

Plumbing Pre Apprenticeship Application

52700WA Certificate II in Plumbing (Pre Apprenticeship)

To enrol for the Plumbing Pre Apprenticeship course, you **must** supply the below documents otherwise your application will not be considered. Please email the application form and all required documents to preapps@mpaskills.com.au

We must have a copy of the below:

Tick	Items Needed	Comments if required
	Cover Letter	
	Resume	
	Birth Certificate	
	Enrolment form	
	HLTAID002 First Aid Certificate (if you have completed)	
	White Card (if you have completed)	
	Are you of school age? <i>(please circle)</i> Yes / No If yes, an NOA or Exemption form must be attached	
	Concession Card (if applicable)	
	Most recent school report	

Please tick which 10 week course you would like to enrol in:

Course dates	Location	Application close date*	Tick
Semester 1			
14 Jan – 22 Mar 2019	Maylands	14 December 2018	Closed
21 Jan – 29 Mar 2019	Jandakot	7 January 2019	Closed
15 Apr – 21 Jun 2019	Maylands	25 March 2019	Closed
22 Apr - 28 Jun 2019	Jandakot	1 April 2019	Closed
Semester 2			
8 Jul – 13 Sept 2019	Maylands	17 June 2019	
29 Jul – 4 Oct 2019	Jandakot	8 July 2019	
7 Oct – 13 Dec 2019	Maylands	23 September 2019	
7 Oct – 13 Dec 2019	Jandakot	23 September 2019	

*Application close dates can be extended if the course has low numbers. Please contact the Pre Apprenticeship department for more information on 9471 6660 or email preapps@mpaskills.com.au

Please note- MPA Skills hold a selection process for the Pre Apprenticeship courses, this includes an interview screening. You will be sent an email with further details closer to the course start date.

PLUMBING PRE-APPRENTICE ENROLMENT FORM (52700WA Certificate II in Plumbing)

Maylands Campus/Office: 108 Caledonian Avenue, Maylands **Bayswater Campus:** 27-29 Durham Road, Bayswater **Jandakot Campus:** 7 Chullora Bend, Jandakot

Surname:	Given Names(s):	Sex:
I am of school age; Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Schooling is compulsory to the end of the year your turning 17 6 months or until you reach 18, which ever happens first.)</i>		
Date of Birth: / /	Place of Birth	USI Number:
Mobile:	Home Number:	
Residential Address:		
Postal Address:		
Email Address:		
Emergency Contact Name:	Phone Number:	Relationship to you:
Do you have a Concession Card? Yes <input type="checkbox"/> No <input type="checkbox"/> (if yes please email a copy to be eligible for the reduced rate)		

QUALIFICATION DETAILS

52700WA Certificate II in Plumbing (Pre-Apprenticeship)

LANGUAGE AND CULTURAL DIVERSITY

Are you Aboriginal or Torres Strait Islander Origin?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please specify:
Do you hold a current WA drivers license?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If not do you hold a current WA learners permit?	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 where 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 speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How well do you speak English?	Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all <input type="checkbox"/>

HIGH SCHOOL EDUCATION

Are you still attending secondary school?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Tick the level achieved:	Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 <input type="checkbox"/>
In which year did you complete that school level?	
Name of secondary school?	

FURTHER EDUCATION

Have you undertaken any further studies?

<input type="checkbox"/> Bachelor Degree or Associates Degree	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Advanced (Associate Diploma)	<input type="checkbox"/> Certificate II
<input type="checkbox"/> Certificate IV (Advance Certificate/Technician)	<input type="checkbox"/> Certificate III (or Trade Certificate)
Do you have a White Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please email a copy)
Do you have a Current First Aid Certificate?	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes please email a copy)

EMPLOYMENT STATUS

Of the following which best describes your current employment status?

<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Employed – Unpaid worker in a family business
<input type="checkbox"/> Part-Time employee	<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

WHAT IS THE MAIN REASON FOR UNDERTAKING THIS COURSE?

<input type="checkbox"/> To get a job	<input type="checkbox"/> To get into another course at TAFE or University
<input type="checkbox"/> For interest or personal development	<input type="checkbox"/> To improve my career
<input type="checkbox"/> To start a different career	<input type="checkbox"/> Other (please specify):
<input type="checkbox"/> Extra skills/ requirement of my current job	

HOW DID YOU HEAR ABOUT MPA SKILLS?

<input type="checkbox"/> Friend or Relative	<input type="checkbox"/> School or School Representative
<input type="checkbox"/> Try- A-Trade Participant	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Career Expo	<input type="checkbox"/> Master Plumber / Painters Journal
<input type="checkbox"/> Internet Search	<input type="checkbox"/> MPA Associations / Industry Event
<input type="checkbox"/> Trade Representative or Trade Store	<input type="checkbox"/> Co-worker in the Trade
<input type="checkbox"/> Employer / Work Experience	<input type="checkbox"/> Other (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.

Terms & Conditions**Privacy Statement**

From 1 January 2015, MPA Skills can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>

You **must** declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf> and that you have also read and consent to the collection, use and disclosure of your personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

Information collected by MPA Skills during a participant's enrolment and attendance will be used for the purposes of general student administration, identification, communication, State and Commonwealth agencies and research organisations.

MPA Skills is bound by the Australian Privacy Principles via the Privacy Act, 1988 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.

I have read and agree to the above conditions and I confirm that the information provided in this form is true and correct. If you are under 18 years of age, please ensure your parent/guardian signs this form.

I also agree to the following conditions:

1. To conform to MPA Skills Apprentice Code of Conduct, Policies, Procedures and Regulations, as made known to me at the time of my employment.
2. To permit a medical examination by the MPA Skills physician if requested;
3. That any false information given in my application for employment or in my medical examination shall be considered sufficient cause for dismissal from MPA Skills apprenticeship.
4. **Personal information & media will be shared with MPA Skills Group and Stakeholders'**

Student Signature:	Date:
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If you are under the age of 18, a parent or guardian must complete the below-

Parent/Guardian Signature:	Date:
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MEDICAL DETAILS

Please note: any information given will not affect your chances of securing a place in the MPA Skills Pre Apprenticeship Program. We ask for medical information so we can assist and cater to your needs to the best of our ability.

Are you receiving medical treatment for an illness, injury or medical condition? **YES / NO**
If **YES**, please explain

Do you have any pre-existing/chronic/long term injuries or illness? **YES / NO**
If **YES**, please explain

Have you been hospitalised and/or had any operations? **YES / NO**
If **YES**, please explain

Are you taking any medications that may impact on your ability to work? **YES / NO**
If **YES**, please explain

Do you currently have any allergies? **YES / NO**
If **YES**, please explain

Criminal History

Do you have any previous or pending criminal convictions or charges?

YES/NO_____ If **YES**, please send through a Police Clearance.

Privacy Statement

MPA Skills is bound by 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. A copy of our Privacy Policy is available on request.

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 *Privacy Amendment (Private Sector) Act 2000*.

Important Notice

Section 79 of the *Workers' Compensation and Injury Management Act 1981* in Western Australia gives the Workers' Compensation Dispute Resolution Body discretion to refuse to award compensation which would otherwise be payable where it is proved that the worker has at the time of seeking or entering employment, wilfully and falsely represented him/herself as not having previously suffered from the disability, which is the subject of the claim for compensation.

Declaration

I solemnly declare that each and every answer above is true to the best of my knowledge and belief. I understand that any false or misleading information may result in termination of employment.

Signature of Applicant

Date

**Signature of Parent or Guardian
(If applicant is under 18 years of age)**

Date

Qualification: 52700WA Certificate II in Plumbing (Pre Apprenticeship)

About:

The aim of this pre-apprenticeship is to provide learners with industry specific training to gain skills, knowledge and behaviours to enable transition into an indentured apprenticeship. This is a 10 week full time course, which includes 4 weeks work placement.

Notice of Arrangements (NOA):

Under the School Education Act (1999), young people of compulsory school age must be granted approval by the Minister (or delegate) to participate in activities instead of full-time school. Students must complete the Notice of Arrangements (NOA) form and **submit to MPA Skills** with your enrolment. Log onto <http://det.wa.edu.au/participation/detcms/participation/participation/forms/forms.en?oid=Article-id-326519> for more information.

Exemption Form:

This applies to students up until the end of the year in which they turn 15 and to older students in circumstances where a Notice of Arrangement cannot be used. Students must complete the Exemption form and **submit to MPA Skills** with your enrolment. Log onto <http://det.wa.edu.au/participation/detcms/participation/participation/forms/forms.en?oid=Article-id-326519> for more information.

Course in Underpinning Skills for Industry Qualifications (USIQ):

The aim of this course is to assist candidates enrolled in a vocational qualification to achieve and demonstrate vocational competencies by providing opportunities for them to develop, consolidate and apply a range of social, communication, mathematical, technological, cultural, cognitive and problem-solving skills required to develop competence in the workplace.

This course does not result in a separate qualification; the course is always co-delivered with a vocational qualification. Students are eligible to enrol in this course if they are already enrolled in a vocational qualification. Students may only be enrolled in this course if they are identified as having one or more indicators of additional educational need.

<http://www.vetinfonet.dtwd.wa.gov.au/VETpolicyandguidelines/Pages/USIQ.aspx>

Completion:

Once a student has successfully completed the Pre- Apprenticeship including Work placement they will be issued with a Certificate II and a Record of Results outlining the units achieved. Students who secure employment and sign up as an Apprentice will be credited the relevant units achieved through the Pre Apprenticeship program.

Invoices/Payment: Invoices **MUST** be paid prior to the Pre Apprenticeship start date. Please do not pay without being issued an invoice as you will need your invoice number as a reference when paying. Payment plans can be set up for a maximum of 8 weeks, please email preapps@mpaskills.com.au for more information.

Concession rates:

Concession rates are available for students who have a current Concession Card. In addition there is a cap of \$420 per year for students born on or after 1 July 2001, who are at least 15 years old. Please supply a copy of your Concession Card.

Centrelink Payments and Concessions:

You may like to look into applying for a Low Income Health Care Card with Centrelink if you haven't already, along with any other entitlements you may be eligible for, such as Youth Allowance, etc. If you have any questions or require more information, please contact Centrelink on 13 24 90 or go to the website www.centrelink.gov.au

Withdrawal/Census Date:

Each unit that you study has its own Census Date. It's important to know your Census Date. This is the deadline you can withdraw from your enrolment and still obtain a refund. The date is calculated at no less than 20% of the way through the period during which that unit is undertaken.

Debt Recovery: Any un-paid fees will be referred to Debt Collectors, all costs associated with the collections of these fees will be charged to the student.

Pre-Apprentice Scholarship:

The 2015 CTF Guidelines indicate that a \$250.00 scholarship is available to all students who successfully complete their Pre-Apprenticeship course. This scholarship is subsidised by the Construction Training Fund.

The Construction Training Fund provides funding support for training of eligible workers in the construction industry. MPA Skills acknowledge the support of the Construction Training Fund in reducing the cost of training for eligible workers.

Plumbing Pre Apprentice Tool, Stationery and Book Requirements

- Maylands Campus - 106 Caledonian Ave, Maylands
- Bayswater Campus - 29 Durham Road, Bayswater
- Jandakot Campus - 7 Chullora Bend, Jandakot

The following Stationery List and Protective Clothing & PPE List is required to be provided by **YOU** and brought to class on the first day.

Stationery	
Pens 2 x Black	Lead pencils 1 x 2H & 1 x HB
Scale rule 1:100	Calculator (basic)
High Lighter	Correction pen
Protractor	A4 ruled pad
Eraser	Compass
1mm Permanent Marker (Black)	Pencil sharpener
Pencil Case	Pocket Notebook

Required Books (Can be purchased from the MPA Bookshop on the first day of course)	
Provide Basic Emergency Life Support *If you have already completed your first aid HLTAID002 you will not need this book*	\$16.50
Cengage Basic Plumbing Services (2nd Edition)	\$72.00
Skills Oz White Card (CPCCWHS1001) *If you already have a white card you will not need this book*	\$25.00
ArtXpress Scaffolding	\$15.00
ArtXpress Heights	\$15.00
ArtXpress Roofs	\$15.00
ArtXpress Oxy	\$15.00
Total	\$173.50

Required Protective Clothing & PPE
(Mandatory- please bring to all classes and take with you to work experience - ensure you label your equipment)
<ul style="list-style-type: none"> • Trade quality long sleeve shirt (100% cotton drill approx 190gsm) (Hi-Vis) • Trade quality long pants (100% cotton drill approx 310gsm) (Blue) • Steel capped work boots (AS/NZS 2210) - in good condition • Wide brimmed hat for warm weather
Suggested retailers for uniforms-
<ul style="list-style-type: none"> • Best & Less • Lowes • Kmart • Target • Work Clobber

Workshop and Classroom Housekeeping is your responsibility.

1. Safety Glasses and Gloves to be worn in the workshop (Provided by MPA Skills)
2. All long hair to be contained and/or tied back at all times
3. Due to the requirement to undertake 'hot works' whilst working in the workshops, you are required to wear trade quality 100% cotton drill long sleeve shirt & long pants as outlined in Required Protective Clothing & PPE
4. Students wearing unacceptable attire such as uncovered footwear, board shorts, singlets, T Shirts and /or displaying offensive logos or language will not be allowed in any class.

Your trainer will take you through a full site Induction and Participant Handbook on your first day.

Withdrawal/Census Date: Each unit that you study has its own Census Date. It's important to know your Census Date. This is the deadline you can withdraw from your enrolment and still obtain a refund. The date is calculated at no less than 20% of the way through the period during which that unit is undertaken.



General Industry Training - 10 Week Course							
		UNIT CODE	UNIT DESCRIPTION	Census Day	Nominal Hrs	Course Fee	Resource Fees
Days	Class / Bays	Week 1					
Mon	C	INDUCTION					
Mon to Tue	C	CPCCWHS1001	Prepare to work safely in the construction industry	Day 1	6	\$ 29.28	\$ 4.00
Tue - Thur	C	CPCPCM2043A	Carry out WHS requirements	Day 3	34	\$ 165.92	\$ 36.00
	C	CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	Day 3	32	\$ 156.16	\$ 33.66
Thur to Tue	C	CPCPCM2040A	Read plans and calculate plumbing quantities	Day 5	12	\$ 58.56	\$ 16.00
	C	CPCCCM1015A	Carry out measurements and calculations	Day 6	16	\$ 78.08	\$ 19.00
Days	Class / Bays	Week 2					
continued..	C	CPCPCM2040A	continued...				
	C	CPCCCM1015A	continued...				
Tue to Wed		CPCPCM2047A	Carry out levelling		12	\$ 58.56	\$ 16.00
Thur to Fri	B	CPCPCM2052A	Weld using oxy-acetylene equipment	Day 10	8	\$ 39.04	\$ 8.00
Days	Class / Bays	Week 3					
Mon to Tue	B	CPCPCM2046A	Use plumbing hand and power tools	Day 11	16	\$ 78.08	\$ 17.00
Wed	offsite	AW866	Work Practice Coordination Module 1 (Placement arranged)	Day 13			
Thur to Fri	C	CPCPCM2041A	Work effectively in the plumbing and services sector	Day 14	16	\$ 78.08	\$ 17.00
Days	Class / Bays	Week 4					
Mon to Fri	offsite	AW867	Work Practice Coordination Module 2 (Commenced)	Day 17			
Days	Class / Bays	Week 5					
Mon to Fri	offsite	AW868	Work Practice Coordination Module 3 (Mid-point)	Day 22			
Days	Class / Bays	Week 6					
Mon	B	CPCCCM2008B	Erect and dismantle restricted height scaffolding	Day 26	16	\$ 78.08	\$ 21.00
Tue - Wed	B	CPCPCM2055A	Work safely on roofs	Day 27	15	\$ 73.20	\$ 20.00
	B	CPCCCM2010B	Work safely at heights	Day 28	16	\$ 78.08	\$ 21.00
Wed to Thur	B	CPCPCM2050A	Mark out materials	Day 29	16	\$ 78.08	\$ 17.00
Fri	B		Simulated Work Practice				
Days	Class / Bays	Week 7					
Mon to Tue	B	CPCPCM2053A	Weld using manual metal arc welding equipment	Day 31	8	\$ 39.04	\$ 10.00
Wed to Fri	B	CPCPCM2048A	Cut and join sheet metal	Day 33	16	\$ 78.08	\$ 17.00
Days	Class / Bays	Week 8					
Mon - Fri	offsite	AW868	Work Practice Coordination Module 3 (Mid-point) continued	Day 37			\$ -
Days	Class / Bays	Week 9					
Mon - Fri	offsite	AW869	Work Practice Coordination Module 4 (Completed)	Day 42			\$ -
Days	Class / Bays	Week 10					
Mon	C	HLTAID002	Provide basic emergency life support	Day 46	10	\$ 48.80	\$ 10.00

Tues	C	Simulated Work Practice	Bending, Flaring, Expanding 15mm Copper Tube & Fabricate a Pipe Clamp					
Wed	C	Simulated Work Practice	Bending, Flaring, Expanding 15mm Copper Tube & Fabricate a Pipe Clamp					
Thur	C	Simulated Work Practice	Bending, Flaring, Expanding 15mm Copper Tube & Fabricate a Pipe Clamp					
Fri	C	Simulated Work Practice	Bending, Flaring, Expanding 15mm Copper Tube & Fabricate a Pipe Clamp - Any catch-ups and resits					
						Total Hrs	Total Course	Total Resource
						249	\$ 1,215.00	\$ 283.00
Total Fees Payable (Course Fee + Resource Fee)						\$ 1,498.00		
Concession Card (30% of Course Fee + Resource Fee)						\$ 648.00		
Age Concession - Born on or after 1 July 2001 (Max Course Fee \$420 + Resource Fee)						\$ 703.00		

*****Fees are subject to change - RTO 1892 - 6 Feb 2019**