



Transport Compliance Training Solutions Pty Ltd
ABN: 91 617 421 422 RTO ID 45376
STUDENT ENROLMENT FORM / TERMS AND CONDITIONS

Thank you for your interest in enrolling in Transport Compliance Training Solutions Pty Ltd. Please ensure that you answer ALL of the following questions to ensure correct processing of your enrolment.

Once you have completed this form submit it to the Administration Manager either in person or via email to admin@tcts.net.au

Contact and Office details are provided in the footer of this document.

Participant to initial relevant course code and title

COURSE CODE & TITLE	Initial
<p>TLIF0001 – APPLY CHAIN OF RESPONSIBILITY POLICY LEGISLATION, REGULATIONS & WORKPLACE PROCEDURES</p> <p>Course Entry Requirements and Pre-Requisites There are no formal academic requirements for this course, however Transport Compliance Training Solutions requires that all Learners:</p> <ul style="list-style-type: none"> • Be at least 18 years old • Must be employed by a subcontractor or form part of the Supply Chain in the Heavy Vehicle Transport Industry for at least the previous 2 months.(Verified in writing by a supervisor) • Have adequate reading and writing, oral communication and mathematical skills • The learner must provide photographic evidence of their identity plus a copy of their applicable licence prior to commencement of the course <p><i>The course is delivered face to face over 6 hours over one day. This is 75% training and 25% assessment.</i></p>	
<p>TLIF0002 – ADMINISTER CHAIN OF RESPONSIBILITY POLICIES & PROCEDURES</p> <p>Course Entry Requirements and Pre-Requisites There are no formal academic requirements for this course, however Transport Compliance Training Solutions requires that all Learners:</p> <ul style="list-style-type: none"> • Must be employed in the Heavy Vehicle Transport Industry for at least the previous 6 months (Verified in writing by a supervisor) • Be at least 18 years old • Have sound reading and writing, oral communication and mathematical skills • The learner must provide photographic evidence of their identity plus a copy of their applicable licence prior to commencement of the course <p><i>The course is delivered face-to-face over 6 hours over one day. This is 75 % training and 25 % assessment.</i></p>	
<p>TLIF0003 – DEVELOP & IMPLEMENT POLICIES & PROCEDURES TO ENSURE CHAIN OF RESPONSIBILITY COMPLIANCE</p> <p>Course Entry Requirements and Pre-Requisites There are no formal academic requirements for this course, however Transport Compliance Training Solutions requires that all Learners:</p> <ul style="list-style-type: none"> • Must be employed in the Heavy Vehicle Transport Industry Heavy Vehicles for 6 months. (verified in writing) • Be at least 18 years old • Have adequate reading and writing, oral communication and mathematical skills • The learner must provide photographic evidence of their identity plus a copy of their applicable licence prior to commencement of the course <p><i>The course is delivered face-to-face over 8 hours over one day. This is 75 % training and 25 % assessment. There is an additional project that the student must complete after the course prior to a statement of attainment being issued.</i></p>	
<p>TLIA1001A SECURE CARGO AND TLID2004A LOAD AND UNLOAD GOODS/CARGO</p> <p>Course Entry Requirements and Pre-Requisites There are no formal academic requirements for this course; however Transport Compliance Training Solutions requires that all Learners:</p> <ul style="list-style-type: none"> • Be at least 18 years old • Hold current employment within the Heavy Vehicle Industry • Have been loading and restraining items in the course of their employment for a minimum of 2 months in the last 6 months (verified in writing by a supervisor) • Have adequate reading and writing, oral communication and mathematical skills • The learner must provide photographic evidence of their identity plus a copy of their applicable licence prior to commencement of the course <p><i>The course is delivered face-to-face over 6 hours over one day. This is 75 % training and 25 % assessment.</i></p>	
<p>TLIF0005 APPLY A FATIGUE RISK MANAGEMENT SYSTEM</p> <p>Course Entry Requirements and Pre-Requisites There are no formal academic requirements for this course; this is the entry level fatigue risk management course. However Transport Compliance Training Solutions requires that all Learners:</p> <ul style="list-style-type: none"> • Be at least 18 years old • Have sound reading and writing, oral communication and mathematical skills • (Alternatively a numeracy and literacy assessment may be required to ensure adequate resources are provided to the learner to complete the course) • Are employed or subcontract within a Transport company or a service that required the use of Heavy Vehicles <p><i>The course is delivered face-to-face over 6 hours over one day. This is 75 % training and 25 % assessment.</i></p>	



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TLIF0006 ADMINISTER A FATIGUE RISK MANAGEMENT SYSTEM

Course Entry Requirements and Pre-Requisites

There are no formal academic requirements for this course; however Transport Compliance Training Solutions requires that all Learners:

- Be at least 18 years old
- Have adequate reading and writing, oral communication and mathematical skills
- Are employed within a transport company or an Industry that operates a Fatigue related Heavy Vehicle (12 tonne and above) for 2 months prior to this course.
- The learner must provide photographic evidence of their identity plus a copy of their applicable licence prior to commencement of the course.

The course is delivered face-to-face over 6 hours over one day. This is 75 % training and 25 % assessment. There is a performance evidence project that the student must complete after the course prior to a statement of attainment being issued. This project should take 1 – 2 hours to complete.

Course Date: ____/____/____

Location: _____

Trainer: Paul Quilligan

Please tick where appropriate

Personal Details	
Surname:	Given Name/s:
Date of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other
Residential Address:	
Suburb:	State: Postcode:
Postal Address:	
Suburb:	State: Postcode:
Phone Number:	Mobile Number:
Email Address:	
Employer Name:	



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From January 2015, we, Transport Compliance Training Solutions Pty Ltd 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/> on computer or mobile device. Please note that if you specify gender as "other" you will need to contact the USI office for assistance.

Do you have a USI?

Yes No

If Yes, Enter your USI:

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In providing my USI, I confirm Transport Compliance Training Solutions Pty Ltd is authorised to collect, use and disclose my student identifier for the purposes required under the *Student Identifiers Act 2014*.

I understand that I will receive a notice regarding Transport Compliance Training Solutions Pty Ltd use of this information to confirm my USI.

• I understand that Transport Compliance Training Solutions Pty Ltd name included in the notice may be different to the name they are familiar with – the name of the organisation verifying my USI is Transport Compliance Training Solutions Pty Ltd.

If No, would you like TCTS to apply for a USI on your behalf?

Yes – complete declaration in this enrolment form and provide a copy of the following documents

DRIVERS LICENCE OR PASSPORT NUMBER: _____

USI DECLARATION

Application for Unique Student Identifier (USI)

If you would like Transport Compliance Training Solutions Pty Ltd 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>

I [NAME] _____ authorise Transport Compliance Training Solutions Pty Ltd to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI 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> and NCVER policies, procedures and protocols published on NCVER's website at www.ncver.edu.au

In accordance with section 11 of the Students Identifier Act 2014 (s.11) Transport Compliance Training Solutions Pty Ltd will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application of the information is no longer needed for that purpose

Signature: _____ Date: _____



Origin / Disabilities

(You may be required to undertake a short language, literacy and numeracy (LLN) assessment based on your responses in this section)

Are you an Australian Citizen? Permanent Resident Other, please specify:

Country of Birth: Australia Other, please specify:

City of Birth:

Main language spoken at home: English only Other, please specify:

How well do you speak English? Very well Well Not well Not at all

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

Do you suffer from any disabilities? Yes No (Skip the next question)

Please Indicate the areas of disability, impairment or long-term condition:

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

Do you require additional support from TCTS as a result of this disability, impairment or long term condition? No Yes, please specify:

Educational / Employment History

What is your highest completed school level?

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

What is the highest qualification you have completed?

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Certificate IV (or Advanced Certificate/Technician
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificate other than the above

Which best describes your current employment status?

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



Which best describes your main reason for undertaking this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons
Do you have at least 6 months work experience during the last 12 months in any of these areas?	<input type="checkbox"/> Work Diary <input type="checkbox"/> Fatigue Management (self) <input type="checkbox"/> Chain of Responsibility <input type="checkbox"/> Load Restraint <input type="checkbox"/> Load/ Unload Cargo

TERMS & CONDITIONS OF ENROLMENT

Literacy and numeracy

To successfully complete your training you must be able to check and competently record, read, interpret, estimate, measure and calculate. If required, the RTO may refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the requirements of your training.

Privacy

Transport Compliance Training Solutions Pty Ltd collects and stores clients' personal details for training purposes only. We use this information to record your progress. We DO NOT share, rent or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the *Privacy Act*. If we are required to disclose information about any of our clients, by signing these terms and conditions the student consents to their information being given to third parties if requested (i.e. editorial, photos for advertising purposes, etc.).

Legislative and regulatory requirements

The student acknowledges that they must observe the RTO's policies and procedures, according to state/territory and federal government legislative and regulatory requirements, as set out in the Student Handbook.

Enrolment and selection

1. Courses are open to all adults 18 years and over.
2. The student is responsible for notifying the RTO if they have a medical condition or disability or require assistance in attending a class.
3. It is the student's responsibility to note the date, time and location of the course as advertised.
4. The RTO reserves the right to decline admission to a course, terminate a student's enrolment in a class or change a course or tutor at any time without notice.
5. Students participate in courses involving physical activity, field trips, practical demonstrations, etc. and do so at their own risk. The RTO's students are covered by public liability insurance while working within the classroom.

Course fees, payments and refunds

1. Please refer to the course flyers for information on all fees, including course fees, administration fees, materials fees and any other charges.
2. Statements of attainment are issued to students who are assessed as competent in the units completed and all fees paid. The cost of the statement of attainment is included in the course fees.
3. Students are responsible for the safe storage of their certificates and statements of attainment. If a student requires a reissue of their certificate or statement of attainment, an administration fee of \$50 will be charged.

Complaints and appeals

Transport Compliance Training Solutions Pty Ltd recognises that differences and complaints can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

1. Inform the RTO if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Inform the RTO if you think you have been treated unfairly or unjustly. The RTO will discuss the matter with you and try to resolve the problem.
3. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
4. If all parties cannot reach a satisfactory solution you have the right to seek representation and appeal under the relevant state/territory or federal law.



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Work health and safety

Transport Compliance Training Solutions Pty Ltd is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees.

Transport Compliance Training Solutions Pty Ltd monitors and maintains the appropriate work health and safety levels and obligations under the federal and state rules and regulations of QLD.

In consideration of all the RTO clients and students, it is important that all legislative acts and regulations are adhered to while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of the RTO management.

Access and equity

Transport Compliance Training Solutions Pty Ltd is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with the relevant current Queensland Legislation.

In the event of a situation that is considered by clients to be in violation of the Transport Compliance Training Solutions Pty Ltd Access and Equity Policy, students and clients are required to report the situation to management.

Harassment, victimisation and bullying

Transport Compliance Training Solutions Pty Ltd does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexual preference or age.

Harassment is unlawful under Commonwealth and state legislation and all harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.

In the event of a situation that is considered by clients to be in violation of the RTO harassment, victimisation and bullying policy, report the situation to management.

IMPORTANT INFORMATION

I have read and understand the terms and conditions of my enrolment, as stated above. I acknowledge and agree with the terms and conditions with specific reference to Transport Compliance Training Solutions Pty Ltd enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and appeals, work health and safety, access and equity, harassment and bullying policies and procedures as outlined in the Student Handbook.

SIGNATURE: _____

DATE: ___/___/___

Please ensure that you have read the Self Declaration very carefully before you sign this form. Please contact the Administration Manager at Transport Compliance Training Solutions Pty Ltd if you have any questions.

Self Declaration

I declare that the information on this enrolment form is to the best of my knowledge, true, accurate and absolute at the time of this enrolment.

I further acknowledge that any false information and not disclosing relevant information for enrolment of this qualification will result in the cancellation of my enrolment at Transport Compliance Training Solutions Pty Ltd

I understand that it is my full responsibility to provide all relevant and required documentation and answer all questions truthfully

Student Name:

Student Signature:

Date:

Office Use Only	Application No:	Student ID:	Certificate No:
		TCTS	TCTS