

Enrolment Information Pack

EEHA – Installation, Maintenance and Inspection

Dear Student

Thank you for your interest in Nationally recognized training through Tech Skills Australia. You will find information for **EEHA – Installation, Maintenance and Inspection**. The information provided below is everything you need to know for the course enrolment. Please feel free to contact our offices to discuss course packaging.

| | |
|-------------------------------|--|
| Enrolment Procedure | <p>Fill out and sign the application form (Appendix A – Enrolment Form) provided by Tech Skills Australia and await application acceptance. Tech Skills Australia will make contact by phone or email to confirm your enrolment.</p> <p>If you are undertaking nationally recognized training delivered by a registered training organization you will need to have a Unique Student Identifier (USI). (Attachment – Creating your USI Instructions)</p> |
| Orientation Procedure | <p>Students will be provided with information that will assist them in the successful completion of studies and achievement of competency prior to commencing each session. We will provide you with a Student Handbook.</p> |
| Course Content | <p>Tech Skills Australia will provide training and assessment that leads to the achievement of competency in EEHA – Installation, Maintenance and Inspection</p> <p>The course will normally be delivered over a period of 5 days from 7.30am to 4.30pm on each scheduled day. (Appendix B – Course Content based on Packaging Rules)</p> |
| Fees and refund policy | <p>Course Fee: Unfunded Course Fee - \$2,000.00 (<i>two instalments</i>)</p> <ul style="list-style-type: none"> • Enrolment deposit - \$1,500.00 (deposit secures your place in the course) • On commencement of training (beginning of first week) - \$500.00 (balance of 1st week training/tuition) <p>Tech Skills Australia will apply the following percentage of refund to all training cancellations:</p> <ul style="list-style-type: none"> • Any cancellation with 7 days or more notice will receive a full refund, less a 10% administration fee. • Any cancellation with less than 7 days' notice will receive a 50% refund on fees paid. |

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|--------------------------------|--|
| | <ul style="list-style-type: none"> No refunds will be issued if cancellation has been received less than 72 hours before the commencement of the nominated course or after a course has commenced <p>Refunds will be credited to a nominated bank account within 10 working days; upon written receipt of cancellation.</p> <p>If circumstances indicate that services have not been satisfactorily rendered all fees will be refunded in full.</p> |
| Welfare and Guidance | All students experiencing any difficulty or concerns about their training experience should make contact with the lecturer or Tech Skills Australia's Management where a range of solutions may be discussed and provided. |
| Complaints and Appeals | The complaints and appeals policy of Tech Skills Australia provide an avenue for students to address their complaints and appeals to Tech Skills Australia's Management and have them dealt with in a constructive and timely manner. |
| Disciplinary Procedures | Students who are unruly, offensive or conduct themselves in a disrespectful manner toward Tech Skills Australia's staff or fellow students will be offered one warning to desist their behaviour, after which continued behavior will result in their enrolment being cancelled. Plagiarism will not be tolerated and if identified may result in revocation of certification following the award of any qualification issuance. |
| Access and Equity | <p>Tech Skills Australia is committed to providing training and assessment services to all clients regardless of race religion sex socio-economic status, disability, language, literacy or numeracy. (Refer to www.techskillsau.com.au for – <i>Policy Access and Equity</i>)</p> <p>Language, Literacy and Numeracy</p> <p>All students who advise Tech Skills Australia's staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by Tech Skills Australia Staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner. The needs of learners are considered in the assessment process and reasonable adjustments are made to accommodate the learner.</p> <p>The assessment process is flexible. Based on the cohort of learners and their pre requisites for course enrolment there is less room for TSA to be flexible as learners require good LLN skills, must have a current unrestricted Electricians licence (issued in an Australian State or territory) and meet all the requirements to have registered as an Electrician. Knowledge, skills and attributes of an electrician:</p> <ul style="list-style-type: none"> Good vision and hand-eye coordination Accuracy, with a keen eye for detail Good physical fitness |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Able to work independently and in a team. |
| Student Records | All students have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should in the first instance contact Tech Skills Australia's reception. |
| Legislative Compliance | Tech Skills Australia's Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation. Enrolled students may request access to Legislation via their designated Trainer / Assessor. |
| National Recognition | Tech Skills Australia recognises qualifications and statements of attainment issued by other Registered Training Organization under the Australian Qualifications Framework. |
| Recognition of Prior Learning /Credit transfer | <p>This criteria is dependent on your previous qualifications. Please contact our offices for guidance on which procedure is applicable to you.</p> <p>Recognition of Prior Learning (RPL) is offered to all students enrolling at Tech Skills Australia. Where sufficient documentation is provided Tech Skills Australia will provide credit to enrolling students. Tech Skills Australia recognises all current competencies held by students regardless of how, where or when these competencies were learned. If a student would like to pursue RPL they can apply at enrolment.</p> <p>For Credit Transfer (CT) Tech Skills Australia will verify the authenticity of any AQF qualifications and statements of attainment issued by other RTOs and issue credits as appropriate.</p> |

TRAINING ENROLMENT FORM

Instructions:

Fill in all sections clearly and carefully by writing in block letters. Please ensure that all fields are completed and submitted by email, mail or online www.techskillsau.com.au

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 inform future federal funding in Vocational Training.

TSA will only commence the enrolment process once this form has been signed, your deposit for course fee has been received and we have copies of your licenses.

1. PERSON DETAILS

Title: *(Please tick)* Mr Mrs Miss Ms Dr Other

Family Name: _____

Given Names: _____

Residential Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email: _____

Date of Birth _____ I certify that I am 18 years of age or older _____

Gender: _____

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

Driver's License No. _____

Electrical Licence No. _____ Expiry date _____

USI No. _____ (Please refer to the attached PDF attached for instructions on how to create your USI if you do not have one)

2. PAYMENT DETAILS:

Preferred method: MasterCard Visa Direct debit (Please email proof of payment)

Card holder name: _____ Signature: _____

Card Number: _____ Expiry date: _____ CVC: _____

Direct debit details: Tech Skills Australia BSB: 036-224 Account No: 391885

3. TICK WHICH COURSE YOU ARE ENROLLED IN:

| | | | |
|--|--|--|---|
| UEE42611 CIV in Hazardous Areas-Electrical | UEE40411 CIV in Electrical-Instrumentation | UEE31211 CIII in Instrumentation and Control | 5 Days EEHA- Electrical Equipment for Hazardous Areas |
|--|--|--|---|

Date of enrolment: _____

Delivery address: Unit 3, 119 Welshpool Road, Welshpool WA 6106

Duration of course: _____

Modes of delivery: _____

Training Agreement No. (Applicable to Traineeships Only) _____

4. EMPLOYMENT DETAILS

Business Name: _____

Contact Name: _____

Address: _____

Town/Suburb _____ Telephone: _____

5. LANGUAGE AND CULTURAL DELIVERY

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

| | |
|--------------------------|-----------------------------|
| <input type="checkbox"/> | No |
| <input type="checkbox"/> | Yes, Aboriginal |
| <input type="checkbox"/> | Yes, Torres Strait Islander |

Were you born in Australia? _____ If not, please specify? _____

Do you speak a language other than English at home?

| | |
|--------------------------|---|
| <input type="checkbox"/> | No, English only (Go to disability section) |
| <input type="checkbox"/> | Yes, other – please specify |

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

6. DISABILITY

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

| | | | | |
|--------------------------------|---------------------------------------|---|-----------------------------------|--|
| <input type="checkbox"/> No | <input type="checkbox"/> Vision | <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Physical | <input type="checkbox"/> Medical Condition |
| <input type="checkbox"/> Other | <input type="checkbox"/> Intellectual | <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Learning | <input type="checkbox"/> Acquired Brain Impairment |

7. EDUCATION

What is your highest completed school level? In which year did you complete that school level

| | | |
|---|--|---|
| <input type="checkbox"/> Completed year 12 | <input type="checkbox"/> Completed year 11 | <input type="checkbox"/> Completed year 10 |
| <input type="checkbox"/> Completed year 9 or equivalent | <input type="checkbox"/> Completed year 8 or lower | <input type="checkbox"/> Did not go to school |

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications?

| | |
|--|---|
| <input type="checkbox"/> Yes (please tick ANY applicable boxes) | <input type="checkbox"/> 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 |

8. 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 |

9. STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course/traineeship /apprenticeship? *(Tick ONE box only)*

| | | | |
|--------------------------|---|--------------------------|-------------------------------------|
| <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 |

10. CANCELLATIONS AND REFUNDS

All cancellation of attendance of a nominated course must be received in writing.

Tech Skills Australia will apply the following percentage of refund to all training cancellations:

- Any cancellation with 7 days or more notice will receive a full refund, less a 10% administration fee.
- Any cancellation with less than 7 days' notice will receive a 50% refund on fees paid.
- No refunds will be issued if cancellation has been received less than 72 hours before the commencement of the nominated course or after a course has commenced

Refunds will be credited to a nominated bank account within 10 working days; upon written receipt of cancellation.

If circumstances indicate that services have not been satisfactorily rendered all fees will be refunded in full

11. DECLARATION

I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I acknowledge all information on this form and certify that all details provided on these forms are correct.

Signed: _____ Date: _____

Appendix B - Course Content based on Packaging Rules

COURSE CONTENT:

The requirements for granting this qualification and the issue of certification will be met when competency is demonstrated and achieved for all core competency units listed below in combination with the course electives delivered in this training package.

| Core & Elective Competency Standard Units | | Delivery Method |
|---|--|------------------------|
| All Core & Elective competency standard units to be achieved | | |
| UEENEEM080A | Report on the integrity of explosion-protected equipment in a hazardous area | TSA Training |
| UEENEEM020A | Attend to breakdowns in hazardous areas - gas atmospheres | TSA Training |
| UEENEEM022A | Attend to breakdowns in hazardous areas - pressurisation | TSA Training |
| UEENEEM024A | Install explosion-protected equipment and wiring systems - gas atmospheres | TSA Training |
| UEENEEM026A | install explosion – protected equipment and wiring systems – pressurisation | TSA Training |
| UEENEEM028A | maintain equipment in hazardous areas - gas atmospheres | TSA Training |
| UEENEEM030A | maintain equipment in hazardous areas - pressurisation | TSA Training |
| UEENEEM039A | Conduct testing of hazardous areas installations - gas atmospheres | TSA Training |
| UEENEEM041A | Conduct testing of hazardous area installations - pressurisation | TSA Training |
| UEENEEM042A | Conduct visual inspection of hazardous areas installations | TSA Training |
| UEENEEM044A | Conduct detailed inspection of hazardous areas installations - gas atmospheres | TSA Training |
| UEENEEM046A | Conduct detailed inspection of hazardous areas installations - pressurisation | TSA Training |
| UEENEEM078A | Manage compliance of hazardous areas | TSA Training |

COURSE OUTCOME:

Statement of Attainment (SOA) - EEHA – Installation, Maintenance and Inspection

Graduates who are successfully competent in both theoretical and practical training *completing all units of competency* listed above, will be awarded a Statement of Attainment (SOA). A Statement of Attainment is issued when an individual has completed one or more accredited units. These competencies form part of UEE42611 Certificate IV in Hazardous Areas – Electrical.