

TRAINEESHIP or EMPLOYER SPONSORED ENROLMENT FORM



Australian College
of Commerce & Management

National Registered Training Provider ID 1441

ACN 073 576 315

Part 1. Course Details

Training Course / Qualification:

Part 2. Personal and Contact Details of Employee

Title:	First Name/s:	Surname:
Residential Address:		
Suburb:	State:	Postcode:
Phone Numbers: (H): ()		(W): ()
(Mob):	(Fax): ()	Date of Birth:
Postal Address (if different to Residential Address):		
Suburb:	Postcode:	<input type="checkbox"/> Previous College Student
E-mail address/es:		

Part 3. Employment Details

Employer:		
Work Street Address:		
Suburb:	State:	Postcode:
Work Postal Address:		
Suburb:	Postcode:	<input type="checkbox"/> Fulltime or <input type="checkbox"/> Part Time
Your Job Title/ Role:	Approx Start Date with Employer:	
Type of Industry:	Total Number of Employees:	
Supervisors: Title: <input type="checkbox"/> Ms <input type="checkbox"/> Mr	Name:	Supervisors Ph:
Supervisors E-mail address:		

Part 4. Employers Authorisation of Enrolment & Enrolment Fees

- I authorise enrolment of this employee and agree to the Terms and Conditions printed on page 2, unless varied in writing.
- I agree to pay to the College upon enrolment the compulsory Trainee Enrolment Fees (\$414 pa in NSW and \$300 in ACT and other states as specified in the attached Terms and Conditions on page 2).
- I agree to pay the relevant Course Fees as listed in the current College Fee Schedule for Existing Worker Traineeships, Employer Sponsored Courses and New Worker Traineeships as specified in the Terms and Conditions on page 2.
- I agree to provide assistance and supervision for all Trainees as required in the Traineeship Training Contract.

X Employers Signature:

Date:

Employers Printed Name:

EMPLOYER to also SIGN the agreed Training Plan on page 4



EMPLOYEE to complete page 3 and 4 and SIGN page 4



Part 5. Important Terms and Conditions of Enrolment

1 Compulsory New Worker Trainee Enrolment Fees

Where required by the relevant State Training Authority the College must charge New Worker Trainees an Enrolment Fee. The Employer agrees to pay this charge on behalf of its Trainees. The charges are payable upon enrolment and currently are: for NSW enrolments - \$414 per year of enrolment; ACT enrolments - \$300; Tasmanian enrolments - \$990pa, Victorian enrolments - \$1.40 per nominal hour of the course, Queensland enrolments - \$1.03 per nominal hour of the course, South Australia – \$2.00 per nominal hour of the course, Western Australia – based on unit bands (max \$1650). Other states are as advised. These charges will vary as determined by the State Training Authorities. The compulsory Trainee Enrolment Fee is reviewed annually, and so may change from year to year. Course materials and delivery/postage costs are included in the course fees. Replacement materials will be issued at cost price.

2 New Worker Traineeships – NSW, ACT, SA and WA - Course Fees

The College is paid directly by the State Training Authority for the course delivery for New Worker Traineeships in NSW, ACT, SA and WA. In the majority of cases this amount is for the full course cost. There are therefore normally no course or tuition fees payable to the College by the Employer. The exceptions are for the following courses in ACT: all Certificate II level courses; all Customer Contact courses and CIV in Training and Assessment. Additional Course fees apply to these courses in accordance with the College Fee Schedule. New Worker Traineeships in other states are delivered on a fee for service basis as per clause 3 below.

3 Existing Worker Traineeships (all states) & New Worker Traineeships in Vic, Qld, Tas & NT – Course Fees

While employers may receive financial incentives for Existing Worker Traineeships the State Training Authority requires employers to make payment for course fees for Existing Worker Traineeships directly to the College. Direct payment to the College is also required for New Worker Traineeships in Victoria, Queensland, Tasmania and Northern Territory.

For distance delivery enrolments the employer agrees to pay the College fees of \$2750 per participant being: \$414 Enrolment Fee payable upon enrolment; \$1086 Course Commencement Fee payable 3 months from enrolment; \$1250 Course Progression Tuition Fee payable 12 months from enrolment. Additional fees apply to Certificate IV in IT and Accounting courses bringing the total College Fees for Existing Worker Traineeships in these areas to \$3000 per participant. Fees for Training and Assessment courses are by negotiation.

Where additional support is requested and provided by the College, including workshops or worksite visits additional fees will be payable and will be invoiced at that time. Payment timing may be varied by mutual written agreement.

4 Employer Sponsored Course Fees – Non Traineeships

The fees payable for these courses will be as listed in the College Fee Schedule (available) on the Colleges website at the time of enrolment; or as agreed in a Services Agreement. The Fee is payable in full upon enrolment.

5 Recognition

For Credit Transfers (Statements of Attainment from nationally recognised training) the course fees include the costs of processing this form of RPL. For other types of Recognition such as work skills and non-accredited training a Recognition Fee in addition to Course Fees applies. Recognition Fees are \$400 for Certificate III applications, \$800 for Certificate IV applications & \$1200 for Diploma applications. The Recognition Fee is payable prior to assessment, and is not refundable if recognition is not granted. The Recognition Fee for New Worker Traineeships may be paid by the relevant State Training Authority.

6 Payment Terms, Collections Costs and Refunds

Enrolment Fees are payable prior to or at enrolment. Other invoices will be issued with payment terms of 14 days. Overdue invoices are liable for a late payment fee of \$20. Invoices outstanding after 45 days will incur collections and enforcement costs at cost (minimum of \$50 per month).

All fees are not refundable or transferable. Please ensure that your employee is willing and able to do the nominated course prior to enrolment.

7 Employer Support and Assistance

There is a requirement from time to time to verify the workplace proficiency of participants. The employer recognises the importance of this process and will therefore facilitate on the job observation of the participants at mutually suitable times. The employer also agrees to assist by facilitating supervisor access, sign-offs and copies of student records that must be taken back for course purposes.

8 Traineeship Work Release

The employer must comply with and ensure that all work release requirements of the Training Contract are fulfilled, and the trainee has sufficient time and resources to complete College assessment activities as they are due in the agreed Training Plan. The employer agrees to provide day release for Trainees to attend agreed College venues where the College requires the trainee to attend because of late completion of assessment activities by the trainee. A maximum of 4 days per annum will be requested unless otherwise agreed.

9 Withdrawal Notification and Absence of Trainees

The employer must advise the College in writing within 14 days if a participant will be on leave, and so absent from the course, for two months or more or if a participant wishes to withdraw from a course, giving the reason for the withdrawal or if the Employer no longer employs a participant. The employer is also required to advise The State Training Authority if that employee is enrolled as a Trainee.

10 Additional and Updated Terms and Conditions and Fees

The fees quoted are correct at the time of printing of this Enrolment Form. The most current fee structure can be found at www.austcollege.com.au. Additional and updated Terms and Conditions, and the Fee Schedule, to which the employer agrees, are available at www.austcollege.com.au.

Part 6. Student Statistics

The College uses the information below to determine whether you are eligible for enrolment and additional assistance; whether the course you are enrolled in is the most appropriate; and also for marketing and statistical purposes. The information is also sent to the relevant Government Training authorities for use for research, statistical analysis, program evaluation, post-completion surveys and internal management purposes. If answering any of these questions concerns you, or you would like more detail about why we need the information and how we use it please discuss this privately with a College Trainer or Assessor.

1. Gender <input type="checkbox"/> Female <input type="checkbox"/> Male	2. Country of Birth <input type="checkbox"/> Australia or <input type="checkbox"/> Other: _____	3. Citizenship (if not one of the listed please advise) <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Permanent Australian Resident <input type="checkbox"/> Temporary Australian Resident <input type="checkbox"/> _____
4. Are you of Aboriginal or Torres Strait Islander origin? <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander		
5. Do you speak a language other than English at home? <input type="checkbox"/> No – English only <input type="checkbox"/> Yes – Please specify either language: _____	6. How well do you speak English? <input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all	
7. Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes go to Q8 ➤ <input type="checkbox"/> No go to Q9 ▼		8. If yes to Q7 – indicate the area/s of disability, impairment or long-term condition <input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other: _____
9. Highest School level completed <input type="checkbox"/> Yr 12 or equivalent <input type="checkbox"/> Yr 11 or equivalent <input type="checkbox"/> Yr 10 or equivalent <input type="checkbox"/> Yr 9 or equivalent <input type="checkbox"/> Yr 8 or below <input type="checkbox"/> Never attended school		
10. In what YEAR did you complete this level of schooling: 19____ or 20____		11. Are you still attending school: <input type="checkbox"/> Yes <input type="checkbox"/> No
12. Have you successfully COMPLETED any of the following qualifications: <input type="checkbox"/> No <input type="checkbox"/> Yes (☑ applicable) <input type="checkbox"/> Bachelor or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Diploma <input type="checkbox"/> Certificate IV or Advanced Certificate <input type="checkbox"/> Certificate III or Trade Certificate <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificates other than the above		
13. Which of the following categories best describes your current employment status: <input type="checkbox"/> Full Time <input type="checkbox"/> Employed – unpaid worker in family business <input type="checkbox"/> Part Time <input type="checkbox"/> Unemployed (seeking full time work) <input type="checkbox"/> Self Employed – not employing others <input type="checkbox"/> Unemployed (seeking part time work) <input type="checkbox"/> Employer <input type="checkbox"/> Not employed (not seeking employment)		
14. Which of the following best describes your main reason for undertaking this course/ traineeship: <input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing skills <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 is a requirement of my job <input type="checkbox"/> I want 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 reasons		
15. Please self-rate your reading skills: <input type="checkbox"/> above average <input type="checkbox"/> average <input type="checkbox"/> below average		16. Please self-rate your numeracy skills: <input type="checkbox"/> above average <input type="checkbox"/> average <input type="checkbox"/> below average

Part 7. Trainee / Student Information and Course Materials

- I have NOT yet received my course materials
- I have NOT yet received the Student Information Guide and Course Orientation Booklet
- I have NOT yet been through the College Induction or had the opportunity to ask any questions
- Please contact me privately as I have some further questions/ concerns I would like to discuss

Send course materials to: To Student at Workplace Home
 Delivered To My Employer Issued at Workshop

For Business / Administration students: Microsoft Office System: 2003 2007

Part 8. Apprenticeship/Traineeship Full Training Plan and Authorisation

1. Name of Trainee & TAID
2. Trainee is Employed Full Time Part Time
3. Competencies to be undertaken to achieve the qualification are as listed on attached Timetable
4. The key learning resources provided to the trainee are the Workbooks/ textbooks listed on the Timetable.
5. Competencies for which recognition of current competencies will be/has been assessed.
6. Competencies for which credit transfer has been granted (if applicable)*:
7. Additional support required to achieve the qualification:
8. Indicative monitoring dates as listed on the Australian College Training Timetable
9. Indicative assessment dates as listed on the Australian College Training Timetable
10. Arrangements for reporting back to the employer and apprentice are: Assessment Tasks marked and feedback provided to Trainee and progress reports mailed to the Employer
11. Indirect support arrangements from the College are: Phone help via 1 800 686 883 and email assistance

Employer: I have been provided with a copy of this Training Plan and I agree with the training requirements outlined in it.

X Employers Signature

Printed Name of Authorising Manager

Date

Student: I declare that I am an Australian or New Zealand Citizen or Australian Permanent Resident (cross out if not applicable).

I agree to undertake the training necessary to fulfil the requirements of my Traineeship / Course and request the Australian College of Commerce and Management to prepare a Training Plan.

I authorise the College to provide information about my enrolment to the Apprenticeship Centre, the relevant Training Authorities, my employer and related training providers; and authorise those same bodies to provide the College with all details about my Traineeship, including Contract Number.

I consent to the provision of the statistical information provided to the relevant State Training Authority for the purposes indicated.

I have been provided with a copy of this Training Plan and I agree with the training requirements outlined in it.

X Students Signature

Printed Name of Student

Date

Australian College of Commerce and Management NSW RTO ID: 1390 NAT RTO ID: 1441

I have developed this Training Plan in consultation with the Employer and the Trainee and have provided them with a copy.

X Australian College Signature

Printed Name of Authorising College Training Manager Date