



## STUDENT PRE-ENROLMENT INFORMATION

### Thinking of enrolling?

Before completing your enrolment form you need to read the following information. More detailed information can be found in the Student Handbook.

Adelaide Truck Training Centre (ATTC) is a Registered Training Organisation (RTO) delivering and assessing nationally recognised training and assessment across the transport industry.

ATTC also offers non-accredited training across the transport industry area for licence purposes.

### Enrolling in a course

To enrol in a course you will need to complete the ATTC Enrolment form.

For Heavy Vehicle Driver Licence courses, you must meet the Department for Infrastructure & Transport (DIT) requirements for a particular class of licence. Please check your enrolment form for this information before submitting it at Reception.

It is a requirement of enrolment that you complete all sections of the enrolment form this enables us:

- to collect the required AVETMISS data; and
- Support individual student requirements

### Privacy policy

ATTC is required to collect and store personal information in order to enrol students, monitor and report on academic progress and provide statistical data when requested. ATTC ensures that only authorised people have access to student records. Please read the Privacy Notice accompanying your enrolment form.

### Fees and Refund of Fees

Students are required to pay their deposit 30 days prior to their scheduled course. The remainder of

fees must be received in full on the day their course commences. If the course starts on a Saturday payment will be required on the Friday prior. The refund information is in your student handbook. A non-refundable administration fee of \$150 applies to all courses including alterations and cancellations. Your refund will be returned to you minus the \$150 administration fee within 14 days if you comply with ATTC Payment and Refund of Fees policy. Government fees will apply if a final assessment has been booked. You will be asked to complete the Refund application form.

When a deposit is paid and three (3) days (72 hours clear notice during business hours) of a cancellation is not given your deposit will be retained.

### Withdrawal of enrolment

ATTC may withdraw a student from their enrolment for the following reasons:

- Failure to attend the training session by the prescribed starting date and time
- A serious breach of ATTC policies, eg, WHS, drugs and alcohol, bullying and harassment

### Work Health and Safety

ATTC is committed to ensuring the handling of work health and safety issues affecting students staff and/or contractors. As a student of ATTC you have a legal duty to take care, protect your own health and safety and avoid adversely affecting the health, safety and welfare of others.

### Assessment information

At the commencement of each unit of competency, trainers will provide details of assessment methods for each unit of competency. Assessment methods vary from course to course and may include oral or written exercises, practical demonstrations, class discussions, portfolios, on-the-job training and/or project work.



The resulting system is:

CA – Competency Achieved

NYC – Not Yet Competent

CT –Credit Transfer

RPL – Recognition of Prior Learning

WD – Withdrawn

NS – Not Started

### **Access and equity**

ATTC is committed to equitable access to its courses regardless of an individual's gender, age, cultural background, sexuality or disability, provided that where applicable, any legislative and licensing requirements continue to be met. The CEO is available to assist students with any personal or study related problems that they may be experiencing.

Where possible, ATTC will make reasonable adjustments for students with special needs.

### **Complaints and Appeals Policy**

ATTC is committed to implementing effective complaints and/or appeals procedures with a minimum number of people involved. A complainant may withdraw the complaint at any stage. Most concerns can be resolved effectively by dealing directly with the person(s) or your trainer/assessor. Our Complaints and Appeals Policy and Procedure is available in the Student Handbook.

### **Student Code of Conduct**

At ATTC we expect all students to behave in a considerate and courteous manner when dealing with other students, staff/contractors. Students are required to read and agree to the student code of conduct. The student code of conduct applies whether the student is on or off site, in vehicle is considered on site. By enrolling you are acknowledging your acceptance of the Student Code of Conduct.

### **Language, Literacy and Numeracy (LLN)**

Adelaide Truck Training Centre will provide suitable organisation for students to improve their language and literacy skills. Advocacy and mediation support can be recommended by the Director should students require services that cannot be supplied by ATTC

### **Recognition of Prior Learning (RPL)**

RPL is the formal acknowledgement of skills and knowledge that were not learned as part of a formal course, but gained from general life experiences or work. Successful completion of the RPL process may enable you to finish your course earlier. To find out more about RPL speak to reception and if you think you might seek RPL ask for an RPL kit.

### **Recognition of qualifications issued by other RTOs**

ATTC accepts statements of attainment issued by other RTOs.

### **And finally**

If you agree with the above conditions then proceed to complete the enrolment form.