



Bedford College

## TRAINING AND ASSESSMENT COURSES

### ENROLMENT INFORMATION

TAE40116 Certificate IV in Training and Assessment

TAE50116 – Diploma of Vocational Education and Training

TAE50216 – Diploma of Design and Development

#### TAE40116 – Certificate IV in Training and Assessment

##### Mandatory Requirements

- It is a requirement under the *Standards for Registered Training Organisations (RTOs) 2015*, for those who train and assess nationally recognised training products and accredited courses to hold the above qualification (or the relevant combination of skill sets depending on the role).
- Applicants enrolling in this course must hold a qualification in the field of study they plan to deliver and assess.

#### TAE50116 Diploma of Vocation Education & Training and TAE50216 Diploma of Design and Development

The above diploma courses are specifically designed for experienced practitioners delivering training and assessment services usually within a Registered Training Organisation (RTO) within the vocational education and training sector.

- Whilst there are no formal prerequisites required to study this course, it is **strongly recommended** that learners hold the TAE40110 Certificate IV in Training and Assessment (or above) *PLUS* vocational experience *OR* extensive vocational experience in training and assessment roles in an RTO or similar organisation that focuses on competency-based training and assessment.
- To enrol in TAE diploma courses, participants must have access to one, or a range of, workplaces or practice environments that will provide the opportunity to practice their training and assessment skills in a real workplace, and complete the tasks with real vocational learners.

#### The Application Process

- Applicants for the above courses must complete all sections of the Application/Enrolment Form which will provide the information required to address your study needs, preferences and eligibility into the program. Once reviewed by Bedford College, you will be contacted by our Administration Department who will advise you if you need to submit more details and/or supporting documentation and will guide you through the next stage of the enrolment process.
- Once your enrolment has been accepted you will receive an invoice showing the cost of your course and the payment details. Please be aware that payment of the invoice must be made prior to your formal enrolment into the course.

#### Recognition of Prior Learning (RPL)/Recognition of Current Competency (RCC)

If you are applying to RPL/RCC for any of the above courses and/or UOC in the courses, you **MUST** submit an RPL Application Form along with this Enrolment Form.



## Application for Enrolment – TRAINING AND ASSESSMENT COURSES

Learning Mode:  Online Preferred start Date: \_\_\_\_\_

- TAE40116 – Certificate IV in Training and Assessment ( Students applying to Upgrade from TAE40110-TAE40116 must use the [TAE Upgrade Application Form](#))
- TAE50116 – Diploma of Vocational Education and Training
- TAE50216 – Diploma of Design and Development

Are you applying for RPL/RCC for any of the above courses? Yes  No

### What is your level of experience in training and assessment?

- I AM an experienced trainer and assessor in the Vocational Education and Training (VET) sector  
I understand that by stating this that I will be required to provide supporting evidence).
- I AM NOT an experienced trainer and assessor in the VET sector

### Section 1 - Personal Details

Male  Female Date of Birth (dd/mm/yy): \_\_\_\_\_

Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Unique Student Identifier (USI): \_\_\_\_\_

### Section 2A - Employment Status

- Full Time Employment  Employer
- Part Time Employment  Unemployed (seeking work)
- Self Employed  Not Employed – not seeking employment

### Section 2B - Language and Cultural Diversity

Country of birth? \_\_\_\_\_ Town? \_\_\_\_\_

What is the main language spoken at home? English  Other  Please specify: \_\_\_\_\_

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

What is your citizenship status?  Australian Citizen  New Zealand Citizen  Permanent humanitarian Visa Holder

None of the above

Do you identify as being of Aboriginal or Torres Strait Islander origin?  No  Yes, Aboriginal  Yes, Torres Strait Islander

### Section 2C - Schooling

Are you still attending school?  Yes  No If No, what year did you complete school? \_\_\_\_\_

What was the highest level of school you COMPLETED?

- Year 12 or equivalent  Year 11 or equivalent  Year 10 or equivalent
- Year 9 or equivalent  Year 8 or below  Did not attend school

## Section 2D - Previous Qualifications Achieved

Have you successfully completed any of the qualifications below?  Yes (Complete below) – evidence required  No (Go to next section).  
(Please read Important Information Note at the bottom of this form)

AQ – Australian Qualification	AE = Australian Equivalent	INT = International	
Select the qualification that applies to	<b>AQ</b>	<b>AE</b>	<b>INT</b>
<input type="checkbox"/> Bachelor Degree or higher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Advanced Diploma or associate degree	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Diploma or associate diploma	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cert IV or advanced certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cert III or Trade Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cert II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cert 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Certificate other than above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Section 3 – Disability

Do you have a disability, impairment or long-term health condition?

- No – Go to next section  
 Yes – complete this section in full

Will you require extra assistance in undertaking this course at Bedford College?

- No  
 Yes – your Bedford Mentor/Trainer will discuss this with you prior to commencement of your course

If Yes, please indicate the areas of disability, impairment or long-term health condition:

- |   |  |
|---|--|
| <input type="checkbox"/> Hearing/Deaf           | <input type="checkbox"/> Mental illness            |
| <input type="checkbox"/> Physical               | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Intellectual           | <input type="checkbox"/> Vision                    |
| <input type="checkbox"/> Learning difficulty    | <input type="checkbox"/> Medical condition         |
| <input type="checkbox"/> Other (please specify) |  |

## Section 4 - Reason for study

Of the following categories, which BEST describes your reason for undertaking this course?

- |  |  |
|--|--|
| <input type="checkbox"/> To get a job                            | <input type="checkbox"/> It was/is a requirement of my job         |
| <input type="checkbox"/> To further develop my existing business | <input type="checkbox"/> I want extra skills for my job            |
| <input type="checkbox"/> To start my own business                | <input type="checkbox"/> To get into another course of study       |
| <input type="checkbox"/> To try for a different career path      | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> To get a better job or promotion        | <input type="checkbox"/> Other reasons, please explain:            |

## Section 5 – Application Follow Up Information

Once this application has been reviewed, Bedford College will contact you to discuss the outcome and to develop your tailored learning journey. What is the best method of contact for you?

Please call me on phone number: \_\_\_\_\_

Please email me at: \_\_\_\_\_

Other communication method – please specify: \_\_\_\_\_

Is there any other information relevant to this application that you would like to submit? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CREDENTIALS/ENTRY REQUIREMENTS

### **TAE40116 – Certificate IV in Training and Assessment**

Unlike earlier versions of the Cert IV in Training and Assessment, candidates seeking to undertake the TAE40116 Cert IV in Training and Assessment - must be aware that this qualification has a MANDATORY entry requirement which states:

***‘Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification’.***

How do you do that?

For most people, it will simply be a matter of providing a copy of a qualification, skill set or Statement of Attainment. If you do not possess another qualification, you are required to provide a CV that shows your broad industry knowledge and experience, a Position Description and a Third Party Report from someone who can attest to your experience.

### **TAE50116 Diploma of Vocational Education and Training & TAE50216 – Diploma of Design and Development**

- Whilst there are no formal prerequisite units required to study this course, it is **strongly recommended** that learners hold the TAE40110 Certificate IV in Training and Assessment *PLUS* vocational experience *OR* extensive vocational experience in training and assessment roles in an RTO or similar organisation that focuses on competency-based training and assessment.
- To enrol in this course, participants must have access to one, or a range of, workplaces or practice environments that will provide the opportunity to practice their training and assessment skills in a real workplace, and complete the tasks with real vocational learners.

### **ENTRY DETAILS**

Based on the requirements as outlined above, please provide the following information:

A: Briefly describe your vocational experience relating to the area that you wish to train and assess. (For example: *I am a chef by trade and I wish to train and assess students undertaking hospitality and commercial cooking*)

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B. List any unit/s of competency or qualification/s that you currently hold which you intend to train and/or assess. (E.g. *Cert III in Commercial Cookery*)

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C. If enrolling in a TAE Diploma course, provide details of your ability to fulfil the entry requirements of the Diploma courses as outlined above.

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I confirm that my responses to questions A & B above will be the areas in which I intend to use my Cert IV in Training and Assessment once I obtain my qualification.     YES     NO

## Payment Options

- For TAE50116 Diploma of Vocational Education and Training OR TAE50216 Diploma of Training Design and Development.

I confirm that I have applied (or intend to apply) for a VET Student Loan

VET Student Loan eligibility criteria, information and Fact Sheets can be found at: <https://www.education.gov.au/vet-student-loans>

OR

My fees will be paid by:  Cheque  Cash  Direct Debit  Credit Card

My fees will be paid by:  Myself  Another person

*(If fees are to be paid by another person/company or if the applicant is under the age of 18 years please complete details at the bottom of this form)*

## Terms and Conditions of Enrolment

### ENROLMENT AND ACCEPTANCE

All applications will be assessed by the Registrar of the College. Applicants will be advised in writing of their enrolment status once the application has been received and reviewed by the College.

### COMPLAINTS

The College has a Complaints Policy in place to which all students have access via the College website. Nothing contained in this policy precludes students from taking action under Australia's Consumer Protection Laws.

### PRIVACY STATEMENT

Bedford College collects personal information in order to assist in the provision of its services. This information is used in order to provide a service, to communicate with students, staff and nominated student contact(s) in the event of an accident or emergency. The College may be required to provide personal information to external organisations in order to provide a service as required by law. The College may also disclose information if it is reasonably believed to be necessary to prevent or lessen a serious threat to life or health of any person. A full copy of the Bedford College Privacy Policy is available on the College website.

### WITHDRAWAL, DEFERRAL & AMENDMENT POLICY

Withdrawals, Deferrals and Amendments **MUST BE MADE IN WRITING** and will be acknowledged in writing. Please refer to the Withdrawal, Deferral & Amendment Policy and the Fees & Payments Section of the Student Information Handbook -Flexible/Online Learning Courses on the College website [www.bedford.edu.au](http://www.bedford.edu.au).

### VET STUDENT LOANS

For information and fact sheets on the VET Student Loan scheme please go to: <https://www.education.gov.au/vet-student-loans>.

### PROOF OF AUSTRALIAN CITIZENSHIP (for VET Student Loans)

If you are using a VET Student Loan to pay your tuition fees, you will need to provide evidence that you are an Australian Citizen. E.g. Birth Certificate (plus one parent's Australian Birth Certificate or Australian Citizenship Certificate, if born after 20 August 1986) or Passport or Citizenship Certificate. (Contact the College for more details).

### LANGUAGE, LITERACY & NUMERACY (for VET Student Loans)

To be eligible for a VET Student Loan, you must provide an Australian year 12 Certificate from your school **or** evidence of completion of an Australian Qualifications Framework Certificate IV or higher qualification. If you do not hold either of these qualifications, you are required to demonstrate competence at Exit Level 3 in the Australian Core Skills Framework in reading and numeracy (LLN test).

### FEES

For fee paying students, once the enrolment is accepted, you will be issued with an invoice for the first payment (25% of the total course cost). The remainder of the fees (75%) will be due in three instalments to be paid on the 1st day of each of the following 3 months.

On receipt of the first payment, the student will be put in touch with the course trainer who will provide the student with access to the Online Classroom.

## Declaration and Agreement

***In signing this Application for Enrolment, you agree that you have read and understood the following:***

- The Terms and Conditions of Enrolment and the course details and accept and agree to be bound by them;
- I declare that I have the financial capacity to meet tuition fees (full-fee paying students only) and I agree to pay fees as they become due. I understand that my qualification will be withheld until my account is finalised;
- I declare that I will abide by the Rules and Regulations of the College;
- I declare that I will notify the College by email of any change of your contact details;
- I understand that I am required to have a Unique Student Identifier (USI) which I can obtain from <http://usi.gov.au>  
In the event that I do not get my own USI, I give permission for the College to obtain my USI and I am required to activate this through the USI portal <http://usi.gov.au>
- The information provided in the Application for Enrolment and any accompanying documents is my own, true and correct details;
- The College has permission to use any photographic and/or video image on which I may appear on marketing and advertising materials;
- I understand that information in this form and the outcomes of this training program may be collected and shared with other state and federal government agencies;
- This information on this form may be used for monitoring, programme planning and statistical purposes;
- I understand that tasks need to be regularly submitted to ensure successful progression through the course;
- I understand that in the event that my enrolment is terminated any further submissions of tasks will not be marked and a Statement of Attainment will be issued for those units in which I have demonstrated competence;
- I DECLARE THAT ALL THE INFORMATION PROVIDED WITHIN THIS APPLICATION IS TRUE AND CORRECT.**
- I HAVE ATTACHED CERTIFIED COPIES OF THE FOLLOWING DOCUMENTS:**
- Birth/Citizenship Certificate or Passport  School Certificates  Qualifications held

Full Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

# Privacy Notice and Student Declaration

## Privacy Notice

Under the Data Provision Requirements 2012, Bedford College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Bedford College for statistical, regulatory and research purposes. Bedford College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- National Centre for Vocational Education Research (NCVER);
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I confirm that I have read and accept the Terms and Conditions as outlined in the [Bedford College Online Handbook](#)

**STUDENT SIGNATURE** [or electronic acknowledgement] .....DATE .....

### Submit this Form to:

Email: [info@bedford.edu.au](mailto:info@bedford.edu.au)  
Fax: (02) 8572 3261  
Mail: Bedford College, Private Bag 8, Glebe NSW 2037

<b>OFFICE USE ONLY</b>	
Received By:	_____
Signature:	_____
Date:	_____