

Qualification			
Course Code:			
USI No: (if known)		Course Commencement Date: _____ / _____ / _____	
VSN No: (if known)			
<input type="checkbox"/> Trainee <input type="checkbox"/> General (not Apprentice/Trainee) <input type="checkbox"/> Fee for service <input type="checkbox"/> Short Course			

PERSONAL DETAILS

Surname		Middle Name		Given Name/s	
Title (Please tick) <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth _____ / _____ / _____	

POSTAL ADDRESS

Address					
Suburb			State	VIC	Post Code
Home Phone		Work	Mobile		
Postal Address (if different to home address)					
Address			State		Post Code
Suburb					
Email					

LANGUAGE AND CULTURAL DIVERSITY

Were you born in Australia? Yes No (please specify country) _____

What was your Town / City of birth? _____

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

Are you of Aboriginal or Torres Strait Islander Origin? For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No

Yes, Aboriginal

Yes, Torres Strait Islander

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? No Yes (If Yes, then please indicate the areas of disability, impairment or long term condition.) You may indicate more than one area

Acquired brain impairment Hearing/deaf Intellectual Learning Medical condition

Mental illness Physical Vision Other _____

Do you require special assistance? No Yes (if yes please specify) _____

EMERGENCY CONTACT

Name			
Relationship	Mother <input type="checkbox"/> Father <input type="checkbox"/> Sibling <input type="checkbox"/> Spouse/ Partner <input type="checkbox"/> Guardian <input type="checkbox"/> Other please specify <input type="checkbox"/>		
Telephone			
Home	Work	Mobile	

SCHOOLING

What is your highest COMPLETED School level? (Tick ONE box only.)

<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Completed Year 10	<input type="checkbox"/> Completed Year 8 or Lower
<input type="checkbox"/> Completed Year 11	<input type="checkbox"/> Completed Year 9 or equivalent	<input type="checkbox"/> Never attended school

Name of the most recent school attended _____

In which year did you complete that School level? _____ Are you still attending secondary school? Yes No

PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the following qualifications? No Yes (If Yes, tick ALL applicable boxes)

- | | | |
|---|--|--|
| <input type="checkbox"/> Bachelor Degree or Higher Degree | <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Diploma (or Associate Diploma) | | <input type="checkbox"/> Certificates other than above |

EMPLOYMENT

Of the following categories, which BEST describes your employment situation? (Tick ONE box only)

- | | | |
|---|---|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Employed - unpaid worker in a family business |
| <input type="checkbox"/> Casual 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 |

Date employment Commenced ____/____/____

Of the following categories, which BEST describes your main reason for undertaking this course? (Tick one box only.)

- | | | |
|--|---|--|
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> For personal interest or self-development |

Other, please specify _____

PERSONAL IDENTIFICATION

Personal Identification

To create a USI, you will need to provide Apex HR will **ONE** valid Australian form of ID from the list below:

Drivers Licence State: _____ Licence Number: _____

Medicare Card Medicare Card Number: _____ Expiry Date: _____
Individual Reference Number: _____ Card Colour: _____

Australian Passport Document Number: _____
Visa (with Non-Australian Passport) for international students
Passport Number: _____ Country of Issue: _____

Birth Certificate (Australian) *Please note a Birth Certificate extract is not sufficient

State: _____

Are you a dependant of, or hold one of the following current concession cards? Attach a copy of your concession card (must include signature panel, name, CRN and current expiry date)

Health Care Card Pensioner Concession Card Verteran Gold Card Expiry Date: _____

TUITION COURSES AND FEES

Please refer to the Fees and Charges Policy for current course fees on www.apexhr.com.au

Course Fee: \$ _____ **+ Resources:** \$ _____ **= Total Enrolment Fee:** \$ _____

PAYMENT METHOD

BY DIRECT CREDIT

Tuition fees to be paid direct to bank account:
Acct Name: Apex Human Resources
BSB: 033341 Account No:344048

BY CHEQUE / MONEY ORDER

cheques and money orders made payable to Apex Human Resources
P/L Apex HR,
PO BOX 202, Chadstone Centre,
Chadstone VIC 3148

BY CREDIT CARD

Visa
 Mastercard
 American Express
 Discover
 Other

**VICTORIAN TRAINING GUARANTEE
2017 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

Section A - To be completed by an authorised delegate of the RTO

Evidence of citizenship/residency and age

I confirm that in relation to _____
(Student's full name)

I have sighted **one** of the following:

- | | |
|---|---|
| <input type="checkbox"/> an Australian Birth Certificate (not Birth Extract) | <input type="checkbox"/> a current Australian Passport |
| <input type="checkbox"/> a current New Zealand Passport | <input type="checkbox"/> a naturalisation certificate |
| <input type="checkbox"/> a current <i>green</i> Medicare Card | <input type="checkbox"/> a signed declaration by a relevant referee |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence | |

and if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- a current drivers licence, or a current learner permit, or a Proof of Age card, or a 'Keypass' card

Section B - To be completed by the student

Education history

Q1. The highest qualification I have *completed* is:

(Include full title of qualification, eg. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0 1 2 3 4+ (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

0 1 2 3 4+ (circle number)

Q4. In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0 1 2 3 4+ (circle number)

Student declaration

I _____, in seeking to enrol in
(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

declare the following to be true and accurate statements:

- I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)
- I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program. (circle appropriate response):
- I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.

Signed: _____ Date: _____

VICTORIAN TRAINING GUARANTEE 2017 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

Section C - To be completed by an authorised delegate of the RTO

Number of courses student is currently eligible for: 1 2

RTO declaration

Based on discussion with the student, the above evidence I have sighted in Section A, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised RTO delegate:

Name: _____

Position: _____

Signed: _____ Date: _____

Notes *Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured in Sections A, B or C.*

My Learning Action Plan

Participant Name: _____

Date: _____

Apex HR Rep Name: _____

This Action plan is to be completed by you and your Apex HR representative **prior** to enrolling in a course.

It helps us to help you through your learning journey by allowing us to understand your individual learning capabilities.

This Action Plan helps you to focus on your goals and plan for the future. It helps you to work out how you are going to achieve what you want relating to education and work.

This Learning Action Plan lets you work out your education and career capabilities and how they relate to your preferred career option.

General Questions

My personal career goals are:

Short Term:

--

Long Term:

--

My Skills and Attributes

Tick the top 3 that best describes your skills		Tick the top 3 attributes that best describes you	
Team work	<input type="checkbox"/>	Loyalty	<input type="checkbox"/>
Communication	<input type="checkbox"/>	Commitment	<input type="checkbox"/>
Problem-solving	<input type="checkbox"/>	Honesty and integrity	<input type="checkbox"/>
Initiation and enterprise	<input type="checkbox"/>	Enthusiasm	<input type="checkbox"/>
Planning and organising	<input type="checkbox"/>	Reliability	<input type="checkbox"/>
Self-management	<input type="checkbox"/>	Personal presentation	<input type="checkbox"/>
Learning	<input type="checkbox"/>	Commonsense	<input type="checkbox"/>
Technology	<input type="checkbox"/>	Positive self-esteem	<input type="checkbox"/>
Technical Abilities	<input type="checkbox"/>	Sense of humor	<input type="checkbox"/>
Creativity	<input type="checkbox"/>	Balanced attitude to work and home life	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	Ability to deal with pressure	<input type="checkbox"/>
Listening	<input type="checkbox"/>	Motivation	<input type="checkbox"/>
Investigating / Analysing	<input type="checkbox"/>	Adaptability	<input type="checkbox"/>

My Learning Action Plan

My Learning Style

What is a learning style?

Learning styles are simply different approaches or ways of learning

What are the types of learning styles?

Visual Learners:

Learn through seeing...

These learners need to see the teacher's body language and facial expression to fully understand the content of a lesson. They tend to prefer sitting at the front of the classroom to avoid visual obstructions (e.g. people's heads). They may think in pictures and learn best from visual displays including: diagrams, illustrated text books, overhead transparencies, videos, flipcharts and hand-outs. During a lecture or classroom discussion, visual learners prefer to take detailed notes to absorb the information.

Auditory Learners:

Learn through listening...

They learn best through verbal lectures, discussions, talking things through and listening to what others have to say. Auditory learners interpret the underlying meanings of speech through listening to tone of voice, pitch, speed and other nuances. Written information may have little meaning until it is heard. These learners often benefit from reading text aloud and using a tape recorder.

Tactile/ Kinaesthetic Learners:

Learn through moving, doing and touching...

Tactile/ Kinaesthetic learners learn best through a hands-on approach, actively exploring the physical world around them. They may find it hard to sit still for long periods and may become distracted by their need for activity and exploration.

The style that best suits my learning style is:

My Style, My Journey

Based on my preferred learning style, I can help myself to successfully complete training by:

Based on my preferred learning style, you can help me complete my training by:

The Good, the bad and the ugly of my past learning experiences

In my past learning, the really good things were:

In my past learning, the things I didn't like were:

Based on your past experience, how can we help you to successfully reach your learning goals:

My Learning Action Plan

Why I would like to do this course

Personal and professional benefits for me after completing this course

Right now, my learning journey might be impacted by the following things in my personal life e.g. work commitments, family, sporting commitments, etc

Additional comments/considerations

Based on the information provided to me in the Program Overview, I agree that (please tick):

The course delivery mode is suitable for me	<input type="checkbox"/>
I will be able to attend for the full duration of the course	<input type="checkbox"/>
I can commit to the extra study hours suggested	<input type="checkbox"/>
I know who to contact if I am struggling with any aspect of the course	<input type="checkbox"/>
I am concerned about the following things that might prevent me from progressing through this training and assessment:	

Next Steps

- Please keep a copy of this action plan in a safe place so that you can refer to it throughout your learning journey.
- Your Facilitator will work with you to build the most suitable training plan utilising the information in your Learning Action Plan and Pre-training review.

GRAMMAR

Finish these sentences by ticking the box next to the correct word.

- There isn't _____ food left in the refrigerator. any some
- Sam bought a lot of _____ for his new apartment. new furniture new furnitures
- Jill gave Jack _____ advice about climbing hills. many some
- How _____ money do you have? many much
- Rick speaks English very _____. good well

Only one of the below sentences is correctly worded. Tick the box next to the correct sentence.

- 50,000 people have participated in the fun run held in Melbourne last month.
- 50,000 people were participated in the fun run held in Melbourne last month.
- 50,000 people was participated in the fun run held in Melbourne last month.

CALCULATIONS

Calculate the following:

$26 + 34 = \underline{\hspace{2cm}}$ $\$7.70 + \$2.75 = \$\underline{\hspace{2cm}}$ $30 - 19 = \underline{\hspace{2cm}}$ $\$15.00 - \$13.75 = \$\underline{\hspace{2cm}}$ $12 \times 3 = \underline{\hspace{2cm}}$

John is paid \$21.50 per hour, this week he worked 4 hours.

How much will he get paid? Tick the box next to the correct answer below.

- \$55.00 \$86.00 \$82.50 \$70.00

Tina has 19 class mates in her hairdressing course. To get to class, eight class mates catch the train, five class mates catch a bus and the rest drive their own car.

How many of Tina's class mates drive their own car? _____

Most airlines calculate the size of bags by using this formula: **size** = (length + depth + height)
If the size limit for each bag is 110 cm, which passenger from the list below will be over?

Circle your answer/s

Passenger	Length (cm)	Depth (cm)	Height (cm)
Mr Thompson	30	40	40
Mrs McFadden	40	20	60
Miss Stewart	50	20	30
Mr Smith	60	10	45

SPELLING

Please tick the box with the correct spelling of the word for each line.

- ingredint ingredient ingrediant
- roster rosta rostar
- producshen producton production
- receipt reciept reciete

SURVEY

Briefly explain what you enjoy about your job or study.

In your own words write at least two brief paragraphs on one of the following topics.

- a) Write about a person in your life who has mentored, trained or coached you.
- b) Where do you see your career going in the next 3 years, and will this qualification help you?

DECLARATION

This review was conducted prior to training commencing and outcomes were discussed between the trainer and student.

Signed by student _____ Date ____/____/____

Signed by trainer _____ Date ____/____/____

TRAINER USE ONLY

LLN Assessment

Assessment Area	Assessment Outcome	Assessor / Recommendations
Language	<input type="checkbox"/> Suitable level for this program <input type="checkbox"/> May require support <input type="checkbox"/> Unsuitable for program	
Literacy	<input type="checkbox"/> Suitable level for this program <input type="checkbox"/> May require support <input type="checkbox"/> Unsuitable for program	
Numeracy	<input type="checkbox"/> Suitable level for this program <input type="checkbox"/> May require support <input type="checkbox"/> Unsuitable for program	

Are alterations required to be delivery and / or assessment strategy for this student? Yes No
 If Yes, please complete detail in Assessor / Recommendations.

If Yes, have these alterations been communicated to the student and / or workplace supervisor (if Applicable)? Yes No