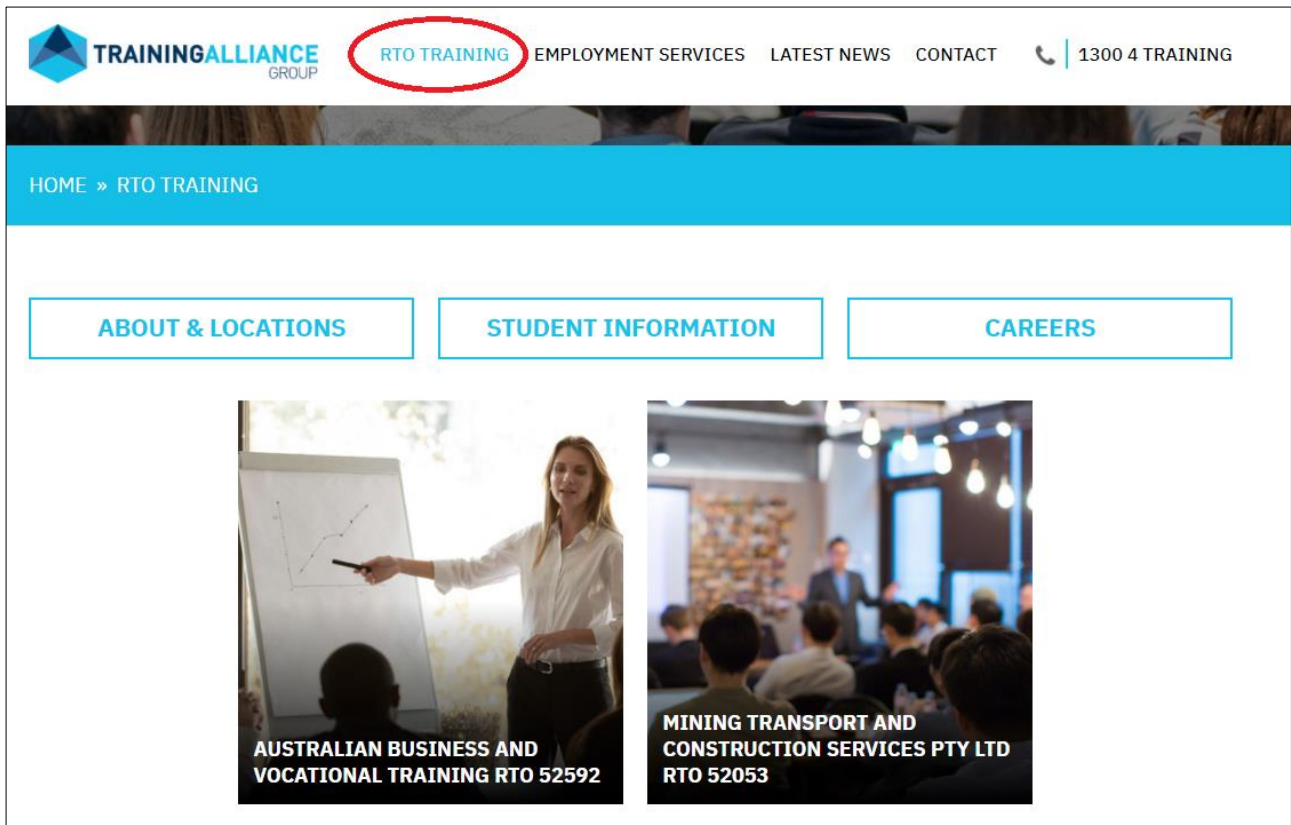


## PURPOSE

This guide should be used to assist potential students in navigating the online VetEnrol process. Prior to enrolment students are required to read the Student Handbook located at <https://www.trainingalliance.com.au/student-information/>

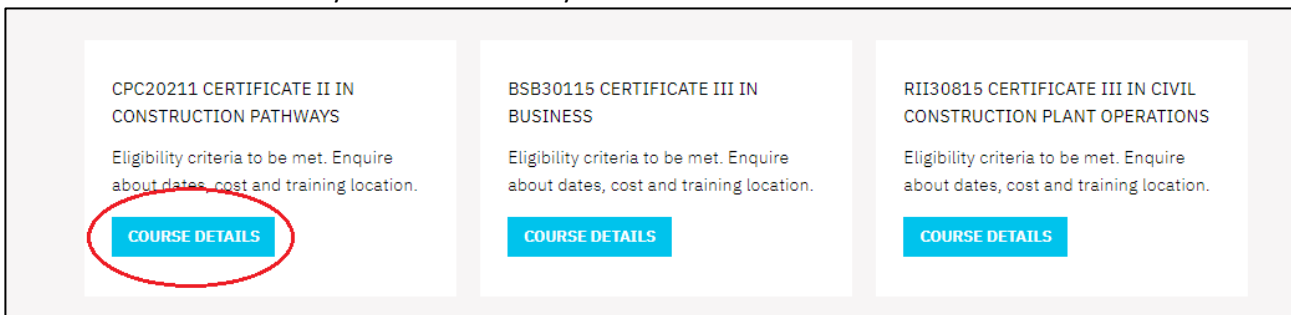
## INSTRUCTIONS

1. Navigate to the Training Programs drop down menu on the Training Alliance Group website and select the RTO which is delivering your course.



The screenshot shows the Training Alliance Group website. The navigation menu includes 'RTO TRAINING' (circled in red), 'EMPLOYMENT SERVICES', 'LATEST NEWS', and 'CONTACT'. A phone icon and the number '1300 4 TRAINING' are also visible. Below the navigation, a breadcrumb trail reads 'HOME » RTO TRAINING'. Three main menu items are displayed: 'ABOUT & LOCATIONS', 'STUDENT INFORMATION', and 'CAREERS'. Below these are two featured RTO cards: 'AUSTRALIAN BUSINESS AND VOCATIONAL TRAINING RTO 52592' and 'MINING TRANSPORT AND CONSTRUCTION SERVICES PTY LTD RTO 52053'.

2. Scroll down until you see the course you wish to enrol in and click on Course Details.



The screenshot shows three course cards. Each card contains the course name, eligibility criteria, and a 'COURSE DETAILS' button. The first card is for 'CPC20211 CERTIFICATE II IN CONSTRUCTION PATHWAYS', the second for 'BSB30115 CERTIFICATE III IN BUSINESS', and the third for 'RII30815 CERTIFICATE III IN CIVIL CONSTRUCTION PLANT OPERATIONS'. The 'COURSE DETAILS' button on the first card is circled in red.

3. Read through the course outline and scroll down to find the course being delivered at the location you require. Click on view units to see what units are included in the course. If you are happy then click on Register, choose the Concession Rate if you hold a valid concession (evidence is required) otherwise choose Non-Concession Rate.

## Course Details

**Course Dates:** 01/12/2020 to 01/03/2021  
**Location:** Busselton  
**Qualification:** RII30815 Certificate III in Civil Construction Plant Operations

| Registration Type   | Cost       |  |
|---------------------|------------|--|
| Concession Rate     | \$360.96   | <a href="#">Register</a> <a href="#">Enquire</a> |
| Non Concession Rate | \$1,218.24 | <a href="#">Register</a> <a href="#">Enquire</a> |

[View Units](#)

4. Complete all mandatory sections of the enrolment form e.g.

## Personal Information

Tick this box if you are legally known by a single name...

Title:

Given Name: \*

Middle Name(s):

Family Name: \*

Date of Birth: \*

Gender:

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## Residential Address

Enter your usual residential address (e.g. where you usually reside, rather than any temporary address you have for work, etc).

|                       |  |             |
|-----------------------|--|-------------|
| Unit Details:         | <input type="text" value="Level 1"/>     | e.g. Unit 7 |
| Building Name:        | <input type="text"/>                     |             |
| Street Number: *      | <input type="text" value="11"/>          |             |
| Street Name & Type: * | <input type="text" value="Ventnor Ave"/> |             |
| Suburb: *             | <input type="text" value="West Perth"/>  |             |
| State: *              | <input type="text" value="WA"/>          | ↕           |
| Post Code: *          | <input type="text" value="6005"/>        |             |

## Contact Details

|               |   |
|---------------|---|
| Home Phone: † | <input type="text"/>                      |
| Work Phone: † | <input type="text" value="08 6160 3388"/> |
| Mobile: †     | <input type="text"/>                      |

† At least one contact phone number must be supplied.

|                  |  |
|------------------|--|
| Email Address: * | <input type="text" value="susansmith123@gmail.com"/> |
| Confirm Email: * | <input type="text" value="susansmith123@gmail.com"/> |

## Emergency Contact Details

|               |   |
|---------------|---|
| Name:         | <input type="text" value="John Smith"/>   |
| Relationship: | <input type="text" value="Partner"/>      |
| Phone:        | <input type="text" value="08 6160 3388"/> |
| Mobile:       | <input type="text"/>                      |

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5. You will be required to supply your Unique Student Identifier (USI) Number at the next step. If you don't already have one, please follow the link in the instructions.

## Unique Student Identifier

From January 1st 2015 Australian Business & Vocational Training as your RTO can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a valid Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER.

If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/how-do-i-create-usi> on a computer or mobile device.

If you are unsure if you already have one, please follow the link lower down the page.

### Cannot remember your USI?

If you have a USI but cannot remember it, please visit the [USI Registrar](#) and click on the **I have forgotten my USI** option. The USI Registrar will provide instructions for retrieving your USI.

If instead you would like the RTO to apply for one on your behalf, please select **No** for the question 'Do you have a Unique Student Identifier' and **Yes** for the question 'Would you like us to create a USI for you'. You will be required to provide further information and agree to the Terms and Conditions.

Do you have a Unique Student Identifier?

No

Please enter your Unique Student Identifier:

(Your USI is 10 digits long and must contain only capital letters (except O and I) and digits 2 - 9)

Would you like us to create a USI for you:

Yes

Please provide information about relevant documentation that will enable us to create your USI on your behalf.

Country of Birth:

Australia

Town/City of Birth:

West Perth

Preferred Contact Method:

Email

Identification Document Type:

Driver's Licence (Australian)

Driver's Licence Details

State:

WA

Licence Number:

1234567

Please indicate your agreement to the following Privacy Notice in order for us to create your USI.

Privacy Notice

I agree to the Terms and Conditions

- The next step requires you to provide proof of identity. Please ensure you have your evidence documents available to be uploaded, your enrolment will be delayed if you aren't able to attach the evidence during the enrolment process.

## Identity Check

Citizenship Status:

Australian Citizen

Please provide details of the identification you can provide \*

| Document Name  | Document ID          |
|--|----------------------|
| Green Medicare Card  | <input type="text"/> |
| Australian Birth Certificate   | <input type="text"/> |
| Current Australian Passport  | A105123              |
| <i>One of these documents may also be required for applicants less than 20, or for applicants where the above documents do not specify a current residential address</i> |                      |
| Current Drivers Licence  | 123456               |

If you have electronic versions of your proof of identification, including photographs or scanned documents, please upload them by using the browse button below. If you need to submit multiple items, please combine all documents into a .zip file.\*

Passport.jpeg

Drivers License.jpg

No file chosen

7. If you are claiming the concession rate please complete the details in this step, if not go to the next step



## Concession Application

If you wish to apply for a government subsidised tuition fee Concession / Exemption or Fee Waiver for this course, please confirm the below option(s) that will need to be taken into account as part of your application. Further details will be provided to you regarding eligibility for the listed Concession, Exemption or Fee Waiver after these details have been reviewed.

Note: You will need to provide the original (or a certified copy) of any evidence uploaded, upon request. Additional evidence may be required based on the selected initiative.

## Concessions / Exemptions

Do you hold, or are you the dependant spouse or child of a holder of, the following, or do any of the following apply:

- |  |  |
|--|--|
| <input type="checkbox"/> Health Care Card  | <input type="checkbox"/> In receipt of AUSTUDY or ABSTUDY  |
| <input type="checkbox"/> Pensioner Concession Card   | <input type="checkbox"/> In receipt of Youth Allowance   |
| <input type="checkbox"/> Inmate of a custodial institution   | <input type="checkbox"/> Secondary School student undertaking a VET course, apprenticeship or traineeship, as part of a publicly funded VET in Schools program |
| <input type="checkbox"/> Repatriation Health Benefits Card issued by the Department of Veterans' Affairs |  |

Please upload a copy of your concession card, referral letter or other documentary evidence (optional)

Choose File No file chosen

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## 8. Complete the Government Data Collection Requirements

### Government Data Collection Requirements

In which country were you born?

Australia

Do you speak a language other than English at home?

Are you of Aboriginal or Torres Strait Islander origin?

What is your highest COMPLETED school level?

In which year did you complete that school level?

Are you still enrolled in secondary or senior secondary education?

Have you SUCCESSFULLY completed any of the following qualifications? \*

No

9. Indicate whether you consider yourself to have a disability, impairment or long-term condition

Do you consider yourself to have a disability, impairment or long-term condition? \*

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10. Complete the course suitability form. If you are not being assisted by an enrolling officer such as a Business Development Coordinator or Career Advocate then an RTO staff member will be in contact to review your responses and ensure the course is suitable prior to enrolment confirmation.

### Course Suitability Form

The following questions will be used to ascertain your interest and suitability for the selected course. A RTO staff member will be in contact with you to complete the discussion form

11. Complete the following sections: Commonwealth services provider information, Marketing permission, severe financial hardship application, and referral source. If you indicate you require a severe financial hardship form it will be emailed out to you. If you require further information about fee waivers please speak to an RTO representative. Please note that fee waiver decisions are made by the RTO based on the evidence you provide.
12. Read and agree to the code of conduct and student declaration
13. Read and agree to the terms and conditions and sign acceptance
14. Once you have completed the enrolment process you will see a **registration** confirmation; this will also be emailed to your nominated email address, if you don't see an email please check your Junk or Spam folder.



## Registration Confirmation

From: Australian Business & Vocational Training  
RTO Code: 52592  
9 Leeway Court  
Osborne Park, WA  
Australia, 6017  
Ph: 08 6110 0800  
training@trainingalliance.com.au

Registration Date: 26/11/2020 17:48  
Booking Number: 48214-575013

Registrant Details: Susan Smith  
Level 1  
11 Ventnor Ave  
West Perth  
WA, 6005

Course: RII30815 Certificate III in Civil Construction Plant Operations  
Occurrence ID: 48214  
Total: \$1,218.24

A confirmation email has been sent to your email address.  
Please print a copy of this page for future reference.

Close

Print

11. The email confirmation includes additional instructions regarding a Language, Literacy, and Numeracy (LLN) assessment. The assessment takes approximately half an hour and must be conducted on a laptop, desktop, or tablet. You will not be able to commence the course without a completed LLN assessment. Either follow the link in the confirmation email or [click here](#).
12. If you receive a result which is lower than the recommended level for your course then you will be emailed with details about a second attempt or further options.
13. An RTO staff member will review your enrolment documentation and where necessary contact you for further information. Once your enrolment is verified you will be provided with an **enrolment** confirmation.