<input type="checkbox"/>	<input type="checkbox"/>	5

**LL&N Declaration and Acknowledgment****I Declare That:**

- I understand I have completed the (LL&N) core skills self-assessment to indicate if my LL&N skills are of a level to successfully complete the MEM40105 – Certificate IV in Engineering course.
- I understand the course LL&N Core Skills requirements above.
- I understand my LL&N Core Skills self-assessment results above.
- I understand that where any of my LL&N Core Skills self-assessment results do not meet the course LL&N Core Skills requirements, I may require additional support.
- I understand Blue Dog Training's method/strategy to make support available. That is, that one-on-one support is available from a qualified Trainer and Assessor by contacting the Blue Dog Training office between 7:30am and 5:00pm, Monday to Friday.

I agree, please enrol me

☐

I disagree or don't understand and will be in contact for clarification

☐

**Course Scheme**

Please refer to the Student Course Information Booklet for more information regarding Government funding eligibilities and point system payment.

1. Government Subsidy: Department of Employment, Small Business & Training (DESBT) Higher Level Skills Program \$1.00 per nominal hour	
2. Government Subsidy: Department of Employment, Small Business & Training (DESBT) Higher Level Skills Program <b>(CONCESSION)</b> \$0.80 per nominal hour	

**Payment Details - Direct Deposit or Credit Card \***

**[By providing my details below, I authorise to be charged \$ \_\_\_\_\_ according to the selected course scheme at a maximum of \$1,500 at any one time]**

Account Name: Blue Dog Training	BSB: 633-000	Account: 122839624	Reference: your name
***If you choose the Direct Deposit method, please attach a receipt of the transfer showing our full account number and transfer amount***			
Card number:		Card expiry:	
Card holder's name:		CVN:	
Card holder's signature:		Make invoice out to:	Visa <input type="checkbox"/>
		Invoice Address:	Mastercard <input type="checkbox"/>

**Privacy Notice**

Under the *Data Provision Requirements 2012*, BLUE DOG TRAINING is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by BLUE DOG TRAINING for statistical, administrative, regulatory and research purposes. BLUE DOG TRAINING may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).



## Student Declaration

By submitting this form, I am applying to enrol in the course MEM40105 Certificate IV in Engineering, and declare that:

- I have been provided with sufficient information (e.g. the Student Handbook, pre-enrolment information, and course and fee information) with which to make an informed decision prior to enrolment.
- To the best of my knowledge, all the information I have provided to Blue Dog Training is true and correct.
- I understand and agree to the LL&N requirements and Core Skills Self-Assessment and I have provided accurate information.
- I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.
- I agree to abide by the policies and procedures of Blue Dog Training outlined in the Student Handbook on the Blue Dog Training website.
- I understand that I can access one-on-one support from a qualified trainer and assessor by contacting Blue Dog Training during business hours.
- I agree to complete all units of competency by the progression point due dates outlined in my training plan, and I understand that failure to do so will result in loss of funding and additional fees will apply.
- I understand that Blue Dog Training reserves the right to withdraw me from this course at the Company's reasonable discretion.
- I understand that I am not permitted to receive assistance for this training from anyone other than Blue Dog Training AND that all work/assessments I submit must be my own work.
- I understand that I cannot undertake RPL for the full qualification.
- I agree to the fees being charged, payment terms and refund policy and procedure. I agree to be liable for the debt arising from any outstanding fee amount for the course I have enrolled in.
- I agree to contribute and complete any survey as directed, if applicable.\*
- I understand that I am required, when accessing a Queensland Government subsidised training place, to complete a Student Training and Employment Survey within three months of completing or discontinuing my training. I agree to complete this survey as directed, if applicable.
- I have not or am enrolled in a Certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.
- I am aware of the implications of accessing a subsidised training place on future subsidised training opportunities available to me, as outlined in the 2019-2020 student course information for this qualification.\*
- I understand that if I am found to be ineligible for funding after payment has been made, I will be required to pay additional Fee-for-Service costs.
- I have read, understood and consent to the privacy statement provided on this enrolment form.
- I am not currently enrolled in, nor have I previously completed, this course.
- I am aware that I may receive a National Centre for Vocational Education Research (NCVER) student survey and that I may be required to participate in an evaluation or survey.
- I have read the USI privacy information available below and consent to the collection, use, and disclosure of my personal information.

<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

This information is available on the Blue Dog Training Website under resources: <https://bluedogtraining.com.au/courses/resource>.

Student name:

Date:

Student signature:

  
*Please do not type signature*

\* Not applicable to Fee-for-Service enrolments.

**Please Note: Incomplete applications will not be processed**