EMPLOYEE ENROLMENT FORM
ABN: 51 145 155 666
RTO Code: 52221

1. Personal Details
Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other
Gender ☐ Male ☐ Female Date of Birth / / /
Given Names (in Full)
Surname
Railtrain will require photo identification for this enrolment form to be valid i.e. Drivers Licence or Passport

2. Contact Details
Home Phone Mobile
Email Work Phone

3. Residential Address
Building Name Unit No.
Street No. Street Name
Suburb Postcode State
Mailing Address If same as residential address ☐ As above
Building Name Unit No.
Street No. Street Name
Suburb Postcode State

4. Course Details:
Qualification Code and Title Tick Selection
TLI21315 Certificate II in Rail Infrastructure
TLI22015 Certificate II in Shunting
TLI21915 Certificate II in Track Protection
TLI32515 Certificate III in Rail Infrastructure
TLI42615 Certificate IV in Train Driving
Other Courses
TLIF2080 Safely access the corridor
TLIF2081 Perform lookout duties
Other:

Are you applying for Credit Transfer for this course enrolment? ☐ No ☐ Yes
Are you applying for Recognition of Prior Learning (RPL) for this course enrolment? ☐ No ☐ Yes

Credit Transfer and RPL: All relevant statements of attainment or certificates must be signed and certified as “a true copy of original document” and signed by an authorised signatory. The following link explains original document certification in Australia: https://www.education.gov.au/guidelines-certification-documents. Please present your certified copies together with this enrolment form.
What is your reason for enrolling into this course?
☐ It is a requirement of my job  ☐ To get a job  ☐ To get a better job or promotion
☐ Gain extra skills to better my job  ☐ Other (please specify)

5. **Language, Literacy & Numeracy** (mandatory)

<table>
<thead>
<tr>
<th>Language spoken at your home</th>
<th>☐ English</th>
<th>☐ Other (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proficiency in spoken English</td>
<td>☐ Very well</td>
<td>☐ Well  ☐ Not well</td>
</tr>
<tr>
<td>Do you require additional support?</td>
<td>☐ No</td>
<td>☐ Yes  ☐ Not at all</td>
</tr>
</tbody>
</table>

If yes, please specify required support

6. **Physical/Mental Disability** (mandatory)

Do you suffer from any physical/mental disability that may affect your participation in the course? ☐ No – GO TO SECTION 7

☐ Yes, please indicate the condition below:
☐ Hearing/Deafness  ☐ Acquired brain impairment  ☐ Physical  ☐ Vision
☐ Intellectual  ☐ Medical Condition  ☐ Learning  ☐ Mental Illness
☐ Other (Please specify)

7. **Indigenous Status** (mandatory)

☐ Aboriginal  ☐ Both Aboriginal and Torres Strait Islander
☐ Torres Strait Islander  ☐ No, Neither

8. **Country of Birth** (mandatory)

What is your town/city of birth?

Were you born in Australia? ☐ No  ☐ Yes GO TO SECTION 9

If no, what is your country of birth?

9. **Employment Status** (mandatory)

☐ Full-time  ☐ Part-time  ☐ Casual Employee  ☐ Unpaid worker in Family Business
☐ Employer  ☐ Self-Employed (not employing others)  ☐ Not Employed – Seeking Employment

Are you employed in the rail industry? ☐ Yes  ☐ No, GO TO SECTION 10

If yes, how long have you been working in the rail industry?

Before working in rail, what was your previous occupation?

In what industry type was your previous occupation?

10. **Employer’s Contact Details**

Company Name
Contact Name
Address
City/Suburb  Postcode
11. Education and Training (mandatory)

What was the highest level of school education you completed?

☐ Did not go to school
☐ Completed Year 10 or equivalent
☐ Completed Year 8
☐ Completed Year 9
☐ Completed Year 11 or equivalent

What YEAR did you leave school? ______________________________

Have you completed any other qualifications?

☐ NO, GO TO SECTION 12
☐ Yes, what level was the Qualification(s)?
☐ Certificate I
☐ Certificate II
☐ Certificate III
☐ Certificate IV
☐ Diploma Level
☐ Advanced diploma or associate degree level
☐ Bachelor degree
☐ Post graduate
☐ Miscellaneous Education

☐ If yes, what was the name of the qualification(s)?

12. Concession Details

Do you currently hold a concession card? ☐ No GO TO SECTION 13
☐ Yes Provide your concession card number:

Expiry date of concession

Concession Card Type (please tick the relevant box below)

☐ G – Austudy/ Abstudy
☐ O -Youth Allowance
☐ D – Pension Card
☐ E – Repatriation Health Card
☐ N – Health Care Card
☐ V – Financial Hardship
☐ L – Under 18 Years of Age
☐ F – CPS with fee exempt flag/VET in School/ School Based Trainees or Apprentices/CAVSS courses

Are you a registered job seeker?

☐ Yes
☐ No GO TO SECTION 13

If yes, please provide your job seeker identification number:

13. Unique Student Identifier: USI (mandatory)

Please provide your USI (ten digits): __ __ __ __ __ __ __ __ __ __

From 1 January 2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Participant Identifier (USI). A USI gives you access to your online USI account which is made up of ten numbers and letters. Your USI will look something like this 3AW88YH9U5.

A USI account will contain all of your nationally recognised training records and results from 1 January 2015 onward. Your results from 2015 will be available in your USI account in 2016. You can access your USI account online from a computer, tablet or smart phone anywhere and anytime at no cost.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI is that you will have easy access to your training records and results in the future.

To create your USI please visit the USI website and follow the instructions: https://www.usi.gov.au/students

14. Fee Schedule
As an employee/contractor of Railtrain Pty Ltd, your employer has agreed to pay the cost of your training and assessment in relation to this enrolment. Railtrain Pty Ltd have not paid the administrative fees for your course. Should you require your certificate or statement of attainment the following administration fees will apply to you:

<table>
<thead>
<tr>
<th>Length of your employment at Railtrain/RMC</th>
<th>Administrative fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 3-month full time hours or equivalent part time/casual</td>
<td>$50.00 per unit of competency</td>
</tr>
<tr>
<td>3 – 6-month full time hours or equivalent part time/casual</td>
<td>$25.00 per unit of competency</td>
</tr>
<tr>
<td>More than 6-month full time hours or equivalent part time/casual</td>
<td>$50.00 one off fee only</td>
</tr>
</tbody>
</table>

If you require a copy of your certificate and/or statement of attainment, you can complete a Testamur Issue Request Form (located at www.railtrain.com.au) and send it to training@railtrain.com.au

15. Training Participant’s Declaration

I ........................................................................................................... (print name) declare that:

1. The information I have provided is true and correct to the best of my knowledge at the time of enrolment.
2. I understand that the information provided in this document may be disclosed to, and used by authorised agencies for statistical analysis, program evaluation and internal management purposes.
3. I give permission for Railtrain’s registered training organisation (RTO) personnel to discuss my training progress and professional development with my employers and supervisors.
4. I give permission for my employer to receive a copy of my certificate or/and statement of attainment.
5. I understand that if I am not able to pass all types of employer approved rail medical assessments or drug and alcohol testing my enrolment will be cancelled by the RTO.
6. I understand the employer Railtrain Pty Ltd will pay the cost of the training and/or assessment component of my course, and I understand the administrative fee schedule.
7. I understand that the RTO will not disclose the information provided by me on this enrolment form or throughout my training and assessment to any advertising or marketing companies.
8. I acknowledge that RPL and credit transfer options have been offered to me.
9. I understand to be granted credit transfer and/or RPL that I will provide certified copies of original statements of attainment and certificates (where applicable).
10. I acknowledge that I have read and understand Railtrain’s Training Participant’s Handbook.
11. I acknowledge that I have read further information about my training and assessment and the services offered by Railtrain Pty Ltd on their website.
12. I understand that I have the right to appeal an assessment decision using Railtrain’s complaints and appeals process.
13. I understand that I have the right to make a complaint by using Railtrain’s complaints and appeals process.
14. I acknowledge if I need Language, Literacy and Numeracy assistance my employer and the RTO will assist me to gain the necessary help.

Training Participant’s Signature: ___________________________ Date: ____________

RTO Name: Railtrain Pty Ltd   RTO Representatives’ Name: Graham Butler (Legally Responsible Officer)