



Application for Enrolment in Accredited Training 2019 Mine Ventilation and Environmental Engineering Course - Perth

Your personal details _____

We must obtain your USI number before we can issue your qualification or statement of attainment. If you do not yet have a USI you can apply for one at <https://www.usi.gov.au/students/create-your-usi/>.

Please note we are required to submit your USI to NCVET. See the Privacy Statement on the back page of this form for more information.

Unique student identifier (USI) Town/city of birth

Mr Ms Mrs Miss Dr Other ► _____

First name* Middle name*

Last name* Date of birth / /

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Email

Phone number (landline) Mobile phone number

Gender
 Male Female Other

Street address of your usual residence:

Building/property name Number and street name

Suburb / locality / town State Postcode

Postal address: *Write 'as above' if applicable*

Name of your employer / company

In which country were you born?
 Australia
Other ► please specify _____

Are you of Aboriginal or Torres Strait Islander origin?
If both, tick both yes boxes
 No Yes (Aboriginal) Yes (Torres Strait Islander)

Do you speak a language other than English at home?
 No, English only Other ► _____

Of the following categories, which BEST describes your current employment status? *Tick ONE box only*

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

Of the following, select the one which BEST describes the main reason you are undertaking this course? *Tick ONE box only*

- To get a job
- To develop my existing business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- To get skills for community/voluntary work
- Other reasons

What is your highest completed school level? *Tick ONE box only*

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

Are you still attending secondary school?

No Yes

Do you consider yourself to have a disability, impairment or long-term condition?

- No
Yes ► please tick appropriate boxes *Tick all that apply*
- Hearing / deaf
 - Physical
 - Intellectual
 - Learning
 - Mental illness
 - Acquired brain impairment
 - Vision
 - Medical condition
 - Other

Have you successfully completed any of the following qualifications?

- No
Yes ► please tick appropriate boxes *Tick all that apply*
- Bachelor degree or higher degree
 - Advanced diploma or associate degree
 - Diploma (or associate diploma)
 - Certificate IV (or advanced certificate / technician)
 - Certificate III (or trade certificate)
 - Certificate II
 - Certificate I
 - Other education (including certificates or overseas qualifications not listed)



Course details

Important note: prior to enrolling, you should read this information, and make a decision about whether this course suits your needs when taking into account your personal situation. You should also consult the Learner Handbook available on the Simtars website (simtars.com.au) for information about your rights and obligations, fees and refunds, Simtars' obligations, and your rights as a consumer.

Training product/s

- RIIUND601D – Establish and maintain the ventilation management system
- RIIUND603D – Manage, operate and maintain the mine ventilation system

Training product currency

Current Superseded

Delivery location/s

Parmelia Hilton, Perth (WA) (if not available an alternative location will be advised)

Materials and equipment you will need to supply

- Personal protective equipment (PPE) Computer & internet access (at home/work)
- Laptop to bring to training, with wi-fi (training venue does not have wi-fi) Laptop to bring to training (venue has wi-fi)
- Other ►
- Licensed copies of Microsoft Excel, Word, PDF Reader and Ventsim loaded onto your laptop
 - Ventilation measurement instruments to complete workplace assessments
 - Scientific calculator or phone with scientific calculation ability

The course consists of the following modes of delivery

- Pre-course readings Face-to-face training Mentoring program Logbook Workplace supervisor verification
- Assessments to be completed after face-to-face training Activities to be completed after face-to-face training RPL
- Other ► Telephone and email support

Delivery arrangements

The course will be delivered as:

- **Pre-course readings.** These are given to you before your face-to-face training.
- **Two face-to-face workshops.** The first (six day) workshop covers theory and application of planning strategies for mine ventilation and related topics such as heat, dust and gases. The second (four day) workshop covers the application of Ventsim to hard rock mine ventilation circuits together with a day of revision and case studies.
- **Mentoring program.** The mentoring program allows you to engage with worksite personnel who can provide you with support during your training. You are provided with a formal structure to you and your onsite mentors to guide your progress through the mentoring program, which includes a Mentor Workbook and activities for you to carry out and discuss with the worksite personnel.
- **Assessment.** There are written and practical assessments to be completed after the face-to-face training, including supervisor verifications.

There are two options for enrolment in this course, as follows:

Option 1: If you enroll in this option, you will be provided with full training and you will be assessed against the accredited units of competency. Option 1 consists of pre-course readings, a mentoring program, face-to-face training, and assessment. Upon successful completion of assessments, you will be awarded a Statement of Attainment for the accredited units of competency.

Option 2: If you enroll in this option, you will be provided with the training as set out in Options 2(a), 2(b), or 2(c) in the table on the next page. When enrolling in Option 2, you agree that you will not be assessed against the accredited units of competency (i.e. this is a 'non-assessable' option. Upon completion of your training, you will be awarded a non-accredited Certificate of Completion.).

Estimated course duration

Nine (9) months

Date/s of face-to-face training

- First workshop: 27 October 2019 to 1 November 2019
- Second workshop: 16 March 2020 to 19 March 2020

Details of workplace activities, assessments etc. to be completed after face-to-face training

Workplace activities and assessments for Option 1

The mentoring program allows you to engage with worksite personnel who can provide you with support during your training. You are provided with a formal structure to you and your onsite mentors to guide your progress through the mentoring program, which includes a Mentor Workbook and activities for you to carry out and discuss with the worksite personnel. There are written and practical assessments to be completed after the face-to-face training, including supervisor verifications.

Workplace activities and assessments for Option 2

There are no workplace activities and assessments in Option 2.



Third-party provider details (if any)

Marketing, recruitment, training, assessment and/or other services may be conducted by staff from the following third-party organisation/s:

Organisation name Morvent Mining Ltd
Contact email roy.moreby@btinternet.com
Contact phone +44 (0) 1752 691151
 Marketing / recruitment Training / assessment Other ▶ n/a

Organisation name Clemcorp (WA) Pty Ltd AC N 115 959 683 T/A Clemcorp Australia
Contact email sales@clemcorp.com.au
Contact phone +61 (8) 9406 3000
 Marketing / recruitment Training / assessment Other ▶ n/a

Course fees

You should consult the Learner Handbook available on the Simtars website (simtars.com.au) for information about payment methods, your rights and obligations, fees and refunds, Simtars' obligations, and your rights as a consumer.

Course fees include the following for all learners

Morning tea & lunch No Yes
 Accommodation & travel No Yes
 Other Yes ▶ Calculator, textbook

Course fees also include as listed below

Please tick below which option you wish to apply for

	Pre-readings	Workshop 1	Workshop 2	Mentoring program	Assessment	Fees	Tick
Option 1	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	\$16,000	<input type="checkbox"/>
Option 2(a)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$10,750	<input type="checkbox"/>
Option 2(b)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$7,750	<input type="checkbox"/>
Option 2(c)	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	\$5,000	<input type="checkbox"/>

Please indicate how you intend to pay for the training

Credit card payment made to Clemcorp Australia Purchase order with Clemcorp Australia

Course entry requirements

As a registered training organisation, Simtars is required to assess your existing skills before we enrol you into an accredited training course. Please outline below how you meet the entry requirements for this course, and attach any relevant documentation in support of your application. We note that if you are excluded from enrolment, you have the right to appeal this decision. For a further explanation of your right to appeal and/or further information about the enrolment process, please see Simtars Learner Handbook.

Requirement 1 for assessment

You must be employed in a working underground mine or have permitted access to:

- an underground mine and its safety and health management system (For Option 1 - to undertake assessment); and
- a supervisor or content expert at the mine (for Option 1 - to verify workplace projects).
- Refer to section 'Relevant experience' below for further information on employment requirements.

Please outline here how you meet this requirement

Attach a separate page if you run out of room

Requirement 2 for assessment

You must have a minimum of two (2) years recent operational experience in an underground mine.



Note that 'recent' means experience gained within the previous four (4) years, and 'operational experience' means a position in which you work/ed underground at least twice a week when onsite, for example: underground worker, underground supervisor, underground safety officer or surveyor, mining engineer with some underground responsibility, e.g. drill and blast engineer, production engineer, planning engineer.

Please outline here how you meet this requirement

Attach a separate page if you run out of room

Requirement 3 for assessment

Due to legal requirements in various states and territories, you must meet the age restrictions for entering this course as set out in the table below. We will assess your eligibility using your date of birth supplied on page 1 of this form.

Location of mine	Minimum age	Notes
Queensland	18 years	
Tasmania	19 years	Note: from 2022 onwards, this will rise to 20 years of age
New South Wales	20 years	
South Australia	20 years	
Western Australia	20 years	
Victoria	20 years	
Norther Territory	19 years	Note: Age requirement is 19 unless: <ul style="list-style-type: none"> · You previously received permission to leave school earlier than 17; and · You have completed a minimum of two (2) full years operational in an underground mine (as set out above); and · You meet the Language, Literacy and Numeracy (LLN) requirements (see below).

Requirement 4 for assessment

You need to be proficient in the use of basic spreadsheeting (Excel) skills before starting the course.

Please outline here how you meet this requirement

Attach a separate page if you run out of room

Other supporting information

Tell us any other relevant information that helps demonstrate that you have sufficient relevant experience to enrol in this course (e.g. details of other qualifications or training courses etc).



Attach a separate page if you run out of room

Language, literacy & numeracy (LLN) requirements

Prior to enrolment, it is important that we ensure you have the language, literacy and numeracy (LLN) skills to complete this course (or that you can meet those skills with assistance). At Simtars, we test LLN skills by way of either an online BKSB Initial Assessment (for longer courses) or a written test (for shorter courses). We note that if you are excluded from enrolment, you have the right to appeal this decision. For a further explanation of your right to appeal and/or further information about LLN and foundation skills, please see *Simtars Learner Handbook*.

How LLN is assessed for this course

Online BKSB Initial Assessment ► please make sure you include your email address on page 1.

When we receive your application for enrolment, we will enrol you into the BKSB Initial Assessment and the system will send you an email to log on. We cannot finalise your application for enrolment until you have completed the BKSB Initial Assessment.

Your authorisations

Upon successful completion of all training and assessment requirements (and upon payment of all fees), you will be issued with an original copy of your Statement of Attainment / Qualification. For more information see the Student Handbook on the Simtars website (simtars.com.au).

Do you authorise the following parties to receive a copy of your certificate for their records?

Third-party provider/s (listed on page 1 of this form) No Yes Your employer No Yes

Other parties No Yes ► please specify _____

Credit transfer & RPL

Credit transfer (CT) is a process of obtaining credit for units of competency that you already hold. Recognition of prior learning (RPL) is an 'assessment-only' option which is available to people who already have the skills and knowledge required to pass this course. If you are interested in applying for RPL and/or CT, please consult the Student Handbook available on Simtars' website (simtars.com.au) for information about how to apply.

Do you wish to apply for credit transfer of any units?

No Yes ► please specify unit/s below

Do you wish to apply for RPL for any units?

No Yes ► please specify unit/s below

CT is not available for this course given that the industry regulator in Qld has deemed that ventilation officers in Qld must complete their training in these units either through Simtars RTO 1828 or else complete the Graduate Diploma through the University of NSW.

Attach a separate page if you run out of room

Your support needs

We are committed to helping you achieve your learning goals. We encourage you to tell us about any support needs that you have, so that we can make appropriate plans to support you.

Do you need support with reading, writing and/or maths?

No Yes ► please give details below

Please provide further details so we can make appropriate plans to support you

Attach a separate page if you run out of room

Please tick any further support requirements you may have whilst studying with us

Religious/cultural needs Learning difficulties Disability support needs Medical Other

Please provide further details so we can make appropriate plans to support you

Attach a separate page if you run out of room

Privacy

Simtars Privacy Notice: Personal information is collected on this form in order to record, administer and manage enrolment in training at Simtars RTO 1828. Personal information may be disclosed to third parties with consent or as permitted or required under a law. Personal information will be stored securely. If you wish to access or correct any of your personal information, discuss how it has been managed, or have a concern about the way your personal information has been collected, used, stored, or disclosed, please contact Simtars on (07) 3810 6328 or by email training@simtars.com.au.



National VET Data Policy Privacy Notice: Under the *Data Provision Requirements 2012*, Simtars RTO 1828 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), may be used or disclosed by Simtars RTO 1828 for statistical, administrative, regulatory and research purposes. Simtars RTO 1828 may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Declaration and consent

By signing below, I declare as follows: I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I consent to enrol at Simtars and agree to abide by the rules of Simtars. I am making an informed decision about undertaking training with Simtars. I understand that Simtars does not offer student loans and/or government funding. I understand that by enrolling and completing training at Simtars, I may use up my entitlement to Queensland Government funding under the VET Investment Plan. I have read the information contained in this form and/or in the Learner Handbook on the Simtars website (simtars.com.au) relating to the following:

- a) the code, title and currency of the training product to which I am to be enrolled,
- b) the training and assessment, and related educational and support services Simtars will provide to me including the estimated duration, expected location/s at which training will be provided, expected mode/s of delivery, name and contact details of any third party that will provide training and/or assessment, and related educational and support services on Simtars' behalf, any work placement arrangements,
- c) Simtars' obligations to me, including that Simtars is responsible for the quality of the training and assessment in compliance with the *Standards for Registered Training Organisations (RTOs) 2015 (Cth)*, and for the issuance of the AQF certification documentation,
- d) my rights including details of Simtars' complaints, feedback, and appeals process, and my rights if Simtars – or a third-party delivering training/assessment on its behalf – closes or ceases to deliver any part of the training product that I am enrolled in,
- e) my obligations in relation to any requirements Simtars requires me to meet to enter and successfully complete my chosen training product, and any materials and equipment that I must provide,
- f) all relevant fee information including fees that must be paid, and payment terms and conditions including deposits and refunds,
- g) my rights as a consumer, including but not limited to any statutory cooling-off period, if one applies, and
- h) my right to obtain a refund for services not provided by Simtars in the event the arrangement is terminated early, or Simtars fails to provide the agreed services.

Learner signature

Date

Office use

Checked by Clemcorp staff (name):

Signature:

Date:

Page 3 – Option 1, 2(a), 2(b) or 2(c) selected

Page 3 – Payment method selected

Trainer/assessor (name): **Roy Moreby**

Signature:

Date:

Page 3 – Requirement 1 (Roy Moreby's comments):

Page 3 – Requirement 2 (Roy Moreby's comments):

Page 3 – Requirement 3 (Roy Moreby's comments):

Page 3 – Requirement 4 (Roy Moreby's comments):

BKSB - Enrolled

BKSB – Completed

Offer a place in the course? Yes No

RPL checked

Support needs plan: