



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 expected to pay for their first five (5) hours or ten (10) hours training fee five (5) days before the scheduled training. The refund

information is in your student handbook. A non-refundable administration fee of \$50 applies to all courses including alterations and cancellations. Your refund will be returned to you minus the \$50 administration fee within 14 days if you comply with ATTC Refund policy. Government fees may also apply if a final assessment has been booked.

When a deposit is paid and 72 business hours clear notice of cancellation is not given the deposit may be retained. If ATTC has scheduled a training lesson and confirmed with the student and the fees are not pre-paid a charge of 100% of the agreed fee must be paid if the cancellation of training is less than 72 business hours notice is given. If a scheduled training lesson has been made for a Saturday or Sunday the full amount must be paid one (1) week in advance.

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 licencing 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 clients to improve their language and literacy skills. Advocacy and mediation support can be recommended by the Director should Clients 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.