



STUDENT ENROLMENT FORM

FOR PRE-APPRENTICESHIP, TRAINEESHIP AND APPRENTICESHIP COURSES

Do you have any specific requirements that we should be aware of? Yes No

If Yes, please specify:

I do / do not (please specify) authorise MPA Skills to use all media and photographic images taken of me while attending MPA Skills for training. I am aware that media and photographs may be used for promotional material and on the website.

By signing this form you agree that you may be contacted by the Department of Training and Workforce Development and asked to participate in one or more surveys about this training program.

NOTE: Enrolment is subject to the receipt of a completed Student Enrolment Form, submitting relevant documentation and a successful interview (if applicable)

FULL payment of fees or a payment arrangement must be made PRIOR to commencement of your training. Failure to do so will result in cancellation of your training.

I declare that the information provided on this form is true and correct.

Parent/Guardian Signature:	Date:
Student Signature:	Date:

Please attach a copy of your:

Birth Certificate	(Mandatory)	
Concession Card	(Mandatory, if applicable. eg. Health Care Card)	
Qualifications/Tafe Results	(if applicable. eg. White Card, First Aid Certificate)	
Resume	(for pre-apprenticeships)	
Passport Sized Photo (1)	(Mandatory - please write your name on the back of your photo)	

MPA Skills has a Smoke Free Policy in and around all its buildings and grounds.

Many of our courses are supported and funded by the WA Department of Training and Workforce Development. Refer to our web site www.mpaskills.com.au for additional course information.

Terms and Conditions

Please refer to our website for information concerning our Fees & Charges Policy regarding payment of fees, Recognition of Prior Learning, Skills Assessments and additional fees and charges. Cancellations must be in writing to the Manager MPA Skills Training + QA.

Privacy Statement

Any personal information that we do collect, we keep strictly confidential and it can only be accessed by authorised staff within MPA Skills. MPA Skills keeps, maintains and uses personal information in accordance with the 10 National Privacy Principles contained in the Privacy Act.

MPA Skills is bound by the National Privacy Principles of the Privacy Amendment (Private Sector) Act, 2000 and is committed to safeguarding personal information it may hold at any time in respect of any individual, in accordance with the requirements of those Principles. Refer to our Privacy Policy for more information.

MPA Skills can provide Recognition of Prior Learning as any RPL can result in the awarding of credit for a module(s) or for a whole course. Under the guidelines for Mutual Recognition, any relevant competencies achieved through previous training can be credited against our courses. Please contact our office for more details.

WHICH COURSE ARE YOU INTERESTED IN?

<input type="checkbox"/> CPC20708 - Certificate II in Drainage	<input type="checkbox"/> 52134 - Certificate II in Painting and Decoration (Pre-Apprenticeship)
<input type="checkbox"/> CPC32408 - Certificate III in Plumbing	<input type="checkbox"/> CPC30608 - Certificate III in Painting and Decorating
<input type="checkbox"/> 52201 - Certificate II in Plumbing and Gas Fitting (Pre-Apprenticeship)	

Applicant's Full Name:	Sex (Male or Female):
Date of Birth: / /	Place of Birth:
Phone Number (Home):	Mobile:
Home Address:	Post Code:
Email Address:	
Emergency Contact Name:	
Emergency Contact Number:	
If you are under 18 years of age, please ensure your parent/guardian has signed this form.	

****You must provide a copy of your birth certificate and/or concession card with your application****

Are you of Aboriginal or Torres Strait Islander origin?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify:
Do you hold a current drivers licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a reliable form of transport?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In which country were you born?	Australia <input type="checkbox"/> Other <input type="checkbox"/> If Other, please specify:
Are you a Permanent Australian resident?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you mainly speak English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify:
Have you applied for a course or training with MPA Skills in the last 12 months?	Yes <input type="checkbox"/> No <input type="checkbox"/>

HIGH SCHOOL EDUCATION

Which school are you attending / did you attend?	
What level are you in now / did you achieve?	
In which year did you complete that school level?	

FURTHER EDUCATION (please provide certified copies of formal qualifications)

Have you undertaken any further studies? If so, please describe briefly here:

EMPLOYMENT OR WORK EXPERIENCE:

COMPANY (most recent company first)	DATES OF EMPLOYMENT	DUTIES	CONTACT PERSON & PHONE NUMBER

PLEASE PROVIDE DETAILS OF TWO CONTACTABLE REFEREES:

Name:	Name:
Company:	Company:
Phone No:	Phone No:
Mobile No:	Mobile No:

MPA Skills

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Maylands WA 6931

Telephone: (08) **9471 6600**
Facsimile: (08) **9471 6601**

Email: mail@mpaskills.com.au
Web: www.mpaskills.com.au

Are you colour blind? (Painters only)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not sure <input type="checkbox"/>
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Of the following categories, which best describes your current employment status?

Full-Time employee	Employed – Unpaid worker in a family business	
Part-Time employee	Unemployed – seeking full-time work	
Self Employed - not employing others	Unemployed – seeking part-time work	
Employer	Not employed – not seeking employment	

What is your main reason for undertaking this course? (tick one box only)

To get a job	Extra skills/requirement of my current job	
To start my own business	To get into another course at TAFE or University	
To get a promotion /improve my career	For interest or personal development	
To start a different career	Other	

MEDICAL HISTORY

Place an X in the box beside any conditions you have had or may have.

High blood pressure	Mental illness or nervous disorder	
A work related injury or illness or Workers' Compensation Claim	Asthma, Bronchitis	
Lung problems	Hay fever	
Allergies	Eczema, dermatitis	
Whiplash, neck injury	Repetitive strain injury or overuse injury	
Any joint problem or injury	Fracture or dislocation	
Fits, seizures, epilepsy	Hearing defect or deafness	
Diabetes	Back strain injury	
Cancer or tumour	Learning condition	
Vision impairment (not including glasses)	Intellectual disability	
Acquired brain impairment	Physical disability	
Heart trouble	Other, please specify:	
ADD and/or ADHD	Fainting and/or light headedness	
Cough, breathlessness or sneezing due to dust, fumes or gases	Nausea or gastric upset following exposure to fumes	
Sore eyes or skin rashes due to oils, chemicals, animals or plant products	NONE OF THE ABOVE	

Comments: _____

It is important to answer the questions accurately as it may affect your right to compensation for any future injury. Please answer the following questions:

In what year did you have your last Tetanus injection? If you cannot remember what year or it is more than five years since your last Tetanus injection, you will need another one.	
Are you taking any medication, drug or injections for a medical condition on a regular basis? Specify if YES:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you suffer from any other medical condition, impairment, disability or handicap of any type that has not been listed above? Specify if YES:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you a current workers' compensation claim? Specify if YES:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had a workers' compensation claim in the past? Specify if YES:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you had any operations? Specify if YES:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there any reason why you cannot wear safety or protective equipment? Specify if YES:	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you perform vigorous exercise three or more times per week? Specify if YES:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you ever smoked regularly? If you currently smoke, how many cigarettes per day do you smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
NONE OF THE ABOVE <input type="checkbox"/>	

Comments: _____

Physical Abilities

Place an X in the box beside each activity with which you have difficulty.

Running 100 metres	Climbing a ladder (fear of heights)	
Walking on rough ground	Crouching	
Kneeling	Sitting for 2 hours	
Standing for 2 hours	Lifting 20 kilogram's	
Turning your head rapidly	Gripping firmly with both hands	
Using hand tools	Repetitive movements of hands or arms	
Hearing a normal conversation	Reading ordinary newsprint	
Concentrating on what you are doing	Understanding English	
Bending repeatedly	NONE OF THE ABOVE	

Comments: _____

ALCOHOL HISTORY

Place an X in the box after this question to describe your usual alcohol consumption.

How often do you usually drink alcohol?	
Every day?	How many?
I do not drink alcohol	

For Pre-Apprenticeship Applicants: Please explain why you want to become a plumber/painter?

Please answer the following survey by ticking the appropriate box. The information you provide here will help us to improve our services. Thank you for your interest in MPA Skills.

HOW DID YOU HEAR ABOUT MPA SKILLS?

School or School Representative	
Taste-A-Trade Participant	
Career Expo	
Internet Search	
Trade Representative or Trade Store	
Employer / Work Experience	
Co-worker in the Trade	
Friend or Relative	
Newspaper	
Master Plumbers/Master Painters Journal	
MPA Associations / Industry Event	
Word of Mouth	
Other (please specify)	



Training & Apprenticeship Employment
DIVISION OF MPA GROUP

MPA SKILLS

IMPORTANT INFORMATION TO STUDENTS

(To accompany the Student Enrolment Form or the Post Trade Registration Form)

Fees and Charges – Publicly Funded Courses

Fees and charges are managed in accordance with the VET Fees and Charges Policy 2010 published by the Department of Training and Workforce Development.

Enrolment is not complete until statutory and RTO based fees and charges are paid, deferred payment arrangements have been made or fees and charges have been waived. (*Vocational Education and Training Act 1996, Western Australia.*)

Tuition / Course fees

The course fee is charged with a concession rate available.

Students pay a maximum of \$580 a semester or \$1,160 per year.

Concession students pay a maximum of \$290 a semester or \$580 per year.

Resource Fees

The resource fee covers materials purchased by MPA Skills to be consumed or transformed by students in the course of instruction. The resource fee also covers internet charges and other services utilised by the students in the course of instruction.

Any equipment that will be retained by the student as his or her own personal property must be purchased separately by the student.

Resource fees can vary from \$70 to \$350 according to the course a student is enrolled in.

On enrolment, students will take up one of the following payment options:

- a) pay the full amount of fees and charges;
- b) present a signed authority from an employer/third party to invoice that employer/third party for the student's fees and charges;
- c) make application on the grounds of financial hardship to pay by instalments and pay a deposit to a minimum of \$100;
- d) make application on the grounds of severe financial hardship for fees and charges to be waived; or
- e) for students who have fallen behind in their instalments during the previous semester, the RTO may work out with the student an appropriate arrangement to pay the amount outstanding, plus the fees and charges for the next semester. If this can be arranged, the student may be enrolled.

Students who fail to take up one of the above options must not be enrolled.

If a concession is to be applied (refer below), this relates to the date of enrolment. If a concession in categories (a) to (d) below is to be applied, this relates to the date of enrolment. A student is considered to be concessional for a semester should any concessional enrolment exist within that semester.

The following students are entitled to the concession rate on course fees:

- a) Persons and dependants of persons holding:
 - i) A Pensioner Concession Card.
 - ii) A Repatriation Health Benefits Card issued by the Department of Veterans' Affairs.
 - iii) A Health Care Card.
- b) Persons and dependants of persons in receipt of AUSTUDY or ABSTUDY.
- c) Persons and dependants of persons in receipt of the Youth Allowance.
- d) Persons who are inmates of a custodial institution.
- e) Persons who have reached the age of 15 but who have not reached 18 years of age, and who are not due to reach 18 years of age in the calendar year for which they enrol (that is, for study in 2010, year of birth must be 1993, 1994 or 1995).

In cases of financial hardship, students must be given a minimum of eight weeks from the commencement of a semester to finalise payment, which may include payment by instalments.

MPA Skills – Important Information to Students

In cases of severe financial hardship, accountable officers may waive all fees and charges. Details of the students enrolment and grounds for waiving of fees and charges must be retained for audit purposes.

MPA Skills reserves the right to initiate debt collection activities when required.

Transfers

MPA Skills will be pleased to transfer your booking to another date at no cost when we are advised at least 5 working days prior to course commencement. A \$25.00 fee applies to transfer your booking to another time when we are advised less than 5 working days prior to course commencement. Please be aware that you are unable to transfer your booking on the day of your course.

Refunds

Students must be advised that written advice of withdrawal is necessary to ensure they are eligible for refunds.

Requests for refunds must be lodged within two weeks of the official withdrawal date.

Students who withdraw are entitled to a full refund of fees and charges where:

- a course/qualification or unit is cancelled or re-scheduled to a time unsuitable to the student;
- a student is not given a place due to maximum number of places being reached; or
- a student accepts an offer of a place in a university. In this situation, students must provide a copy of the letter of offer with their refund application.
- an assessment of unreasonable adjustment has been made.

The Chief Executive Officer can approve a full refund of fees at any time during delivery if a class is cancelled because of declining student numbers, no available lecturer, or due to other circumstances caused by MPA Skills.

Students who withdraw for reasons other than those outlined above, and who lodge a withdrawal form prior to or within four weeks of commencing their unit or their program of study or before 25% of delivery has been concluded (whichever is sooner) will be eligible for a full refund of their course fee and 50% of the resource fee paid.

The Chief Executive Officer can approve a pro rata refund of fees and charges at any time during the course of delivery if students withdraw for reasons of personal circumstances beyond their control.

For example:

- 1.1. serious illness resulting in extended absence from classes;
- 1.2. injury or disability that prevents the student from completing their program of study; or
- 1.3. other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, a medical certificate) is required.

Fees and Charges – Fee for Service (Post Trade)

Students working in the Building and Construction Industry may be eligible for a subsidy by the Construction Training Fund (CTF). This subsidy will apply to the total course fee and reduce the course fee payable by the subsidised amount.

Students may also be eligible for a Master Plumbers & Gasfitters Association of Western Australia or Master Painters Australia WA Association members' discount on training courses.

Students will receive an invoice 2 weeks prior to the commencement date of the course and will have 14 days from invoice date to pay. If payment is not made within 14 days a student's enrolment may be cancelled and their place given to another student. If a student has not notified the Post Trade Administration Officer of their intention to cancel their enrolment 14 days prior to the scheduled course date, a late cancellation fee of \$75 will apply.

MPA Skills reserves the right to initiate debt collection activities when required.

Refunds

A full refund will be made if **written** advice is received a minimum of 48 hours prior to the course commencement date. It is regrettable that no refund can be made for cancellations received less than 48 hours prior to course commencement or for failure to attend the course. Should you be

MPA Skills – Important Information to Students

unable to attend, a substitute participant is welcome at no extra charge. Other refunds may be applicable under special circumstances at the discretion of the Chief Executive Officer.

Students are entitled to a full refund of fees and charges where a student has commenced a course or unit of competency and an assessment of unreasonable adjustment has been determined.

Re-issuing of Certificates of Completion or Statement of Attainments

A \$25 fee is applicable to a request for the re-issue of a Certificate of Completion or Statement of Attainment.

Training and Assessment

MPA Skills is a Registered Training Organisation (RTO) and complies with the Australian Training Quality Framework (AQTF) Standards and Conditions of Registration. This framework establishes national Standards for training and ensures the quality of vocational education and training services throughout Australia. For further information please visit www.training.com.au/aqtf or contact the Manager, Training and QA.

All training delivery and assessment is carried out in accordance with the course outline and/or your Training Plan.

Throughout the course, you will be told how your skills will be assessed. The assessment method will depend on the competency being assessed and may include:

- Discussion,
- Observation,
- Team activities,
- Written tests, and
- Practical demonstrations.

Before each assessment, your trainer will outline what is expected and the level of performance required. Provision will be made to cater for students that have specific assessment needs, for example literacy or numeracy issues.

Pre-Apprentice and Apprentice Students:

Your trainer will provide feedback on your assessments and a copy of the relevant paperwork will be kept on your student file. If you are assessed as “not yet competent” your trainer will provide you relevant feedback. You will have the opportunity to re-enrol at your own cost and be reassessed.

Once you have successfully completed the course you will receive either:

- A Qualification or
- Statement of Attainment, or
- Certificate of Participation and Attendance.

Post Trade Students:

Your trainer will provide feedback on your assessments and a copy of the relevant paperwork will be kept on file. If you are assessed as “not yet competent” your trainer will provide you relevant feedback.

In relation to the Plumbing Contractor’s Licence, please refer to the Pathway and Process to Gaining Plumbing Contractor’s Licence which is provided to you at the commencement of the Plumbing Contractor’s Licence course or the MPA Skills website.

At the completion of each course you will receive a Statement of Results and a Certificate of Completion.

If you have concerns about the assessment process or your results, you can speak to your Trainer or the Manager, Training & QA. To manage these issues, please refer to the **Grievance and Appeals** section in the Code of Conduct.

Terms and Conditions of Enrolment:

MPA Skills – Important Information to Students

- Students who enrol in assessable or examinable subjects and do not complete 90% of assessment requirements due to factors such as non-attendance will receive a fail / hold or re-enrol result, unless they have formally withdrawn from the subject within 50% of the unit of competency duration. Students may formally appeal an assessment result.
- Students who withdraw after 50% of the time allocation of any units of competency has elapsed will have the subject name and a re-enrol result included on their statement of attainment.
- Re-enrolment in a subject, which a student has failed twice, is not permitted, unless approval has been obtained from the Manager, Training & QA.
- Assessment results will not be given over the phone. All results will be posted to a student's postal address, so please ensure that changes to your address details are made prior to completion.
- Assessment re-sits - the appropriateness of a student to participate in a re-sit is always at the discretion of the trainer / assessor. In the final analysis the trainer / assessor may decide the student is not yet ready for a re-sit and requires further tutorials.
- Students unable to pass a unit of competency after an additional three re-sit attempts may be required to re-enrol in that unit of competency.

Reasonable / Unreasonable Adjustment:

MPA Skills enrolment and attendance practices must comply with the *Australian Government Disability Discrimination Act 1992*, the *Disability Standards for Education 2005* and the *Western Australian Equal Opportunity Act 1984* in the enrolment of any student with a disability for whom enrolment is sought, except in those circumstances where their enrolment would require MPA Skills either to make an "unreasonable adjustment" or a "reasonable adjustment" that would impose unjustifiable hardship on MPA Skills to support the needs of the particular student. What is considered unreasonable or unjustifiable depends on the particular facts of each case. A determination may be made prior to enrolment or after commencement of a course should a trainer / assessor deem unreasonable adjustment is required for a candidate. In the event where a candidate has commenced a course or unit of competency and unreasonable adjustment is assessed as being applicable, a candidate may receive a partial or full refund of his/her course fees depending on the facts of each case.

Under the *Disability Standards for Education 2005* education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. While "reasonable adjustment" and "unjustifiable hardship" are different concepts and involve different considerations, they both seek to strike a balance between the interests of education providers and the interests of students with and without disability.

An adjustment is any measure or action that a student requires because of their disability and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability. An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the students disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected and the costs and benefits of making the adjustment.

MPA Skills is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable. There may be more than one adjustment that is reasonable in a given set of circumstances.