

UNITY TRAINING SERVICES PARTICIPANT ENROLMENT FORM



Instructions:

Please fill in **all** sections clearly and carefully by writing in block letters.

Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required. All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to comply with the Total Vet Activity reporting for RTOs.

As an elected HSR, you are entitled under the legislation to attend training with a provider of your choice.

For the 1 or 2-day refresher courses, please bring in your copy of the Act given at a previous course. Help us reduce our carbon footprint.

1 COURSE DETAILS

Course Title: _____

Date/s of course: _____

Have you trained with us before? Yes No Which area? Worksafe ComCare or NOPSEMA

Date of election to OSH/HSR position: _____

Is the invoice to be sent to the employer? Yes No If no, then to: _____

2 PERSONAL DETAILS

Mr/Mrs/Ms/Miss/Mx/Other (Circle)

First Name: _____ Surname: _____

Occupation: _____

Residential Address:

Address: _____

Post Code: _____ State/Territory: _____

Date of Birth: _____ Gender: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email address: _____

Are you a member of a Union? Yes No Union Name: _____

Emergency/Next of Kin Details: Name _____ Phone: _____

Employer details:

Company name: _____ Contact Name: _____

Address: _____

Email: _____

Please tick if you would like to join our mailing list and receive our monthly newsletter

Please tick if you do **NOT** authorise us to use your feedback for future promotions

How did you hear about Unity Training Services? Search Engine Word of Mouth Social media Friend/Relative Newsletter Other _____

Please note the following information is collected for our WorkSafe Reporting obligations

Where do you usually work (in your current job)? Metropolitan Non-metropolitan

Please tick your age group

- 15 – 19 20 – 24 25 – 29 30 – 34 35 – 39 40 – 44 45 – 49
 50 – 54 55 – 59 60 – 64 65 +

Please tick the category, which best describes the industry of your employer

- | | |
|---|--|
| <input type="checkbox"/> Accommodation and food services | <input type="checkbox"/> Professional, scientific and technical services |
| <input type="checkbox"/> Agriculture, forestry and fishing | <input type="checkbox"/> Public administration and safety |
| <input type="checkbox"/> Arts and recreational services | <input type="checkbox"/> Administrative and support services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Other services |
| <input type="checkbox"/> Education and training | <input type="checkbox"/> Rental, hiring and real estate services |
| <input type="checkbox"/> Electricity, gas, water and waste services | <input type="checkbox"/> Retail trade |
| <input type="checkbox"/> Financial and insurance services | <input type="checkbox"/> Transport, postal and warehousing |
| <input type="checkbox"/> Health care and social assistance | <input type="checkbox"/> Wholesale trade |
| <input type="checkbox"/> Information media and telecommunications | <input type="checkbox"/> NOPSEMA (Oil and Gas) |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Seafarers (Maritime) |
| <input type="checkbox"/> Mining – Onshore (Resources Safety) | |

Please tick the occupational category in which you work

Managers and Administrators

Including School Principals, directors, Mine Managers, Farm Managers, Managing Supervisors, Commissioned Police Officers, Chief Executives, Trade Union Secretaries

Professionals

Including chemists, Teachers, Architects, Accountants, Engineers, Geologists, Metallurgists, Journalists, Actors, Librarians, Public Relations Officers, Registered Nurses

Para-Professionals

Including Technicians, Police Officers, Ships Captains, Welfare Officers, Safety Inspectors, Prison Officers

Tradespersons

Including Fitters, Welders, Tilers, Hairdressers, Chefs, Tailors, Mechanics, Gardeners, Apprentices

Clerks

Including Typists, Secretaries, Messengers, Computer Operators, Bookkeepers, Receptionists, Telephonists, Teachers Aids, Law Clerks

Salesperson and Personal Service Workers

Including Travel Agents, Enrolled Nurses, Dental Nurses, Waiters, Insurance Brokers, Sales Representatives, Tellers, Cashiers, Beauty Therapists

Plant and Machine Operators

Including Bus Drivers, Forklift Drivers, Crane Operators, Press Operators, Processing Machine Operators, Treatment Plant Operators, Mining Equipment Operators

Labourers and Related Workers

Including Trades Assistants, Factory Hands and Cleaners, Farm Hands, Meat Packers, Process Workers, Scaffolders, Riggers, Security Officers, Fishing workers, Deckhands, Labourers, Miners

Not Stated

3 LANGUAGE AND CULTURAL DIVERSITY

Were you born in Australia? Yes If not, please specify country of birth: _____

Do you speak a language other than English at home?

- No, English only (*Go to disability section*)
 Yes, other – please specify below:

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

Are you of aboriginal or Torres Strait Islander origin?
 (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

No
 Yes, Aboriginal
 Yes, Torres Strait Islander

4 DISABILITY

Do you consider that you have a disability, impairment or long-term condition? (You may indicate more than one area)

No disability Hearing/Deaf Physical Intellectual
 Learning Mental illness Acquired brain impairment Vision
 Medical condition Other Multiple disabilities

5 EDUCATION

What is your highest completed school level?

Did not go to school Completed year 8 or lower Completed year 9
 Completed year 10 Completed year 11 Completed year 12

In which year did you complete that school level? _____

Have you successfully completed any of the following qualifications?

Yes (please tick ANY applicable boxes) **No** (Go to the Employment section)

<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"/> Certificates other than the above

6 EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

<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

7 CANCELLATION / REFUND POLICY

- Payment in full must be received prior to the course commencing.
- Cancellations made less than **5 working days** before the start of the course **will not** receive a refund.
- Cancellations made less than **10 working days** before the start of the course will incur a 50% charge of total course cost.
- Changing to another course date may be made at no additional cost if these changes are made more than **5 working days** before the course begins. Deferral to another course only lasts six months otherwise refunds will not be provided after that time. Any changes made less than 5 working days will incur a 30% administration charge of the total course cost.

- If a person fails to attend or complete a course they have enrolled in, 100% payment will be incurred.
- Unity Training Services reserves the rights to cancel or defer the course at its discretion. If this occurs an alternative date will be offered, or a full refund will be paid. Unity Training Services will not be held liable for any costs resulting from cancellation of the course.
- Confirmation of the booking will be sent on receipt of the authorised enrolment form. If the above terms and conditions are not complied with Unity Training Services reserves the right to refuse entry to the course.

7 REQUIRED RESOURCES

If you have elected to attend the NOPSEMA HSR course, please bring a laptop that enables you to access the internet via wi-fi

If you have elected to attend the State Intro OSH or Commonwealth HSR 5-day course, please bring your organisation's Safety Policy and/or Safety Issue Resolution Procedure.

8 UNIQUE STUDENT IDENTIFIER

Unique Student Identifier (USI)

From 1 January 2015, Unity Training Services 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

State Introductory Occupational Safety and Health (OSH) Training course participants only please note - This course does not include formal assessment therefore you will receive a certificate of attendance only. If you wish to continue onto a cert 3 or 4 in WHS then the units in this course must be added onto your USI.

9 DECLARATION

I understand that information contained in this form may be provided to State or Commonwealth agencies due to our compliance reporting requirements and I consent to that occurring. I certify that all details provided on these forms are correct and I adhere to Unity Training Service's cancellation and refund policy. If using a USI, I understand that I am to show photo ID on commencement of course.

Signed: _____ Date: _____

Office Use Only if participant is using USI (Section 8)

ID confirmed ID used: _____

Officer signature: _____

Date: _____

Form completed on PP and SS