



STAFF-IN-CONFIDENCE
(WHEN COMPLETE)

OnRoad OffRoad Training Enrolment Form

Information contained in this document is utilised in accordance with OnRoad OffRoad Training Privacy Policy

Personal Details *(Please choose by placing an X in the boxes that apply to you)*

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other:
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other			Date of Birth:	
Family Name:				Given Name	

Do you have a USI? (Standard 3.6) Yes (please write your USI here _____) No (you will need to apply)

I hereby authorise OnRoad OffRoad Training to create or verify a Unique Student Identifier on my behalf using the details and documentation provided by me.

Notice: You MUST ATTEND OUR OFFICE if you require OnRoad OffRoad Training to apply for you.

I understand that if all information requested is not provided, or is inaccurate, it may affect the student's identifiers registrar's ability to provide me with or verify my USI.

For more information on USI, please refer to back page.

Are You An International Student Visa Holder: Yes No

Notice: If **Yes**, please consult an OnRoad OffRoad Staff Member before proceeding with this enrolment.

Contact Details

Phone: (Home)		Phone: (Work)	
Mobile:		E-Mail	

Home Address

Address:			
State:		Postcode:	

Mailing Address *(Complete this section only if your mailing address is different to your home address)*

Address:			
State:		Postcode:	

Next of Kin

Given Name:		Contact Number:	
Email:			
Address:			

List at least ONE form of ID (e.g. Drivers Licence). The Instructor or Admin Staff to sight ID

ID Type	ID #	ID Sighted (Instructor / Admin to sign)

Indigenous Status *(Please choose by placing an X in the boxes that apply to you)*

<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Aboriginal and Torres Strait Islander
<input type="checkbox"/>	Yes. Torres Strait Islander	<input type="checkbox"/>	No, Neither Aboriginal nor Torres Strait Islander



1. Employment Status (Standard 1.7)			
Employment Status: <i>(Please choose by placing an X in the boxes that apply to you)</i>			
<input type="checkbox"/>	Full-Time Employee	<input type="checkbox"/>	Employed – Unpaid Worker in 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
Which of the following classifications BEST describes the Industry of your current Employer? (Tick ONE box only)			
<input type="checkbox"/>	Agriculture, Forestry and Fishing	<input type="checkbox"/>	Mining
<input type="checkbox"/>	Manufacturing	<input type="checkbox"/>	Electricity, Gas, Water and Waste Services
<input type="checkbox"/>	Construction	<input type="checkbox"/>	Wholesale Trade
<input type="checkbox"/>	Retail Trade	<input type="checkbox"/>	Accommodation and Food Services
<input type="checkbox"/>	Transport, Postal and Warehousing	<input type="checkbox"/>	Information Media and telecommunications
<input type="checkbox"/>	Financial and Insurance Services	<input type="checkbox"/>	Rental, Hiring and real Estate Services
<input type="checkbox"/>	Professional, Scientific and Technical Services	<input type="checkbox"/>	Administrative and Support Services
<input type="checkbox"/>	Public Administration and Safety	<input type="checkbox"/>	Education and Training
<input type="checkbox"/>	Health Care and Social Assistance	<input type="checkbox"/>	Arts and recreation Services
<input type="checkbox"/>	Other Services		
Which of the following classifications BEST describes your current occupation? (Tick ONE box only)			
<input type="checkbox"/>	Managers	<input type="checkbox"/>	Professionals
<input type="checkbox"/>	Technicians and Trade Workers	<input type="checkbox"/>	Community and Personal Service Workers
<input type="checkbox"/>	Clerical and Administrative Workers	<input type="checkbox"/>	Sales Workers
<input type="checkbox"/>	Machinery Operators and Drivers	<input type="checkbox"/>	Labourers
<input type="checkbox"/>	Other	<input type="checkbox"/>	
2. Disability Status (Please choose by placing an X in the boxes that apply to you) (Standard 1.7)			
Do you suffer from any physical / mental disability that may affect your participation in the course?			
<input type="checkbox"/> Yes <input type="checkbox"/> No – Go to Question 3			
Disability, Impairment or Long-Term Condition			
<input type="checkbox"/>	Hearing / Deafness	<input type="checkbox"/>	Acquired Brain Impairment
<input type="checkbox"/>	Physical	<input type="checkbox"/>	Vision
<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Medical Condition
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Not Specified
3. Language and Literacy (Please choose by placing an X in the boxes that apply to you) (Standard 1.7)			
What is your Country of Birth?			
What is your Town of Birth?			
Is English your First Language?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If NO, what language do you usually speak?			
Do you require assistance with English?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



Do you need any additional support?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Specify:			
How well do you speak English:		<input type="checkbox"/> Very Well	<input type="checkbox"/> Well
		<input type="checkbox"/> Not Well	<input type="checkbox"/> Not at All
4. Education (Please choose by placing an X in the boxes that apply to you) (Standard 1.7)			
What is your highest level of education COMPLETED?			
<input type="checkbox"/>	Did not go to school	<input type="checkbox"/>	Completed Year 10 or Equivalent
<input type="checkbox"/>	Year 8 or Below	<input type="checkbox"/>	Completed Year 11 or Equivalent
<input type="checkbox"/>	Completed Year 9 or Equivalent	<input type="checkbox"/>	Completed Year 12 or Equivalent
In what year did you complete this level of education?			
Have you completed any other courses / qualifications? (Specify Below)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate I			
Certificate II			
Certificate III			
Certificate IV			
Higher please state			
5. Qualification Selection (Please choose by placing an X in the boxes that apply to you)			
I am enrolling into the following course (Standard 4.1)			
Course Name			
I have made my own enquiries and believe that this training course is suitable for my personal and career purposes. I consider that, based on my educational attainment, capabilities, aspirations and interests, this training is appropriate for me. (Standard 5)			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
I am applying for RPL/RCC for the following course: (Standard 1.12 3.5)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>What does RPL mean? Recognition of Prior Learning, The AQF facilitates the progression of students through qualifications by giving credit for learning outcomes they already have achieved. Credit outcomes may allow for entry into a qualification and/or provide credit towards the qualification. Credit given may reduce the time required for a student to achieve the qualification.</p> <p>What does RCC mean? Recognition of Current Competency allows you to gain credit for skills and knowledge you already have. If you have already worked in the field and know some (or all) of the content of the unit, RCC is a way of gaining credit for this learning or experience and may reduce the amount of time spent studying.</p>			
Quality Assurance of Training (Standard 5)			
I understand that I am enrolling in an AQF qualification course, and that I may be contacted by the Training Organisation or Regulator to discuss my training program.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree that the assessments I complete will be entirely my own work.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
I agree to OnRoad OffRoad Training terms and Conditions and relevant Policy and procedures		<input type="checkbox"/> Yes	<input type="checkbox"/> No
OnRoad OffRoad Training have given me a student handbook or I have access to one?		<input type="checkbox"/> Yes	<input type="checkbox"/> No



Training on an OnRoad OffRoad Site (Safety Induction)	Confirm Understanding
I must wear Hi Vis clothing/vest at all times	Yes / No
I must stick to the walkways at all times	Yes / No
I must stay alert and give way to moving vehicles and mobile plant at all times	Yes / No
I am not permitted to smoke anywhere on site	Yes / No
In case of an emergency I must follow the direction of the Trainer and Assessor	Yes / No
I must report incidents/injuries/hazards/near misses to the Trainer and Assessor	Yes / No
I have viewed the evacuation plan and I know where the Assembly area is?	Yes / No
I know where the kitchen and toilets are (amenities)?	Yes / No
I understand that in order to promote the safety of employees and company visitors, as well as the security of its facilities, OnRoad OffRoad Training may conduct video and audio surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, and that video cameras will be positioned in appropriate places within and around OnRoad OffRoad Training buildings and any footage can be used for any purpose at our sole discretion. I hereby give my consent to such video and audio surveillance.	Yes / No Initials:
I understand that OnRoad OffRoad Training may require me to undergo random drug and alcohol testing	Yes / No
I agree to comply with OnRoad OffRoad Training's COVID-19 policy and procedures at all times, and to seek a COVID-19 test if and when required by OnRoad OffRoad Training	Yes / No

I agree that a copy of my certificate / statement of attainment may be provided to my employer if required	Yes / No
I understand that any and all training material that I am provided to complete any course with OnRoad OffRoad Training remains the property of OnRoad OffRoad Training and must not be copied, shared or distributed and must only be used for my personal use.	Yes / No

Declaration
I, _____, declare that I have answered all questions truthfully to the best of my knowledge. I understand that these details are confidential and are protected by relevant privacy laws. I give my consent to OnRoad OffRoad Training to release my name, date of birth, contact details and statistical information to the relevant State and Federal Government bodies for the purpose of auditing, regulation of training, obtaining feedback and as statistical information.
Name:
Signature:
Date:

We will hold enrolments for 30 days, if we do not hear from you within this period your enrolment will be cancelled. Your invoice will be deleted. If you wish to proceed with the training you will need to rebook.



Terms and Conditions

Payment of Fees/Refunds: What if you Cancel/Transfer, What if we Cancel/Transfer?

Payment of Fees

Fees are required to be paid prior to the commencement of courses. A deposit of 50% of the course fee is payable on enrolment and the balance prior to commencement of the course.

Our Cancellation/Transfer

Whilst we always endeavor to run scheduled courses we reserve the right to cancel or defer a course. In the event of this occurring, all fees will be refunded or you may elect to transfer to a course at a later date.

Your Cancellation/Transfer

If you are unable to attend a course, you may elect to re-schedule for that course, but only within 14 days of the original course date. We will not permit more than two (2) such transfers before a fee equivalent to 50% of the course fee will be charged.

If you cancel more than seven days prior to the course you may have any monies paid refunded in full or you may elect to be transferred to an alternative course with a fee adjustment.

If you cancel less than seven days prior to the course you will be charged a 50% (course fee) cancellation fee.

Should you not attend training/assessment a 100% cancellation fee, or loss of deposit, will apply.

What happens if I am Not Yet Competent?

It is very important to make the most of your training opportunity, and it is your responsibility to make sure that you do. To optimize your own learning and successful completion of your training, we highly recommend that upon enrolling to any training course, that you undertake to do the following:

- Complete all self-paced learning requirements prior to your training workshop/s
- Complete any pre-reading/learning prior to your training workshop/s
- Complete all required reading and learning activities prior to your training workshop/s; and
- Prepare well in advance of each workshop.

It is also your responsibility to ensure that you:

- Have a clear understanding of the assessment requirements
- Take responsibility for the quality of evidence that you submit to the Assessor
- Keep track of your progress
- Complete and submit all assessment tasks using clear and concise language
- Be willing to contact your trainer if you do not understand the training activity or assessment task

If OnRoad OffRoad training is satisfied that you have met all the requirements above, where possible you may be offered one free review day for selected training courses. This is entirely at the discretion of OnRoad OffRoad Training and will be assessed on a case by case basis.



Refunds

An application for refund must be made in writing (see 'Refund Request Form', under 'Forms' on our website) and will be determined by the Training Manager, or his delegate. Such supporting evidence (e.g. Doctor's Certificate / hardship) as is deemed appropriate should be provided with the written request.

General Conditions

Entry to OnRoad OffRoad facilities, and undertaking training / assessment, is conditional upon the following –

- All persons must undertake random breathalyser analysis if requested. Any persons with a positive reading will be refused entry, training and assessment.
- All persons must have a reasonable level of personal hygiene, and attend courses wearing clean work wear
- All persons must wear suitable clothing for the course they are undertaking, closed toe foot wear, HI VIS and the appropriate PPE. Please note that due to COVID-19, HI VIS and PPE is not available for loan and you must bring your own.
- If OnRoad OffRoad Staff or Trainers believe a trainee is putting themselves, our personnel, other persons or our equipment at risk, the course will be terminated.
- I understand that in order to promote the safety of employees and company visitors, as well as the security of its facilities, OnRoad OffRoad Training may conduct video and audio surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, and that video cameras will be positioned in appropriate places within and around OnRoad OffRoad Training buildings and any footage can be used for any purpose at our sole discretion.
- I understand that OnRoad OffRoad Training may require me to undergo random drug and alcohol testing.

Persons failing to meet these conditions will be refused entry, training, and assessment
They may be offered another date at our discretion. **The course fee will not be refunded.**

We will hold enrolments for 30 days, if we do not hear from you within this period your enrolment will be cancelled. Your invoice will be deleted. If you require to proceed with the training you will need to rebook.

Review day terms and conditions for selected courses

Students attending review days.

One review day will be free for selected classes, for subsequent review a charge of \$200 per review applies. If you book in for a review day and do not attend, this will be deemed as your review day.



About the Unique Student Identifier (USI)

A unique Student identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all provider including all completed training units and qualifications.

The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students VET records are not lost.

The USI will be available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

A student needs a USI when enrolling or re-enrolling in nationally recognised training from 1 January 2015. This includes if the student is enrolling for the first time, for example, if they are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course. It also applies to student's continuing or completing (re-enrolling) training, including nationally recognised training undertaken in secondary school.

For more information or to login go to www.usi.gov.au



Work and Rest Requirements

In addition to the general duty to not drive a fatigue-regulated heavy vehicle on a road while fatigued, drivers must comply with certain maximum work and minimum rest limits.

Parties in the supply chain have to take all reasonable steps to prevent the drivers from exceeding these limits. This is similar to occupational health and safety laws and means that drivers must be allowed to stop if they are at risk of exceeding the limits and make alternative arrangements.

The [Heavy Vehicle National Law](#) sets three work and rest options, Standard hours, Basic fatigue management (BFM) and Advanced fatigue management (AFM)

Standard hours are the work and rest hours allowed in the HVNL. They are the maximum amount of work and minimum amount of rest possible that can be performed safely without additional safety countermeasures.

(BFM) Those operating under NHVAS with Basic Fatigue Management (BFM) accreditation can operate under more flexible work and rest hours, allowing for (among other things) work of up to 14 hours in a 24-hour period.

(AFM) Rather than setting work and rest hours, AFM offers the flexibility to propose your own hours as long as the fatigue risks of those hours are offset by sleep, rest and other management practices in a compliant fatigue management system

OnRoad OffRoad Training P/L operates under **standard hours** work/rest requirements, **please** leading up to and or prior to the date of your training course/courses or training package you **must** adhere to these work hours under the [Heavy Vehicle National Law](#) listed below is a table from the NHVR website with the work and rest hour requirements under **standard hours**

Standard hours

Work and rest hour requirements under standard hours. Standard hours apply to all drivers who do not have accreditation for fatigue management.

Solo drivers

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off work with at least a minimum rest break of...
5 ½ hours	5 ¼ hours work time	15 continuous minutes rest time
8 hours	7 ½ hours work time	30 minutes rest time in blocks of 15 continuous minutes
11 hours	10 hours work time	60 minutes rest time in blocks of 15 continuous minutes
24 hours	12 hours work time	7 continuous hours stationary rest time*



OnRoad OffRoad *Training*

RTO No 60071

7 days	72 hours work time	24 continuous hours stationary rest time
14 days	144 hours work time	2 x night rest breaks [#] and 2 x night rest breaks taken on consecutive day

**Stationary rest time is the time a driver spends out of a heavy vehicle or in an approved sleeper berth of a stationary heavy vehicle. #Night rest breaks are 7 continuous hours stationary rest time taken between the hours of 10pm on a day and 8am on the next day (using the time zone of the base of the driver) or a 24 continuous hours stationary rest break.*



Fees and Refund Policy

Purpose and Procedure

The purpose of this document is to outline the fees payable for the provision of education and training services and to outline the process for refunding of fees.

This document applies to all nationally accredited training delivered by the Organisation. Either prior to or at enrolment it is mandatory for the participant and their parent/carer (where applicable) to be advised of the Organisations fee schedule, and payment arrangements. Enrolment occurs when the participant and their parent/carer (where applicable) signs the Enrolment Form.

The organisation collects fees in advance as all course fees are under the prescribed limit.

Accepted payment methods are cash, cheque, direct debit or EFTPOS.

Where fees cannot be paid upon commencement, arrangements for payment must be approved by our Accountant.

Refund Procedure:

If you are unable to attend a course, you may elect to re – schedule for that course, but only within 14 days of the original course date. We will not permit more than two (2) such transfers before a fee equivalent to 50% of the course fee will be charged.

If you cancel more than seven (7) days prior to the course you may have any moneys paid refunded in full or you may elect to be transferred to an alternative course with a fee adjustment.

If you cancel less than seven (7) days prior to the course you will be charged a 50% (course fee) cancellation fee.

If you do not attend training / assessment a 100% cancellation fee, or loss of deposit, will apply.

Refunds must be requested in writing to OnRoad OffRoad Training and in accordance with the Refund Request Form. All Refunds are to be logged in the refund log.

Re-issuing of a Certificate/Statement of Attainment will be charged at \$20.00.

Course Fee Structure

Please refer to relevant course information on our website.

If Paid by Third Party

If it has been indicated that a third party will pay, and no payment is received, the student will be responsible for payment.

If Paying by Credit Card

A fee of 1.5% will be added to the total cost of the invoice.