



For use with: Short Training Courses Only

Course Date: / / 20

Enrolment Form (Including Proof of Identity) For Information Phone 1 300 735 531 (Office Hours Only)

Please complete ALL of the following details:

PERSONAL DETAILS

Mr / Mrs / Ms | Surname : | First Name: | Date:

Date of Birth: | Male | Female

Postal Address: | Post Code:

Company Name: | Address: | Post Code:

Contact Numbers: | Wk: | Mb:

Email Address:

LANGUAGE AND CULTURAL DIVERSITY

Do you speak a language other than English at home | No English Only | Yes (please specify) | How well do you Speak English? | Very well | Well | Not well | Not at all

Country of Birth | Australia | Other (please specify) | Australian Citizen? | Yes | No

Permanent Resident? | Yes | No

Are you of: Aboriginal origin? | Yes | No | Torres Strait Islander? | Yes | No

Both Aboriginal and Islander? | Yes | No

PROOF OF IDENTITY:

The Trainer MUST sight the original of each piece of Proof of Identity evidence as listed below (Choose one from the list below)

Drivers License:

State of Issue: | License Number: | Date of Expiry:

Student Identification Card:

Student Name: | Student ID Number: | Date of Issue:

GSTS Office Use Only

I the undersigned do hereby certify that I Have this day sighted and have retained a copy of the above proof of Identity evidence and do certify that the person named on that evidence is the person attending this course.

Signed in Certification by: Date:/...../ 20

ATTACH THIS FORM AND CERTIFIED COPIES OF IDENTITY TO THE BACK OF YOUR ENROLMENT FORM:

Date Entered onto Database / / 20 | Certificate Number Issued:

Entered By:



COURSE DETAILS

Please Tick ✓ the course/s you are enrolling in:

- Initial 5 Day OHS Course for Health & Safety Representatives, Managers & Supervisors
- 6 day Managers / Supervisors course
- 1 Day Managers & supervisors Extension course
- 1 Day HSR / Managers Supervisors Refresher Course
- Skills for Leading Hands
- 3 Day Plant Risk Assessment Course
- Confined Space Refresher
- Work Safely on Roofs Refresher
- 3 Day Management Course – Making OH & S Work
- ½ Day Manual Handling Regulations
- ½ Day Emergency Preparedness (Fire Warden Training)
- ½ Day Prevention of Falls
- Office Safety
- Writing SWMS
- Risk Management Principle

EDUCATION (Mandatory Field)

- Did not go to high school
- Completed Yr 8 or lower
- Completed Year 9
- Completed Year 10
- Completed Year 11
- Completed Year 12

In which year?.....

Are you still attending secondary school?

- Yes
- No

What is your highest year level achieved?

Year?

Have you successfully completed any of the following qualifications?

- No – please go to next question
- Yes - please tick any applicable boxes

- 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
- Certificates Other Than Listed

Why did you choose this course?

- For personal interest or self development
- I wanted extra skills for my job
- It was a requirement of my current job
- To get a job
- To get a better job
- Develop my business
- Start my own business
- To try for a different career
- Promotion, increase career prospects
- To increase my skills
- To get into another course of study
- Other, please indicate



DISABILITY CONSIDERATIONS

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

- No – Please go to next question
- Yes (please tick✓)

- Hearing impaired / Deaf
- Vision impaired
- Intellectually impaired
- Acquired Brain Impairment

- Learning disability
Please indicate:
- Medical condition
Please indicate:
- Physical
Please indicate:
- Other
Please indicate:

Would you like to discuss with us how best we could work together during your training because of this disability? Yes No

RECOGNITION OF PRIOR LEARNING (RPL)

Would you like to apply for RPL?

- Yes (please request an RPL form and apply before first training session)
- No

STUDENT INFORMATION SURVEY.

(This information is held confidential to GSTS and is only supplied to Work Safe Victoria and other State Government regulators on a non specific basis)

Which best describes your employment status **(TICK ONE BOX ONLY)** (please tick✓)

- | | |
|--|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Part time / Casual employee |
| <input type="checkbox"/> Self employed – Not employing others | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Employed – unpaid worker in family business | <input type="checkbox"/> Unemployed – seeking full time work |
| <input type="checkbox"/> Unemployed – seeking part time work | <input type="checkbox"/> Not employed – not seeking employment |

IF YOU NEED HELP TO FILL IN THIS PART OF THE ENROLMENT FORM PLEASE ASK YOUR TRAINER FOR ASSISTANCE

Part A

What Industry Sector do you work in? (Refer attached Industry Sector Sheet)

Are you a Health & Safety representative?

Are you a Deputy Health & Safety representative?

Part B

Are you a member of a Health & Safety Committee in your work place?

Are you a Manager / Supervisor?

Other?

If other -Please Describe your role in the workplace:

FOR INDUSTRY SECTOR LISTING SEE NEXT PAGE

INDUSTRY SECTOR LISTING

Types of Industry	
Agriculture, Forestry, Fishing and Hunting <ul style="list-style-type: none"> • Logging • Fishing • Hunting/trapping • Animal/Veg/Fruit cultivation 	Communication <ul style="list-style-type: none"> • Telecommunication Services • Telephone Service • Radio Telephone Service
Community Services <ul style="list-style-type: none"> • Primary and Secondary Schools / Special Schools/ Universities, TAFE • Welfare and religious institutions / Childcare / Charitable homes • Libraries, museums, art galleries • Research Services • Associations / Unions / Political parties • Garbage disposal • Prisons/reformatories 	Construction <ul style="list-style-type: none"> • General construction • Concreting / Bricklaying / Tiling / Plumbing • Earthmoving • Heating/Aircon installation • Painting/decorating • Below ground pools and spas • Window installation
Electricity, Gas & Water <ul style="list-style-type: none"> • Generation/Manufacturing, transmission or distribution • Storage, purification or supply of water • Operation of sewerage or stormwater drainage 	Emergency Services <ul style="list-style-type: none"> • Police • Ambulance • Fire authority
Finance, Business and Property Services <ul style="list-style-type: none"> • Finance / Banking / Investment / Insurance • Real estate agents / Property developers or Owners • Surveyors/ Architects • Pest Control / Cleaning services • Advertising agency / Market research service • Fashion design 	Health Care <ul style="list-style-type: none"> • Hospital / nursing homes / Community health centres / Aged Care • Medical practice / Dentistry / Optometry/ X-ray clinics • Occupational therapy • Veterinary services
Manufacturing <ul style="list-style-type: none"> • Food / Beverage • Tobacco • Textiles / Clothing / footwear • Furniture • Paper products / Printing • Chem/petroleum products • Metals / Machinery 	Recreation, Personal and Other Services <ul style="list-style-type: none"> • Entertainment / Recreational services • Accommodation / Catering, Restaurants/cafes, hotels and clubs • Personal Services • Sporting /Recreational clubs / Associations • Radio stations / TV Stations /Theatre / Singing Telegram service • Aquarium operation • Parks and Gardens • Horse Racing • Laundry / Dry Cleaning services • Hairdressers / Beauty Salons
Trade/Retail <ul style="list-style-type: none"> • Food, clothing, equipment, hardware • Includes repairs eg Jewellers, musical inst, car repairs • Wholesale trade /Agent or purchasing • Marketing / Buyers • Commission, import, export, purchasing, brokers 	Public Administration <ul style="list-style-type: none"> • Local Government Administration • Local Government health and building Inspection • Judicial authorities
Mining <ul style="list-style-type: none"> • Extraction minerals, solids, liquids or gases 	Transport and Storage <ul style="list-style-type: none"> • Passenger or freight transport by road, rail, water or air terminal • Stevedoring / Harbour Services • Car parking operation • Motor vehicle rental • Ship broking/Leasing • Navigation services • Airport operation / Aircraft booking or rental • Travel • Freight forwarding or Crating / Warehousing / Storage facilities • Customs agency services



FEES CHARGES AND REFUND POLICY

FEES FOR TRAINING MUST BE PAID ONE WEEK PRIOR TO THE DATE OF COMMENCEMENT OR ON THE FIRST DAY OF TRAINING UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH GSTS.

Where RMF Consulting Pty Ltd receives fees for a course which is cancelled for reasons which may include:

- A lack of student numbers
- A withdrawal from the course by a student

RMF Consulting Pty Ltd will in these cases make either a partial or a complete refund of all fees paid prior to course commencement.

Where a course is cancelled by RMF Consulting Services the RTO 100% of all fees paid will be refunded to the students enrolled in the course.

Where a student withdraws from the course within 7 days of the commencement date of the course the RMF Consulting Pty Ltd apply an administration fee of 20% of the course fee and the balance will be refunded.

Where a student does not present for the course on the day of commencement and does not give reasonable notice, (more than 1 Days) the course fee is not refundable & an additional fee may be charged to cover administrative costs.

More information can be found in your student manual regarding our Fees Charges and Refund Policy.

Partial Absenteeism Policy (*WorkSafe 5 & 6 Day courses only*)

You must complete Day 1 of the course before attending any other days.

You may need for personal reasons to absent yourself from a part of one or more of the days on these courses and so we make the following stipulations regarding make up times.

1. If you do not attend days 2, 3, 4, 5 or 6 of your course they may be attended at subsequent courses with the knowledge and agreement of the RTO Administration & the Trainer.
2. If in the case of an emergency you must be absent from the course for no more than (1-2 hours) it may be possible with the knowledge and consent of the trainer for you to make up the lost time.
3. If such an emergency arises your trainer may require you to provide evidence of out of course study or reading / exercises to supplement the time taken out of class attendance (this time as above cannot exceed 2 hours and must only as a result of a personal emergency)

DECLARATION

I have received a copy of the GSTS students handbook and have read, understood and agree to be bound by the information contained in the GSTS student handbook. I further acknowledge that a breach of any of the rules contained in the handbook might result in my expulsion from courses with GSTS

You may be contacted by WorkSafe Victoria concerning your attendance at this course in the future for audit purposes only if you do not wish to participate in this manner please place a cross (x) in the box provided

I do not wish to participate in a WorkSafe audit survey in the future

Students Name:.....

Signature:

Date:.....



COURSE EVALUATION INFORMATION (Filling in this survey is Optional)

Please circle your answer to questions 1 & 2

Question 1

I found the course to:

Exceed my expectations 5 4 3 2 1 Not meet my expectations

Question 2

I believe the course will be:

Very Useful 5 4 3 2 1 Not at all Useful

Question 3

Is there any information you would like to see added or omitted to / from the course? Please give details.

Question 4

Please indicate your rating of the training officer (s)

Good Subject knowledge	5	4	3	2	1	Poor Subject knowledge
Approachable	5	4	3	2	1	Unapproachable
Well prepared for Course	5	4	3	2	1	Unprepared for Course
Helpful to participants	5	4	3	2	1	Not helpful
Could teach the Subject	5	4	3	2	1	Couldn't teach the Subject

Your comments can remain anonymous if you choose.

Once completed please fold the document in half and place it in the envelope provided with your training materials.

Thank you for your attendance and the comments you have provided.

John Fysh –Managing Director
RMF Consulting Services Pty Ltd