

**Enrolment Kit- AQF 8 – Graduate Diploma**



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*Training that Creates Change*

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| Privacy Notice –  Under the *Data Provision Requirements 2012*, **MW Training Consultants** 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 and your training activity data) may be used or disclosed by **MW Training Consultants** for statistical, regulatory and research purposes. **MW Training Consultants**  may disclose your personal information for these purposes to third parties, including:* School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
* Employer – if you are enrolled in training paid by your employer;
* Commonwealth and State or Territory government departments and authorised agencies;
* NCVER;
* Organisations conducting student surveys; and
* Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:* Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
* facilitating statistics and research relating to education, including surveys;
* understanding how the VET market operates, for policy, workforce planning and consumer information; and
* administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 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 and ConsentI declare that the information I have provided to the best of my knowledge is true and correct.I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.STUDENT SIGNATURE [or electronic acknowledgement] ………………………………… DATE …………………………………PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]\* ……………………… DATE ………………………… **Please Note: It is important that this enrolment form is completed in full. Incomplete enrolment forms will not be accepted and will be returned.** |
| **Enrolment Form** |
| **STUDENT INFORMATION** |
| Title: | First Name: | Last Name: |
| Date of birth: | Gender: | Contact Phone Number: |
| Unique Student Identifier (USI) Number: |
| Address  |
| Street Number: | Street Name: |
| Suburb: | State: | Post Code: |
| Email Address: |
| Country of Birth: | Language spoken at home: |
| Proficiency in English: Very Well Well Not Well Not at all |
| Indigenous Status: Aboriginal Torres Strait Islander Both Neither |
| Do you have a disability that could affect your learning? Yes No  |
| If yes, please explain: |
| **Previous Education**  |
| Highest School Level Completed: Year 8 or below Year 9 Year 10 Year 11 Year 12 |
| What year did you finish school? |
| Please list below all current qualifications you have  |
|  |
|  |
|  |
| **employment status** |
| Employment Status: Full Time Part Time Self Employed Unemployed |
| What is your main study reason?  |
|   |
|  |
|  |
| **Course** |
|  The Course: |
| Method of study: Distance Self Paced RPL | Course Cost: $ : $500 or less upon enrolment; installment payments for remainder of course |
| **pAYMENT mETHOD** |
| Direct Deposit | Credit Card Mastercard Visa |
| Account Name: MW Training Consultants | Card Number: |
| Bank: National Australia Bank | Expiry Date: | CVV: |
| BSB: 084-209 | Account Number: 54-567-1373 | Cardholders Name: |
| Reference: **Please put your full name as the reference** (this is a MUST so we can identify your particular payment) | Cardholders Signature: |
| I authorize MW Training Consultants to debit the above credit card in the amount of $ for the purpose of enrolling into trainingSignature:……………………………………………………………… |
| Bank or Personal Cheque – please make payable to MW Training Consultants |
| **SIGNATURE** |
|  I would like to apply for enrolment with MW Training Consultants and agree that the policies in the Student Handbook and privacy statement have been read and understood by me. I understand that payment must be received before commencement of this course.  I choose this option for payment: a. Full payment with enrolment  b. Payment Plan  I declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to MW Training to release my name, date of birth, contact details and statistical information to the relevant State Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information. |
| Signature of applicant: | Date: |
| To lodge your completed enrolment form |
| **Post to:**MW Training ConsultantsPO BOX 71Scarborough QLD 4020 | **Email to:** admin@mwtrain.com.au |

**Enrolment Information**

**This section is to be handwritten not typed.**

This information helps us to identify the learning course for each student

|  |  |
| --- | --- |
| **Employment**Can you explain what employment you are aiming to gain through this course?  | Future Employment:…………………………………..………………………………………..……………………………………………………….……..………………………………………………………………………………………………………………..………………………………………..…………………………………………………………….…………………………………………………………………………………………………………………..………………………………………..…………………………………………………………….………………………………………………………………..…………………………………………………………………………………………..…………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….……………………………………………… |
| **Education**Explain why you chose this course or qualification and your plans for the future.  | The future…………………………………………………………………..………………………………………..…………………………………………………………….………………………………………………………………..…………………………………………………………………………………………..…………………………………………………………….………………………………………………………………..…………………………………………………………………………………………..…………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….……………………………………………… |
| **Language**Do you think learning a language is difficult? Explain  | Learning a language is ……………………….…………………………………………………………………………………………………………….……………………………………………………………………………………………………………………….……………………………………………………………………………………….……………………………………………………………………………………………………………………….…………………………………………………………………………………………………………….……………………………………………… …………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….………………………………………………  |
| **Cultural Identity** What would you share with others about your culture? What are some anecdotes? Stories you can share?   | Culture is …………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….…………………………………………………………………………………………………………….……………………………………………… |

**Core Skills for Work Self Assessment**

**All students will be required to complete this self assessment**

**Instructions**

Respond to each statement by placing a score of 1 to 5 in each box to the following scale:

1. Not at all
2. A little
3. Somewhat
4. Mostly
5. Definitely

|  |
| --- |
| **NAVIGATE THE WORLD OF WORK** |
| **Manage career and work life** | 1 | 2 | 3 | 4 | 5 |
| I have a clearly developed idea of what I would like to do in terms of my career and work life |  |  |  |  |  |
| I have taken steps to move towards where I want to be in my career and work life |  |  |  |  |  |
| I am confident in applying for jobs and can do so without assistance |  |  |  |  |  |
| I seek out informal learning opportunities to help me improve my work skills |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Work with roles, rights and responsibilities** | 1 | 2 | 3 | 4 | 5 |
| I can work independently and take ownership of all aspects of my work role without assistance |  |  |  |  |  |
| I understand my legal rights and responsibilities in the workplace |  |  |  |  |  |
| I actively encourage and support others in my workplace to follow relevant laws and codes of practice |  |  |  |  |  |
| I easily understand and adapt to the rules and expectations of different workplaces |  |  |  |  |  |
| I am confident in applying workplace rules and procedures in my role and like to contribute to their improvement |  |  |  |  |  |
| Total |  |  |  |  |  |
| **INTERACT WITH OTHERS** |
| **Communicate for work** | 1 | 2 | 3 | 4 | 5 |
| I easily understand communication channels within different workplaces and know how and when to seek advice |  |  |  |  |  |
| I adapt my communication style in the workplace to suit the task I am carrying out |  |  |  |  |  |
| I am comfortable participating in and contributing to complex workplace discussions |  |  |  |  |  |
| I am confident interpreting written information and applying it in my role as required |  |  |  |  |  |
| I can confidently convey information related to my work using designated communication channels and protocols |  |  |  |  |  |
| I can understand and comfortably use industry and job specific jargon related to my role |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Connect with others** | 1 | 2 | 3 | 4 | 5 |
| I understand how my values and beliefs affect me and impact on others in the workplace |  |  |  |  |  |
| I am fully aware of my own personal strengths and weaknesses and actively address them |  |  |  |  |  |
| I am in full control of my emotions and behaviour in the workplace |  |  |  |  |  |
| I am good at building relationships with other people in the workplace |  |  |  |  |  |
| I understand the value in building strong relationships beyond what is required by my role |  |  |  |  |  |
| I work well with others and add a lot of value to team work |  |  |  |  |  |
| I adapt my working style if required for the benefit of the team |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Recognise and utilise diverse perspectives** | 1 | 2 | 3 | 4 | 5 |
| I understand and respect that others may have different beliefs and values to me and support diversity in the workplace |  |  |  |  |  |
| I can adapt to individual differences in my work colleagues and see diversity as a great benefit in the workplace |  |  |  |  |  |
| I am comfortable addressing and dealing with conflict in the workplace in a respectful way |  |  |  |  |  |
| I take the opinions of all parties involved into account when trying to resolve conflict and always look for win-win outcomes |  |  |  |  |  |
| Total |  |  |  |  |  |
| **GET THE WORK DONE** |
| **Plan and organise** | 1 | 2 | 3 | 4 | 5 |
| I have excellent management skills |  |  |  |  |  |
| I am confident organising and prioritising work and personal commitments |  |  |  |  |  |
| I can easily adapt when unexpected situations arise that affect my plans |  |  |  |  |  |
| I work according to a carefully constructed plan and use goals and deadlines to motivate me |  |  |  |  |  |
| I am comfortable creating work plans without assistance, taking into account how my plans will affect others |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Make decisions** | 1 | 2 | 3 | 4 | 5 |
| I am comfortable making decisions on complex work issues and being responsible for their outcomes |  |  |  |  |  |
| I actively monitor the outcomes of my decisions and analyse how I could improve my performance in the future |  |  |  |  |  |
| I use different approaches when making decisions based on what is required, rather than taking a one-size-fits-all approach |  |  |  |  |  |
| I know when and how to seek advice and feedback to inform my decision making when necessary |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Identify and solve problems** | 1 | 2 | 3 | 4 | 5 |
| I can address and resolve complex work problems independently |  |  |  |  |  |
| I know how to look for the root cause of problems and can investigate to uncover deeper issues |  |  |  |  |  |
| I use a range of different approaches to solve problems depending on the situation |  |  |  |  |  |
| I know when and how to seek advice from specialists or experts to help resolve an issue |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Create and innovate** | 1 | 2 | 3 | 4 | 5 |
| I believe it is essential to continually be looking for ways to improve business processes and operations |  |  |  |  |  |
| I actively look for opportunities to improve the way things are done in my workplace |  |  |  |  |  |
| I encourage others to be creative and look for better ways to do things |  |  |  |  |  |
| I often look outside my own work role and workplace for inspiration and ideas about better ways of working |  |  |  |  |  |
| I set aside time for innovative thinking and use structured processes to generate ideas |  |  |  |  |  |
| I am able to analyse the cost/benefit implications and impact on work processes of new ideas |  |  |  |  |  |
| I dedicate time to ensuring there is buy-in on new improvements from all levels of the organisation |  |  |  |  |  |
| Total |  |  |  |  |  |
| **Work in a digital world** | 1 | 2 | 3 | 4 | 5 |
| I confidently use a variety of digital tools and technology in my role |  |  |  |  |  |
| I understand the principles and concepts involved with the digital world and how to apply them in complex workplace situations |  |  |  |  |  |
| I rely strongly on digital communication to enhance and support workplace communication |  |  |  |  |  |
| I have a deep understanding of online communication protocols and actively share information and ideas online |  |  |  |  |  |
| I am skilled in using digital technologies and tools to organise and store work related information in user-friendly way |  |  |  |  |  |
| I often use technology to organise and analyse work related information on a complex level |  |  |  |  |  |
| I am very aware of the risks and downfalls associated with using digital technology |  |  |  |  |  |
| I actively monitor and back up important information to avoid problems that could occur |  |  |  |  |  |
| Total |  |  |  |  |  |

Client demonstrated a CSfW Stage:………………………………………………………….

**Unique Student Identifier**

**Below is information regarding the Unique Student Identifier (USI)**

[http://www.usi.gov.au/help-centre/student-help/Pages/information-needed-to-apply-for-a-USI.aspx#](http://www.usi.gov.au/help-centre/student-help/Pages/information-needed-to-apply-for-a-USI.aspx)

**What is the USI? The Unique Student Identifier**

**What personal information?**

Your personal details are as follows:

**First name**

* First Name must be the same as shown on your form of ID
* You cannot use abbreviated or nicknames unless they are shown on your form of ID.

**Middle name**

* Middle Name must be the same as shown on your form of ID
* You cannot use abbreviated or nicknames unless they are shown on your form of ID.

**Family Name**

* Family or Surname Name must be the same as shown on your form of ID.

**One Name**

* You can use one name if it appears on your form of ID.

**Date of Birth**

* Date of Birth must be the same as shown on your form of ID.

**Town/City**

* Town/City of Birth is the town/city in which you were born
* If you were not born in a town or city, e.g. in a rural area, please enter the closest town or city to where you were born

**Country of Birth**

* Country of Birth is the country in which you were born.

**Gender**

* Gender denotes whether you are male or female and must be the same as shown on your form of ID.

**Country in which you are studying**

* Country in which you are studying is the country in which you are physically undertaking study.

**Why are my personal details needed?**

Your personal details are needed to identify who you are and ensure your training records correctly recorded against your name.

**What if I don’t know my Town/City of Birth?**

If you were not born in a town or city, e.g. in a rural area, you can use the closest town or city to where you were born.

If the name of the town/city of birth has changed, you can use the new name.

**What if my gender is not male or female?**

You can have your gender recorded as unspecified by contacting the USI Registrar.

**What if I am living overseas and studying online?**

If you are physically located in another country and studying on-line with an Australian Training Organisation, your Country of Study is Australia.

**What Country do I select if I am living overseas and not yet enrolled in a training course?**

You need to select Australia.

**What do I do if the Training Organisation has made a mistake entering my details in the USI system?**

You can log in to your account and make changes to your details.  Certain personal details require a form of ID to make a change.

[**Contact information**](http://www.usi.gov.au/help-centre/student-help/Pages/information-needed-to-apply-for-a-USI.aspx)

You are required to provide at least one method of contact (eg email, mobile or mail).

If you use mail as your preferred contact method, you will need to access a computer to activate your USI account or change your password.

**What if I have more than one email address?**

The USI system will only accept one email address per USI account.  No one else can use the same email address in the USI system.

[**Form of ID**](http://www.usi.gov.au/help-centre/student-help/Pages/information-needed-to-apply-for-a-USI.aspx)

**What form of ID can I use?**

You will need a form of ID to verify your identity.   We need to make sure you are who you say you are because the USI records contain personal information.  The details you enter must be the same as shown on your form of ID.  You cannot use abbreviated or nicknames unless they are shown on your form of ID.

To do this, you will need one of the following documents:

* [Driver’s Licence](http://www.usi.gov.au/help-centre/proof-of-ID/Pages/drivers-licence.aspx)
* [Medicare Card](http://www.usi.gov.au/help-centre/proof-of-ID/Pages/medicare_card.aspx)
* [Australian Passport](http://www.usi.gov.au/help-centre/proof-of-ID/Pages/australian_passport.aspx)
* [Visa (with Non-Australian Passport)](http://www.usi.gov.au/help-centre/proof-of-ID/Pages/visa.aspx) for international students
* [Birth Certificate](http://www.usi.gov.au/help-centre/proof-of-ID/Pages/birth_certificate_%28australian%29.aspx) (Australian) \*please note a Birth Certificate extract is not sufficient
* [Certificate Of Registration By Descent](http://www.usi.gov.au/help-centre/proof-of-ID/Pages/certificate-of-registration-by-descent.aspx)
* [Citizenship Certificate](http://www.usi.gov.au/help-centre/proof-of-ID/citizenship/Pages/default.aspx)
* [ImmiCard](http://www.usi.gov.au/help-centre/proof-of-ID/Pages/immicard.aspx)

**I don’t have a Form of ID that can be used by the USI System**

You may have another form of ID such as:

* Identity Cards - eg Proof of Age, Photo Identity, Student Id, Defence Forces Identity
* Concession or Health care cards - eg Centrelink, Pensioner and other concessions & health cards
* Licences - eg security, boating, aircraft
* Indigenous Community Identity documents
* Other documents - eg Certificates, Financial Institution documentation, Utilities and Rates notices

You will need to contact your Training Organisation where you are studying or intending to study and seek their assistance to apply for a USI

**I don’t have any Form of ID.**

You will need to contact your Training Organisation where you are studying or intending to study and seek their assistance to apply for a USI.

**How does the USI system check my Form of ID?**

Your form of ID is checked by the Document Verification Service which validates key Australian documents issued by governments, which are commonly provided as a form of ID.  The check only takes a few seconds.  For more information go to the [Document Verification Service (DVS) website](http://www.dvs.gov.au/).

**I can’t create a USI using my Form of ID**

If the Document Verification Service sends you a message saying it cannot verify your document:

* you will need to check that the name you have entered in your USI form is the same as the one on your form of ID or
* you can try again using  another document.

If the Document Verification Service is not available, you can:

* try a different document or
* save the application for processing later.  You will be notified of the outcome.