



# TAE40116 Certificate IV in Training and Assessment

List of the Units of Competency included:

<b>BSBCMM401</b>	Make a presentation	<b>TAEDES402</b>	Use training packages and accredited courses to meet client needs
<b>TAEDEL401</b>	Plan, organise and deliver group-based learning	<b>TAEASS401</b>	Plan assessment activities and processes
<b>TAEDEL402</b>	Plan, organise and facilitate learning in the workplace	<b>TAEASS402</b>	Assess competence
<b>TAELLN411</b>	Address adult language, literacy and numeracy skills	<b>TAEASS403</b>	Participate in assessment validation
<b>TAEDES401</b>	Design and develop learning programs	<b>TAEASS502</b>	Design and develop assessment tools

Any enquiries should be directed to the Course Coordinator by either calling 1800 222 423 or 02 9852 4110, or by emailing [rto@westernsydney.edu.au](mailto:rto@westernsydney.edu.au)

Completed Registration Forms should be returned, along with **proof of identity**, via one of the following methods:

<b>Postal Address:</b> Attn: Course Coordinator The College RTO PO Box 224 Quakers Hill NSW 2763	<b>Email:</b> <a href="mailto:rto@westernsydney.edu.au">rto@westernsydney.edu.au</a>
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## 1. PERSONAL DETAILS

Title	Family Name (surname)*	Given Names	
Preferred Name (if different)			
* <i>Name for encryption.</i> Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want The College RTO to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose.			
Date of Birth	____/____/____	Town/City of Birth	_____ Gender _____
Email	Alternate Email		
Home Phone	Work Phone	Mobile	
Usual Residence Address			
Suburb	State	Postcode	
Postal Address			
Suburb	State	Postcode	

## 2. STUDENT IDENTIFIER APPROVAL – AUSTRALIAN STUDENTS ONLY

From 1 January 2015, The College RTO 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). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

I already hold a Student Identifier and I give permission to The College RTO to verify it (ATTACH ID FOR VERIFICATION PURPOSES)

My Student Identifier is:

## USI application through your RTO (if you do not already have one)

### Application for Unique Student Identifier (USI)

If you would like The College RTO to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You must also provide some additional information as noted on this form so that we can apply for a USI on your behalf.

- I give permission to The College RTO to create a Student Identifier on my behalf. *I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>*

I hereby attach a copy of **one** form of Personal Identification as detailed below:

- Australian Birth Certificate       Driver's Licence       Australian Passport (current)       Medicare Card  
 Citizenship Certificate       Other (Contact The College RTO for confirmation)

Attach all copies of your documents on a separate page

### 3. STUDENT STATISTICS – AUSTRALIAN STUDENTS ONLY

To help us provide a better service, please complete the personal details below by placing a cross (x) in one of the boxes or by providing information where requested. All information will be treated confidentially.

1. Your citizenship status?

- Australian Citizen       Australian Permanent Resident       Student Visa       Overseas (no Australian visa or citizenship)       Other (please specify)

2. Are you of Aboriginal or Torres Strait Islander origin? *(For persons of Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)*

- No       Yes, Aboriginal       Yes Torres Strait Islander

3. Of the following categories, which BEST describes your current employment status? *(place a cross (x) in one box only)*

- Full-time employee       Employed - unpaid worker in 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

4. In which country were you born?

- Australia       Other (please specify)

5. Do you speak a language other than English at home?

- No       Yes (please specify)

6. How well do you speak English? *(place a cross (x) in one box only)*

- Very well       Well       Not well       Not at all

7. Are you still attending Secondary school?

- No       Yes

8. What is your highest completed school level?

- Year 12 or equivalent       Year 9 or equivalent  
 Year 11 or equivalent       Year 8 or equivalent  
 Year 10 or equivalent       Never attended school

9. In which year did you complete the above school level?

10. Do you consider yourself to have a disability, impairment or long term condition? *(cross (x) one box only)*

- No       Yes

If YES, place a cross (x) in any applicable box below.

- Vision       Hearing/ Deaf       Physical  
 Intellectual       Medical Condition       Mental Illness  
 Acquired Brain Impairment       Learning       Other

11. Do you require or are you receiving assistance for this disability, impairment or long term condition?

- No  Yes (If Yes, contact The College on 1800 222 423)

12. Place a cross (x) in any applicable boxes if you have successfully completed any of the following qualifications.

- |  |   |
|--|---|
| <input type="checkbox"/> Bachelor Degree or Higher Degree                    | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree                | <input type="checkbox"/> Certificate II                         |
| <input type="checkbox"/> Diploma (or Associate Diploma)                      | <input type="checkbox"/> Certificate I                          |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificate other than those above     |

13. Of the following categories, which BEST describes your main reason for undertaking this course? (place a cross (x) in one box only)

- |   |  |
|---|--|
| <input type="checkbox"/> To get a job                     | <input type="checkbox"/> It is a requirement of my job             |
| <input type="checkbox"/> To develop my existing business  | <input type="checkbox"/> I want extra skills for my job            |
| <input type="checkbox"/> To start my own business         | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To try for a different career    | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> Other reasons                             |

## 4. STUDENT DECLARATION AND PRIVACY STATEMENTS

### Privacy Notice

Under the Data Provision Requirements 2012, The College 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 The College RTO for statistical, regulatory and research purposes. The College 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 statements of attainment or 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 programme 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 Consent

If you do not agree to this declaration you will not be able to complete your enrolment.

1. I agree to comply with and understand that I will be bound by, Western Sydney University Enterprises Pty Limited (The College RTO) and all relevant rules and policies of The College RTO, including a requirement to follow any reasonable instructions of The College RTO officers. I understand that The College RTO rules and policies may be amended from time to time and I am responsible for regularly reviewing current College RTO policies, which can be found at: [www.westernsydney.edu.au/thecollege](http://www.westernsydney.edu.au/thecollege).
2. I agree that it is my responsibility to ensure that all information and documentation supplied by me in relation to my enrolment at The College RTO is complete and correct. I understand that The College RTO may refuse, terminate or otherwise vary my enrolment or any decision made in relation to my candidature at The College RTO on the basis of inaccurate, misleading or incomplete information. I agree that The College RTO relies on the accuracy of all information provided by me and is not responsible or liable for any errors arising out of inaccurate information provided by me.
3. I agree to update my personal information, including contact information, held by The College RTO no later than five (5) working days after any change by contacting The College RTO.
4. I agree to use my email account for all formal communication with The College RTO. I agree that I am responsible for checking my email account regularly and I understand that The College RTO uses email as its primary means of communication with students.
5. I accept that The College RTO may use the mobile telephone number I provide to alert me via phone or message (Short Messaging Service, 'SMS') to matters relating to my attendance at The College RTO in an emergency situation, or urgent matters relating to my enrolment.
6. I agree to be responsible for the payment of enrolment fees and any other compulsory fees related to my enrolment by the due date in each teaching session. I agree that any part payment arrangements will be made on time by the due date. I understand that failure to do so may result in

my access to services being cancelled or restricted, the cancellation of my enrolment and action being taken by The College RTO to recover the outstanding amounts.

7. I understand that and The College RTO's associated privacy policies set out how the College RTO collects, holds, uses and discloses my personal information or my health information. I understand that I can obtain further details about the use and disclosure of student personal information in the privacy policies. More information can be found on the Privacy at Western Sydney webpage.
8. I consent to The College RTO using my personal information for any purpose it deems necessary to carry out its educational, administrative and operational functions. I acknowledge that all information will be collected, stored, used, disclosed and destroyed in accordance with privacy, records management and other relevant laws and policies.
9. I understand that The College RTO may disclose my personal information to a person or organisation external to The College RTO where:
  - a. required or permitted by law, including where the disclosure is required for The College RTO to comply with its mandatory or contractual reporting requirements to government departments or agencies, statutory or regulatory bodies and/or their agents;
  - b. necessary for any reason related to my enrolment as a student, including enrolment, teaching, progression, assessment, misconduct, and graduation;
  - c. required as part of any mandatory reporting requirements for international students (if appropriate), including to the Department of Home Affairs and any other government departments and agencies, sponsors, exchange partners and/or their agents;
  - d. required for third party information technology service providers engaged by The College RTO to provide services and support such as hosting, infrastructure, software, databases and backup which may include services utilising cloud technology and third parties holding and/or processing data on their systems on behalf of The College RTO;
  - e. required for any course for which a placement is required, for such purposes including administration, background checks, accreditation purposes or for any inherent requirements;
  - f. to prevent or lessen a serious and imminent threat to the life, health or safety of any person, or damage to The College RTO property; or
  - g. I have otherwise provided my express consent to The College RTO.
10. I understand I have the right to apply for Recognition of Prior Learning (RPL) and this will be considered where appropriate. I acknowledge the review of the RPL requires an additional application and fee that I am responsible for payment.
11. I understand my individual course duration is specified in the pre-course information and on The College RTO website. I understand that in the event that I do not complete the course within the timeframe specified on my Letter of Enrolment, my enrolment will expire with no refund.
12. As a student of The College RTO, I have signed the enrolment form declaration and acknowledged that the terms of this declaration applies for the duration of my studies with the College RTO.

I acknowledge that my providing this declaration is a condition of my enrolment at The College RTO and that I will be notified of any changes to these terms in writing to my student email account.

**STUDENT SIGNATURE**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT/GUARDIAN SIGNATURE**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

*\*Parental/guardian consent is required for all students under the age of 18.*

## OFFICE USE ONLY

aXcelerate Student Number

Student Identifier generated

Student Identifier recorded

RTO Staff Member

Western Sydney University ABN 53 014 069 881 is a registered provider under the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).  
Provider Number 00917K.

Western Sydney University Enterprises Pty Limited ABN 44 003 474 468 trading as Western Sydney University The College  
(CRICOS Provider Number 02851G, RTO number 90319) is a wholly owned entity of Western Sydney University