

Course enrolment



TO ENROL - Simply fill in the enrolment form and submit with your completed learner guide to your assessor or directly to:
Life Saving Victoria PO Box 353 South Melbourne DC VIC 3205 | Phone 03 9676 6900 | Fax 03 9681 8211

Course/ Unit of competency name: _____

Course Venue: _____ Course Date: / /

Course Fee \$ _____ (Where no fees are charged enter \$0.00)

ENROLMENT FORM [all fields are mandatory]

Mr Miss Ms Mrs Other (tick one box) First Name _____ Surname _____

Building/property name _____ Unit/flat details _____ Street number _____

Street name _____ Suburb _____ City _____ Postcode _____

Postal address (if different from above _____ Postcode _____

Phone (h) _____ Phone (w) _____ Mobile _____ Email _____

Male Female Date of Birth / / Victorian Student Number (if known) _____

** Unique Student Identifier (mandatory from 01/01/2015) _____

1) CULTURAL BACKGROUND & LANGUAGE

Were you born in Australia? Yes No (if no, please specify) _____

Do you speak a language other than English at home? No, English only Yes, other (please specify) _____

How well do you speak English? (tick one box) Very well Well Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

2) MEDICAL CONDITION

Do you consider yourself to have a disability, impairment or long term condition? No Yes (if yes, tick any of the applicable boxes below)

Vision Hearing/Deaf Intellectual Acquired Brain Impairment Mental Illness

Learning Physical Medical Condition Other (please specify) _____

3) EDUCATION

What is your highest COMPLETED school level? (tick one box only)

Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent Year 9 or equivalent Year 8 or below

In which year did you complete that school level? _____ Are you still attending secondary school? Yes No

4) PRIOR QUALIFICATIONS

Have you successfully completed any of the following qualifications? (see below) Yes No (if yes, please tick appropriate boxes)

Bachelor Degree or Higher Advanced Diploma or Associate Degree Diploma Certificate IV

Certificate III Certificate II Certificate I Certificate other than above

Are your qualifications? Australian Australian Equivalent International

5) EMPLOYMENT

Of the following categories, which best describes your current employment status? (tick one box only)

Full-time Employee Self Employed – Not employing others Part-time Employee

Employer Not Employed – Not seeking work Employed – Unpaid, working in a family business

Unemployed – Seeking full-time work Unemployed – Seeking part-time work

6) STUDY REASONS

Of the following categories, which best describes your main reason for undertaking this course/traineeship/apprenticeship? (tick one box only)

To get a job To develop my existing business To start my own business 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

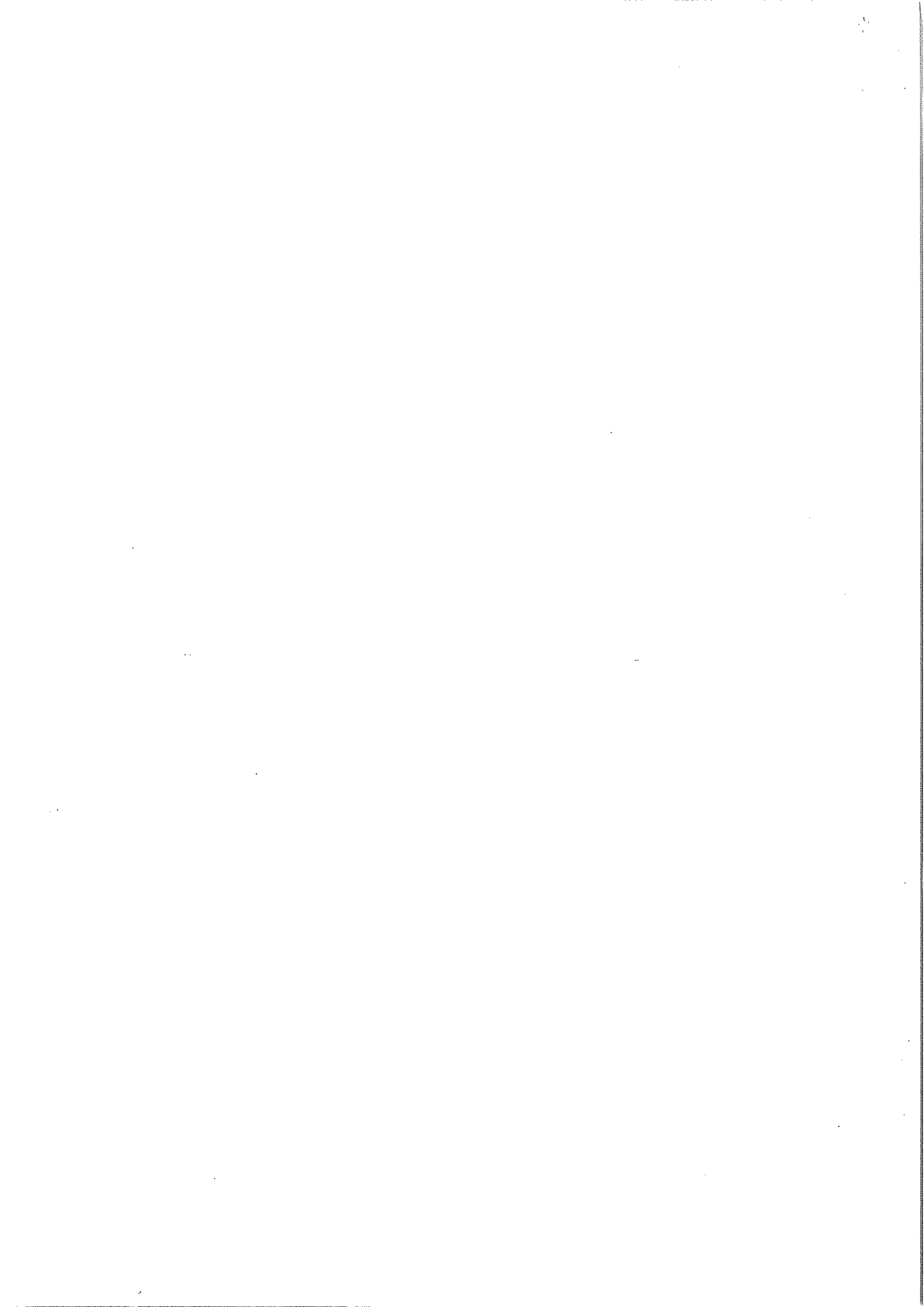
To get into another course of study For personal interest or self-development Other reasons

I confirm that the information and evidence of work that I submit in relation to this course is my own

I have read and understood the VET Code of Practice and terms & conditions attached.

I do not have/do not know my Unique Student Identifier **(USI) , therefore I authorise Life Saving Victoria to apply for an USI on my behalf.

Signed _____ Date / /



VET Code of Practice

Life Saving Victoria (LSV) has developed a Code of Practice to address and establish its commitment to the maintenance of high standards in the provision of vocational education and training. This code of practice pervades all policies and procedures and it is a requirement of employment that all LSV personnel (including full-time & casual employees and volunteers), members and clients abide by it.

LEGISLATION

Information about current legislative and regulatory requirements effecting participant's training can be found in:

- Victorian Registration & Qualifications Authority: provides for the administration of a vocational education and training system www.vrqa.vic.gov.au Australian Quality Training Framework: www.training.com.au
- Occupational Health and Safety Act 2004: provides for duties and obligations related to workplace health and safety.
- Equal Opportunity Act 1995: provides for prohibition of discrimination and other specified conduct and provides for the investigation into complaints in relation to discrimination.
- Health Act 1958: Specifically – Health (Infectious Diseases) Regulations 2001

All of the above are available on the Victorian Legislation and Parliamentary Documents website: www.legislation.vic.gov.au

- Federal Privacy Act: Relating to the collection, use and storage of personal data is available on: www.privacy.gov.au
- www.comlaw.gov.au

ACCESS, EQUITY, PARTICIPANT SELECTION AND ADMISSION

Every participant who meets the entry requirements (if applicable) as prescribed by the appropriate Training Package will be accepted into any training/assessment program. LSV incorporates the principles of equity into all programs.

LSV's personnel have been instructed in their responsibilities with regards to Access and Equity principles.

Participants have equitable access to all programs irrespective of their gender, culture, linguistic background, race, location or socio-economic background.

In the Public Safety Industry there is, due to the nature of work performed, a requirement for the majority of people to be able-bodied. However, to enable participation in the training offered by LSV by all members of the community, special needs may be addressed in relation to those units, which can accommodate special needs.

This will see all non-discriminatory enrolment criteria fulfilled along with further aquatic safety evaluation, deemed necessary by LSV and upon the advice of special interest groups.

The importance of water safety, rescue and survival cannot be over stressed when conducting training for aquatic based community rescue activities, for all training conducted under the auspices of LSV. *(Further detail regarding participation requirements please refer to the Limiting and Permanent Disability Policy).*

Some programs may have a limited number of vacancies and these will be filled in a chronological order upon completion of enrolment.

Admission procedures will therefore be free of discrimination, and if an individual does not meet entry requirements, all attempts are made to assist them to identify alternative courses of action.

NATIONAL RECOGNITION AND RECOGNITION OF PRIOR LEARNING

LSV recognises the Australian Qualifications Framework (AQF) qualifications and statements of attainment issued by any other Registered Training Organisation (RTO). Where relevant national recognition of qualifications is applied at no cost to the candidate.

Recognition of prior learning/current competence assessment is available to all participants. Participants wishing to be assessed in this mode can either provide sufficient evidence of competence or undertake the required assessment tasks. Participants wishing to apply for Recognition should contact their trainer/assessor. A fee may apply to Recognition of prior learning assessments. If there is a cost, this will be evaluated on an individual basis in relation to the amount of work required and the level of assessor involvement required.

ENROLMENT INDUCTION AND ORIENTATION

LSV conducts an enrolment, induction and orientation program for all participants. This program reviews the Code of Practice and also includes the completion of an enrolment form and any specific needs of the individual participant with regard to:

- language, literacy and numeracy support;
- venue safety and facility arrangements;
- relevant legislative requirements and accessibility;
- review of the training and assessment program and flexible learning and assessment;
- participant support, welfare and guidance services arrangements;
- appeals and complaints procedures;
- disciplinary procedures; and
- recognition arrangements and credit transfer.

PRIVACY

LSV collects personal information solely for the purpose of operating under the Australian Quality Training Framework administered by the Victorian Government who is the registering authority. Pursuant to this role the registering authority may require the release of your personal information for the purposes of audit and survey. This may include surveys conducted by The Social Research Centre on behalf of the National Centre for Vocational Education Research (NCVER) who collect information about people who have completed recognised vocational training in the previous calendar year and provides information on vocational education and training in Australia to governments, the education and training sector, industry and the community. Under the National Privacy Principles you can access personal information we hold on you and you may request the correction of information that is incorrect or out of date.

MARKETING

Should LSV market or advertise its products and services, it will do so in an ethical manner. LSV will market its products and services with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of this information, no false or misleading comparisons will be drawn with any other provider or course. Specific course information, including content and vocational outcomes is available prior to enrolment.

Ethical Marketing Practices:

LSV will adopt policies and management practices which maintain highly professional standards in the marketing and delivery of its products and services and which safeguard the interests and welfare of all participants.

LSV will maintain an educational environment that is conducive for all participants to achieve the pre-determined competencies.

LSV will always gain a participant's written permission before using information about that individual in any marketing materials and will respect any conditions of permission imposed by the participant.

LSV will always accurately represent training products and services to prospective participants.

LSV ensures that participants are provided with full details of conditions in any contractual arrangements with the organisation.

Accurate and Clear Marketing:

Where advertisements and/or advertising materials refer to LSV's RTO status, the products and services covered by the organisation's scope of registration are clearly identified. LSV only advertises those AQF qualifications it is registered to issue. Advertisements and advertising materials utilised by LSV identify nationally recognised products separately from courses recognised by other bodies or without recognised status. The names of training packages, qualifications and/or accredited courses listed in advertising materials utilised by LSV comply with the names/titles recognised by the State Registration Authority. Full information on specific courses is available from LSV prior to enrolment.

LANGUAGE, LITERACY AND NUMERACY

LSV recognises that all vocational training includes language, literacy and numeracy tasks and all LSV trainers and assessors provide:

- materials, resources and assessment tools and tasks that do not require participants to have language, literacy and numeracy skills of more complexity than those used in the workplace for the competencies being taught/assessed;
- clear models of the language/literacy/numeracy task;
- opportunities for repeated and supported practice; and
- opportunities for independent practice

Where some participants require additional practice and training, LSV arranges appropriate language, literacy and numeracy support.

DELIVERY

LSV ensures that all resources meet the requirements of the relevant endorsed training package(s) and/or accredited course(s), for the delivery, assessment and issuing of qualifications. LSV affirms that it has in place and applies the following resources:

- delivery personnel with appropriate qualifications, and experience, including assessor requirements as identified in the relevant Training Package assessment guidelines;
- delivery and assessment resources appropriate to the methods of delivery and assessment requirements; and
- relevant Training Package and/or accredited course documents and support materials, with necessary copyright authorisations

Delivery strategies utilised by LSV are always selected to best achieve the required elements of competence while giving full consideration to the learning style of the participant. The provision of training may include a flexible combination of off and on-the-job delivery and assessment.

ASSESSMENT

LSV has demonstrable experience and skill in providing or facilitating assessments which meet the endorsed components of relevant training package(s) and/or accredited courses in the areas of recognition sought. LSV is committed to ensuring valid and reliable assessment of achievements against industry competency standards and all assessment undertaken by LSV remains consistent with the National Assessment Principles and the requirements of Training Packages.

Assessment Principles:

LSV ensures that all assessment conducted within the organisation is reliable, flexible, fair and valid.

- **Reliable** – All assessment methods and procedures will ensure that units of competency are assessed consistently and that there is always consistency in the interpretation of evidence.
- **Flexible** – Assessment will be offered in the workplace (on-the-job), in the training environment (off-the-job), in a combination of both or via recognition of prior learning/recognition of current competence. LSV will ensure that all assessment methods and practices allow for diversity with regard to how, where and when competence has been/will be acquired.
- **Fair** – Assessment methods and procedures will not, under any circumstance, disadvantage any participant.
- **Valid** – Assessment activities will always meet the requirements as specified in the unit of competency. Sufficient evidence will always be collected, and will be relevant to the standard/module being assessed.

Assessment Pathways:

LSV offers participants a number of assessment pathways appropriate to the qualification outcome. Assessment conducted for the purposes of national recognition may lead to a part or a full qualification under the Australian Qualifications Framework (AQF). The main assessment pathways to a qualification can be listed as follows:

- off-the-job training and assessment
- workplace assessment
- recognition of prior learning/recognition or current competence
- national recognition / credit transfer
- on-the-job training and assessment

Assessor Qualifications:

LSV ensures that personnel involved in assessment activities always meet the assessor requirements as set by either:

- the assessment guidelines of training packages; and/or the assessment requirements of accredited courses; If LSV personnel do not have the vocational competence to assess identified areas, appropriately qualified personnel will be employed to provide this expertise within the assessment process. LSV may also utilise auspiced assessment arrangements in situations where individual LSV personnel do not meet the total assessor requirements. Such auspiced arrangements may involve LSV personnel assessing in conjunction with workplace supervisors, industry specialists and/or qualified external assessors.

Assessment Resources:

LSV, when designing assessment resources, ensures that all aspects of competence are covered, including:

- task skills (performance of individual tasks);
- task management skills (managing a number of different tasks within the job);
- contingency management skills (responding to problems, breakdowns and changes in routine); and
- job/role environment skills (dealing with the responsibilities and expectations of the workplace)

All assessment reporting systems will indicate the units of competency that the individual has attained.

Conducting Assessment:

When conducting assessment, LSV ensures it has personnel with appropriate qualifications and adheres to the requirements of the Training Package and the *Australian Qualifications Training Framework Standards for Registered Training Organisations*.

LSV ensures that the personnel conducting assessment utilise appropriate methods for recording, storing and accessing assessment outcomes.

Assessment activities undertaken by LSV always follow the methodology outlined below:

1. Assessment procedures are fully explained to participants. Throughout all training, participants are regularly reminded of the ongoing opportunity to be assessed when they are ready.
2. Opportunities for Recognition (recognition of prior learning/recognition of current competence and credit transfer) are also discussed, as are any available flexible methods of assessment. The appeals and reassessment process is also outlined.
3. The assessment requirements of the unit(s) of competence/module(s) are outlined, and any particular arrangements for the workplace/training environment are arranged.
4. All evidence-gathering methods remain reliable, flexible, fair and valid.
5. As assessments are undertaken, LSV trainers/assessors record individual participant assessment results. Sample copies of the assessment instrument are kept by the trainer/assessor.
6. Post-assessment guidance is always available to participants.
7. Students will be given the opportunity for at least one reassessment for any competencies not achieved on the first attempt.
8. A fair and impartial appeals process is always available.
9. Evaluation of assessment processes and procedures is gathered on an on-going (informal) basis.

Evidence gathering methods commonly utilised by LSV include, but are in no way limited to:

- graphic presentation
- projects/assignments
- audio/visual display
- written tests
- skills portfolio
- demonstration
- questioning
- workplace performance
- role-play
- simulation
- oral presentation

CHEATING AND PLAGIARISM

Candidates must not engage in any action that provides an unfair advantage or disadvantage to themselves or any other person in any assessment situation. Plagiarism, collusion, fabrication and cheating are not acceptable.

COMPLAINTS

Participant feedback is important to the continuous improvement of the VET services provided by LSV. Should a participant have a complaint about a training course, the participant should contact the Manager – Training Services. Where training is conducted for a member by a lifesaving club, the participant can make their initial complaint to their club committee representative responsible for training and assessment, generally the club Chief Instructor. All complaints made in writing will receive a written response. Appeal to the outcome of a complaint is available and will be heard by an independent person/panel.

APPEALS PROCESS

An appeals and reassessment process is an integral part of all training and assessment pathways leading to a nationally recognised qualification or Statement of Attainment under the Australian Recognition Framework.

A fair and impartial appeals process is available to participants of LSV. If a participant wishes to appeal his/her assessment result, he/she may first discuss the issue with the trainer/assessor. If the participant would like to proceed further with the request after discussions with the trainer/assessor a formal request is made in writing outlining the reason(s) for the appeal. LSV's time period for the acceptance of appeals is 28 days after the participant has been informed of the results of their assessment.

Every effort is made to settle the appeal to both the participant's and LSV's satisfaction. Each appeal may be heard by an independent person or panel. Each appellant has an opportunity to formally present his or her case and is given a written statement of the appeal outcomes, including reasons for the decision. Should the outcome not be acceptable to the participant, they will be informed, in writing, of the opportunity to lodge a complaint with the Victorian Qualifications Authority.

FEES, CHARGES & REFUNDS

Where a program is conducted by a lifesaving club, the club will be invoiced the set fees and charges upon issue of the certification. Standard terms will apply to the payment of invoices. LSV does not receive payment of course fees more than ten weeks in advance of a course.

Cancellation Fee:

As per club guidelines

Transfer Fee:

As per club guidelines

TESTAMURS

Issuance of Testamurs

The LSV will issue a Certificate where a participant has successfully completed all the requirements for a qualification (as specified in the appropriate Training Package). When a Certificate for a qualification is issued, a Statement of Attainment listing all the units of competency or modules that the participant has completed for that Certificate will also be issued.

A Statement of Attainment will be issued to participants when they withdraw or cancel their enrolment in the qualification. However, a Statement of Attainment will only be issued if a participant has successfully completed one or more units of competency or modules or an accredited short course, but has not otherwise met the requirements for a qualification (as specified in the appropriate Training Package). The Statement of Attainment will list all of the units of competency or modules completed by the participant.

Forfeiture or Returning Testamurs

The LSV may forfeit a Certificate or require the participant to return a Certificate to the issuing RTO in circumstances where:

- the Qualification/Certificate/Statement of Attainment has been improperly obtained
- application is made for a replacement Certificate due to damage or legal name change
- a Qualification/Certificate/Statement of Attainment has been produced in error

Reprinting Testamurs

Reprint of Certificates or Statements of Attainment which contain an error are processed and issued at no charge to the participant. Reprint of lost Certificates or Statements of Attainment will incur a fee of \$5.50.

PARTICIPANT WELFARE, GUIDANCE AND SUPPORT SERVICES

All participants of the LSV RTO are treated as individuals and are offered advice and support services which assist participants in achieving their identified outcomes. LSV does not offer formal welfare or guidance services but every effort will be made to assist participants to access appropriate support agencies.

DISCIPLINARY PROCEDURES

All LSV participants are expected to take responsibility, in line with all current workplace practices and legislation, for their own learning and behaviour during both on- and off-the-job training and assessment. Any breaches of discipline will result in the participant being given a verbal warning. Further breaches will result in the participant having to "show cause" as to why they should not be excluded from further participation in the program.

ACCESS TO PARTICIPANT'S RECORDS

Each participant's records are available to them on request. Participants' records are not available to other people unless LSV is requested in writing by the participant to allow such access.

WAIVER

I meet the prerequisite requirements of the course I am enrolling in above and have attached evidence for non-LSV qualifications.

I recognise that the components of the aquatic courses involve activities that may be carried out in both deep and shallow water, some of which are quite strenuous and require a reasonable level of fitness and swimming ability. I authorise LSV to obtain medical assistance that they deem necessary should any medical problem or accident occur, and I agree to pay all medical expenses incurred on my behalf and I further authorise qualified medical practitioners to administer an anaesthetic if necessary.

I take full responsibility for any injury, illness, loss or damage to my person and/or property that may directly or indirectly result from my participation in the training program. This waiver, release and discharge shall be and operate separately in favour of all persons, corporations and bodies involved or otherwise engaged in promotion or slaying the training program and the servants, agents, representatives and officers of any of them and shall so operate whether or not the loss, injury or damage is attributed to the act neglect of any or more of them.

I agree to disclose any disability, medical or other issue that may inhibit my ability to undertake the program as outlined / I know of no reason medical or otherwise that would inhibit me from participation.

** UNIQUE STUDENT IDENTIFIER (USI)

As from the 1st of January 2015 every student participating in nationally recognised accredited training will be required to have a USI.

When a student applies for a USI they are required to supply information from a form of Identification (ID). Any one of the following valid Australian forms of ID will be accepted:

Drivers Licence / Medicare Card / Australian Passport / Visa (with non-Australian Passport) / Birth Certificate (Australian) / Certificate of Registration by Decent / Citizenship Certificate

Where a student does not have access to one of the above forms of ID or where information from that ID document is not accepted by the USI Document Verification Service, they are required to contact their training provider who will then contact the USI Registrar.

Where a student does not have a USI, students can authorise a training provider to apply on their behalf (consent from a parent or legal guardian is not required). The consent must be recorded by the Training Provider. Life Saving Victoria chooses to record consent through a declaration on our enrolment form.