Overview

Roads and Maritime Services is offering an opportunity for Aboriginal people from the Registered Aboriginal Groups involved with the Hunter Expressway project to take part in a free* program to build skills in site officer work.

This training course is part of the commitments made by RMS in the Hunter Expressway Aboriginal Cultural Heritage Offsets Package.

The program will be run by TAFE NSW and eligible participants will gain skills in:

- Identifying and recording Aboriginal sites, objects & cultural landscapes
- Applying cultural significance to Aboriginal sites & landscapes
- Protecting places of Aboriginal cultural significance
- Surveying and reporting on Aboriginal cultural sites.

When?

March 2017 – 3 days per week for 4 weeks.

Where?

Cessnock TAFE

How do I apply?

Complete the application Forms (RMS & TAFE) and return to RMS by 17 February 2017.

Please note the applications are to be returned to RMS and not sent directly to TAFE.

Is there any course fees?

No – RMS is paying for the full cost of the course to TAFE.

Will meals be provided?

Lunch will be provided on each day of the course.

All other meals and expenses will be the responsibility of the course attendees.

Will accommodation be provided?

Yes – Accommodation can be arranged by RMS directly with an accommodation provider in the local area. This is only available for attendees who live more than 50km from the Cessnock TAFE and evidence of home location will need to be provided.

Will any other travel expenses be provided?

No - All other expenses will be the responsibility of the course attendees.
Interested?

For more information or to answer any questions about the program please call or email Leanne Thompson at Roads & Maritime Services on phone 02 4908 7645 or email leanne.thompson@rms.nsw.gov.au

When do applications close?

Applications close on Friday, 17 February 2017

Please note that applications are made to Roads and Maritime and not TAFE.
PART A – RMS Required Information

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<td>Home Address:</td>
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<td>Email:</td>
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<td>Hunter Expressway Registered Aboriginal Group:</td>
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<th>Any special Dietary Needs?</th>
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<td>Any special Medical Conditions:</td>
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<td>Is accommodation required?</td>
<td>Yes / No</td>
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PART B – TAFE Application Form

Please complete the TAFE Form on the following pages.

Please complete as much information as you can. You can leave the yellow highlighted sections blank.

If you have an existing TAFE student number please include this on the form.
(If not then one will be provided to you once you are enrolled).

I confirm that I have completed both Part A and B of this application.

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Please return by the completed Part A and Part B Forms by email to leanne.thompson@rms.nsw.gov.au or by post to Sites Officer Training, Leanne Thompson, Roads & Maritime Services, Locked Bag 2030, Newcastle NSW 2300

Please do not send the application direct to TAFE.

Applications close Friday 17 February 2017.
Learner Number: *Unique Student Identifier:

College/Campus: International Learner Number:

Qualification Name: Aboriginal Sites Officer Training

Qual. Code:

Cal OCC Code: 17TAM - 050 Course Start Date: 1 MARCH 2017 Course End Date:

Fee Type Fee Amount Fund: funding source

Teaching Section:

* Have you previously enrolled in TAFE?  Yes  No  * If Yes, at what College did you study:

Your results and TAFEcard will be issued with your legal name(s)/details provided below, and must match the information of your USI.

*Family Name:(same as for USI)

*First Given Name:(same as for USI)

*Other Given Name: Preferred Given Name:

*Date of Birth: (D) (M) (Y)

*Gender: Female  Male  Indeterminate/intersex/unspecified

*Mobile Phone: Work Phone:

Email Address: *Home Phone:

*Residential Address:

*Suburb: *State: *Postcode:

*Counrty of Residential Address:

Postal address, if different from above.

*Postal Address:

*Suburb: *State: *Postcode:

*Country of Postal Address:

*Are you of Australian Aboriginal and/or Torres Strait Islander descent?

1. Yes, Aboriginal  2. Yes, Torres Strait Islander  3. Aboriginal and Torres Strait Islander  4. No

*Do you consider yourself to have a disability, impairment or long term condition? Cross (x) one box only.  Yes  No

If YES, place a cross (x) in any applicable box listed:

☑ Vision  ☐ Hearing/Deaf  ☐ Physical

☐ Intellectual  ☐ Medical Condition  ☐ Mental Illness

☐ Acquired Brain Impairment  ☐ Learning  ☐ Other

Do you require assistance for this disability, impairment or long term condition from a Teacher/Consultant?  Yes  No

*Citizenship and Residency - Do you reside in Australia? Cross (x) one box only.  Yes  No

*Please mark your citizenship or residency status. Cross (x) one box only.

I am ☐ an Australian citizen  ☐ a New Zealand citizen  ☐ an Australian permanent resident

☐ an Australian temporary visa holder and my visa sub-class is  ☐ a permanent humanitarian visa holder ( visa sub-class is )  ☐ Other

Do you require assistance for this disability, impairment or long term condition from a Teacher/Consultant?  Yes  No

If you are a temporary visa holder, and a Registered NSW Apprentice or Trainee, you may be eligible to enrol in government subsidised training.

*Student Fee Information – The Student fee for NSW government subsidised training depends on your entitlement and eligibility, including prior qualifications. Your fee is estimated at time of enrolment and eligibility to a concession fee or fee exemption cannot be adjusted after enrolment.

*Learner Statistics – Please complete the compulsory statistical questions on the last page of this form.

*Learner Declaration – I acknowledge that it is a condition of my enrolment that I abide by all TAFE NSW policies and procedures, and where relevant, adhere to the entitlement and eligibility criteria of Smart & Skilled. I have read the section titled Management of Risk of Harm to Learners and Staff on the TAFE NSW Enrolment Information sheet. I also acknowledge that it is a condition of my enrolment to advise the Campus Manager, a TAFE Counsellor, or my Head Teacher if I have a history of violence.

I confirm the accuracy of the information I have provided on this Enrolment Form and that I will provide evidence when requested to support my declarations. I acknowledge that providing any false information and/or failing to disclose any relevant information, including any history of violence, may lead to the immediate termination of my enrolment at TAFE NSW.

Information provided on this form and collected or otherwise obtained throughout my enrolment will be handled by TAFE NSW in accordance with the Smart & Skilled Consent, the Learner Privacy Notice in the TAFE NSW Enrolment Information, the Privacy and Personal Information Protection Act 1998 and Health Records and Information Protection Act 2002. (Further details on reverse)

Signature DD/MM/YYYY

AUTHORISATION BY ENROLLING OFFICER

Is this enrolment part of ☐ an apprenticeship ☐ a traineeship  ☐ neither

I authorise the enrolment details shown and verify that the learner has completed the compulsory Learner Statistics questions on the last page of this Enrolment Form, and verify that the Learner has acknowledged the Smart & Skilled Consent and the Learner Declaration.

Signature DD/MM/YYYY

AUTHORISATION BY TEMPORARY VISA HOLDERS OFFICER

I confirm this temporary visa holder is eligible to study in Australia. As they are not a Registered NSW Apprentice or Trainee, they can be enrolled in a fee for service course offered by TAFE NSW.

I have also sighted original and current documentation to validate this.

Signature DD/MM/YYYY
Changes to Courses
TAFE NSW reserves the right to:
- run or withdraw any course
- hold a course at a Campus other than that advertised
- offer a new or alternate qualification if the qualification has been updated in line with national industry standards.

If any of these course changes become necessary, you will be advised of the changes and the alternative course options available to you. Please complete your application.

Payment of student fees and additional charges
All student fees and charges are reviewed on a yearly basis and are subject to change. Victorian Government is not required to attend class and/or participate in training until you have paid either the relevant student fee, a concession fee or have been exempted from fees.

TAFE NSW will not accept cash for payment of fees or enrolment-related charges. You may pay by EFTPOS, Visa card, MasterCard, BPAY, cheque or money order payable to TAFE NSW. You will be issued a TAFEcard once you have paid your student fee in more than one instalment. The first payment is due when you enrol. You will be notified when your second and/or further payments are due.

Learners who receive a specified Commonwealth benefit or allowance may be eligible to pay a concession fee qualification, up to and including Certificate IV, rather than the relevant student fee.

Aboriginal or Torres Strait Islander learners who live in work, or live in identified border postcodes, are exempt from paying the student fee.

Learners in receipt of the Disability Support Pension or learners with a disability (clients of a Teacher/Consultant) are exempt from paying the student fee.

Note: Welfare/Benefit recipients are required to provide a CRN and/or documentary evidence for eligibility for a Fee Concession.

Note: Note: TAFE NSW uses your given name (First Given Name) + Family Name to create a Unique Username for you to access the TAFE NSW Learner Portal. If you supply a preferred given name (e.g. Kim rather than Kimberley), your user name will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2.

Note: Note: TAFE NSW uses your preferred given name (or your First Given Name) + Family Name to create a Unique Username for you to access the TAFE NSW Learner Portal. If you supply a preferred given name (e.g. Kim rather than Kimberly), your user name will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2.

- essential equipment and items that become your property, such as, chef knives, licence fees.
- an optional charge for items that are not essential for your study, such as exotic or non- standard equipment, books or other optional or extra materials.
- an optional charge for alternate forms of access to an item or service that is essential for your training, such as a textbook rather than the on-line materials.

Welfare/Benefit recipients are exempt from paying the student fee.

Learners who withdraw from their study are required to notify their campus in writing.

Communication Services - Acceptable Usage
Learners must abide by the 'acceptable usage' policies when using the Internet and email services at https://www.det.nsw.gov.au/technology/using-technology.

Preferred Given Name
TAFE NSW uses your preferred given name (or your First Given Name) + Family Name to create a Unique Username for you to access the TAFE NSW Learner Portal. If you supply a preferred given name (e.g. Kim rather than Kimberly), your user name will reflect the preferred given name (e.g. Kim.Jones). If there already is a Kim Jones you will be Kim.Jones2.

Concessional student fee
You are a new learner, you will be given a username and password to access TAFE NSW Learner Portal when you enrol. If you have been a learner before, your username and password will remain unchanged.

Fee for Service courses
You have successfully completed the SAME or an EQUIVALENT unit to one that is in your current course, the result from your previous study within the same Institute can be transferred to your current course and you will receive a concession fee.

TAFEcard
Your Head Teacher/Teacher can advise you of the units for which grades will transfer. There may be some cases where it is NOT possible to transfer a grade.

The TAFEcard is a compulsory form of identification at TAFE NSW. Your enrolment is not complete until you have your TAFEcard photograph taken. Please keep your TAFEcard as it can be re-activated if you decide to return to study at TAFE NSW.

Student Association
The annual Student Association membership fee funds facilities and services that improve the educational and extra-curricular environment of a campus. For more information, contact your Campus Administration.

TAFE NSW Credit Transfer
The TAFEcard is a compulsory form of identification at TAFE NSW. Your enrolment is not complete until you have your TAFEcard photograph taken. Please keep your TAFEcard as it can be re-activated if you decide to return to study at TAFE NSW.

Learner Privacy Notice
Information collected by the New South Wales TAFE Commission during a learner’s enrolment and attendance will be used for the purposes of general records administration, identification, communication, state and national reporting, program monitoring, evaluation and surveys. Learner information will be held securely and disposed of securely when no longer needed. The information may be disclosed to the Department of Human Services (Centrelink), the Department of Veterans’ Affairs, the Department of Education and Training, the Department of Industry and Science, the Department of Immigration and Border Protection, Transport for NSW, NSW Department of Industry, Skills and Regional Development, the Australian Skills Quality Authority, the Tertiary Education Quality and Standards Agency, the Universities Admission Centre, Office of the Board of Studies and the National Centre for Vocational Education Research. In order to meet the requirements of Registered Training Organisations under the Apprenticeships and Traineeships Act 2001, apprentice and trainee information is provided to employers, Australian Apprenticeship Centres and Training Services NSW (or the relevant State Training Authority).

While the provision of the information requested on this learner enrolment form is not required by law, it is a requirement of TAFE NSW and your enrolment will not be accepted if it is not provided. You may correct your personal details by contacting your TAFE NSW campus administration or by using Learner Portal.

Concessional student fee
You have been granted recognition of Prior Study or Credit Transfer after enrolment.
If your personal details change please update by contacting your TAFE NSW campus administration or by using Learner Portal.

1. What is your highest completed school level?
   - 12 Year 12 or equivalent
   - 11 Year 11 or equivalent
   - 10 Year 10 or equivalent
   - 9 Year 9 or equivalent
   - 8 Year 8 or equivalent
   - 7 Year 7 or equivalent
   - 6 Year 6 or equivalent
   - 5 Year 5 or equivalent
   - 4 Year 4 or equivalent
   - 3 Year 3 or equivalent
   - 2 Never attended school

2a. In which year did you complete the above school level?

2b. Are you still attending secondary school?
   - Yes
   - No

3a. Have you successfully completed any of the following qualifications?
   - Yes
   - No

3b. If Yes, then please enter the appropriate location number in the applicable boxes:
   - Bachelor Degree or Higher Degree
   - Advance 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 above

Location Number:
   1 - Overseas
   2 - TAFE NSW
   3 - Adult & Community Education (ACE)
   5 - HSC VET Course
   4 - Other Training provider

6. In which country were you born? Place a CROSS (X) in one box only.
   - Australia
   - Iraq
   - United States of America
   - China (excl SARs and Taiwan)
   - Fiji
   - Burma (Rep of the Union of Myanmar)
   - Hong Kong
   - Sudan
   - Taiwan
   - India
   - Thailand
   - Papua New Guinea
   - Lebanon
   - Iran
   - Russian Federation
   - New Zealand
   - Indonesia
   - Former Yugoslav Republic of Macedonia
   - Philippines
   - Afghanistan
   - Congo, Democratic Republic of
   - United Kingdom
   - Sri Lanka
   - Malaysia
   - Vietnam
   - Bangladesh
   - Turkey
   - Korea, Republic of (South)
   - South Africa
   - Pakistan
   - South Sudan

Other – please print name of country

7. If you were not born in Australia, what year did you first arrive in Australia?

8. Do you speak a language other than English at home?
   - No, English only. If No, you do not need to complete the remaining questions.
   - Yes, I speak (place a CROSS (X) in one box only)
     - Arabic
     - Cantonese
     - Greek
     - Hindi
     - Italian
     - Mandarin
     - Spanish
     - Tagalog
     - Vietnamese
     - Korean
     - Persian (excl Dari)
     - Turkish
     - Other

Other – please print name of language

9. How well do you speak English?
   - 1 Very well
   - 2 Well
   - 3 Not Well
   - 4 Not at all

10. Do you require help with English?
    - No
    - Yes

If Yes, please contact your college administration for further information.

THANK YOU FOR COMPLETING THE LEARNER STATISTICS