

Earthmoving Machinery Course Booking and Enrolment Form






When you have completed this course booking/enrolment form, please return it to the email address on the top of this form. A member of staff from The Operator School will contact you after your application form has been processed (normally within 24 hours). We will confirm your fees to pay, course type and dates with you, with a written course confirmation email sent out to you.

Please complete your information accurately to the best of your abilities, consequences that may arise from providing false, misleading or incomplete information, include the cancellation of your enrolment.

Personal Details (please print in block letters)													
Have you previously completed forklift or earthmoving machinery training with our RTO?										<input type="checkbox"/> Yes		<input type="checkbox"/> No	
Title:		<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other:											
First Name: (in full)													
Middle Name:													
Family Name:													
Date of Birth:	 / /				Gender:		<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Other	
Country of Birth:						City or Town of Birth:							
Usual Residential Address													
Building/Property Name:													
Flat/unit details:		Street or Lot Number:				Street Name:							
Suburb/Town:		State:				Postcode:							
Postal Address (if different to above):													
Building/Property Name:													
Flat/unit details:		Street / lot Number:				Street Name:							
Suburb/Town:		State:				Postcode:							
Home Phone:													
Mobile Phone:													
Work Phone:													
Email Address:													
Alternative email (optional):													
Emergency Contact:						Phone Number:							
Your relationship to this person: i.e. partner, mother, etc.													

Course Booking

Please tick the unit (s) of competency you wish to apply for:			
<input type="checkbox"/>	RIIMPO318F	Conduct civil construction skid steer loader operations	
<input type="checkbox"/>	RIIMPO320F	Conduct civil construction excavator operations	
<input type="checkbox"/>	RIIMPO321F	Conduct civil construction wheeled front end loader operations	
<input type="checkbox"/>	RIIMPO317F	Conduct roller operations	
<input type="checkbox"/>	RIIMPO319E	Conduct backhoe operations (we need access to employer's machine to complete this unit)	
Where do you want to do your course?			
<input type="checkbox"/>	I want to do my course at The Operator School's facility (Lensgate Road, Coombabah 4216)		
<input type="checkbox"/>	Course to be done in my workplace (Pending confirmation worksite is suitable, travelling costs may be incurred)		
Earthmoving Course Duration			
The duration of your course will depend on your previous experience with machinery (feel for hydraulics) and with your knowledge of the industry i.e. terminology. Course duration confirmed on processing of this application form.			
<ul style="list-style-type: none"> 4 Machines 1-6 days 3 Machines 1 -5 days 	<ul style="list-style-type: none"> 2 Machines 1-4 days 1 Machine 1-3 days 	<ul style="list-style-type: none"> 2 stage course – Training partnership us as the RTO plus the Employer (Logbook in the workplace) 	
Course Structure			
The learning and theory component of the course is delivered on line through the Cloud Assess learning platform. Your Cloud Assess account will be activated with the confirmation of your course. Please see Required Practical Tasks if you want familiarise yourself with the practical training for each machine.			
Course Requirements			
Do you speak and understand English? (this is a WHS requirement)		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Can you read and write and do basic math?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Learning Support: The Operator School will endeavour to provide you with learning support wherever possible. In the event the RTO does not have the capacity to cater for your needs we will recommend you to either an external support service. Any costs associated with a third party are incurred by you, and not by The Operator School. Please use the space below to note any issues you think you may have and to detail any support services you think you may require.</p> <p>I may need help with:-</p>			
<p>Payment Details. T&C's of enrolment can be found in our Student Handbook & Privacy Statement</p>			
<input type="checkbox"/> I am paying the gap fees for my own Course			
<input type="checkbox"/> Employer to be invoiced, Authorisation details below:			
Company Name:			
Address:			
Authorised by: (print your name)		Signature:	
Position in the Organisation:			
Contact Number:			
Email address			
Company P/Order No if applicable:		Copy attached	<input type="checkbox"/> Yes <input type="checkbox"/> No

Prior Experience				
<input type="checkbox"/> None, I am a complete beginner (continue onto next page)				
<input type="checkbox"/> I have prior knowledge/experience with earthmoving machinery, please complete table below				
Details of your Practical Experience with Earthmoving Machinery (if applicable to your application)				
How much experience do you have with earthmoving machinery? Years Months weeks days
When did you last use a machine?	<input type="checkbox"/> Yesterday	<input type="checkbox"/> Last week	<input type="checkbox"/> Last month	<input type="checkbox"/> year or more
If you have experience continue to complete questions below, which machines you are familiar with?				
<input type="checkbox"/> Excavator	<input type="checkbox"/> Skid Steer	<input type="checkbox"/> Roller	<input type="checkbox"/> Loader	<input type="checkbox"/> Backhoe
				
<input type="checkbox"/> Other machines (Please provide details):				
Type of environment you work in i.e. roads, plumbing, sub divisions, demolition, landscaping etc.				
Do you regularly attend site toolbox meetings?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Do you undertake hazard identification before starting work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Do you apply control measures before starting work?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Do you do your own pre-checks and post op checks?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Do you do your own maintenance i.e. cleaning & greasing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Please indicate what practical skills you have?				
Grubbing / Stripping	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Cut & Fill / Boxing out	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Stockpiling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Loading trucks	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Mixing & Spreading Materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Compacting & Levelling	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Sealing and finishing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Trenching (excavator only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Benching & Battering (excavator only)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Using excavator in crane mode for lifting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Site Clean Up	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Loading machines on and off float / trailer/ truck	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not sure	
Please indicate the different attachments you have used before?				
<input type="checkbox"/> General purpose bucket	<input type="checkbox"/> Auger	<input type="checkbox"/> Ripper		
<input type="checkbox"/> 4 in 1 bucket	<input type="checkbox"/> Rock breaker	<input type="checkbox"/> Broom		
<input type="checkbox"/> Others (please give details)				
Please see below the name of 1 person who we can contact to verify your work history (if applicable).				
Employer Name:				
Contact Name:				
Phone No:				
Email Address:				
This is my:	<input type="checkbox"/> Current Employer	<input type="checkbox"/> Previous Employer	<input type="checkbox"/> Other	

Medical History and Consent

Please complete the questions in the table below, regarding your medical history. The provision of false or misleading information, or failure to disclose relevant information could result in the termination of your training course and possible future legal action. Accordingly, it is essential that you tell us about any injury or illness that may affect your ability to undertake your earthmoving machinery training.

Medical History	Please tick No or Yes answers. If you answer YES to a question, list details.	
Do you have any pre-existing injury, disability, impairment, disease or medical condition that may affect your capacity to be trained safely? i.e. hearing problem, neck problems, asthma, heart problems, epilepsy, diabetes etc.	No <input type="checkbox"/>	Yes <input type="checkbox"/> Details:
Are you currently taking any type of drug or medication, prescriptive or non-prescriptive, which may impair your awareness or judgement whilst training?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Details:
Do you have any physical or mental incapacity, or any other issue that may affect your ability to operate a piece of earthmoving machinery?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Details:
Will sitting at a desk for extended periods during the theory training session cause any problems for you?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Details:
Will operating machinery for extended periods during the practical training session cause any problems for you?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Details:
Do you have any special requirements, which The Operator School will need to comply with in order for you to commence training?	No <input type="checkbox"/>	Yes <input type="checkbox"/> Details:

OHS Requirements

The Operator School is committed to ensuring the highest degree of health and safety for its' Trainees. The Operator School endeavours to minimise the risk of injury to its staff and to other people that might be affected whilst training.

The Operator School complies with all legislative requirements of State and Federal Government, including Work Health and Safety and Privacy Information. The Qld Work Health and Safety Act and Regulations 2011 apply in this workplace.

AVETMISS INFORMATION

Under the Standards for Registered Training Organisations, we have a regulatory requirement to collect the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) data for Government to collect and analyse data on training outcomes. The information contained on your enrolment form may be used by us or a third party for administrative, regulatory and/or research purposes:

Education Information		
Are you still attending School?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
What is your highest completed school level? (select one only):		
<input type="checkbox"/> Never attended School <input type="checkbox"/> 8 or below <input type="checkbox"/> 9 or equivalent <input type="checkbox"/> 10 or equivalent <input type="checkbox"/> 11 or equivalent <input type="checkbox"/> 12 or equivalent		
Previous Qualifications Achieved		
Have you successfully completed any of the below qualifications:	<input type="checkbox"/> Yes (Please tick level achieved)	<input type="checkbox"/> No
<input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate IV (or Advanced Certificate or Technician) <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Other education (including certificates or overseas qualifications not listed above)	
Disability		
Do you consider yourself to have a disability, impairment or long term condition?	<input type="checkbox"/> Yes (If yes, please tick any applicable boxes)	<input type="checkbox"/> No
<input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning	<input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other	
Cultural Diversity (for persons of both Aboriginal and Torres Strait Islander origin, mark both boxes)		
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
Employment		
Which best describes your current employment status? (select one only)		
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self-employed (not employing others) <input type="checkbox"/> Employer	<input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	
Language		
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only	<input type="checkbox"/> Yes, other please specify _____
Study Reason		
Which best describes your main reason for undertaking this course? (select one only)		
<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community / voluntary work <input type="checkbox"/> Other reasons	

Unique Student Identifier (USI)

In January 2015, the Government implemented the Unique Student Identifier (USI). This system acts as a single storage facility for any nationally recognised training you undertake with an RTO. There is no charge for this service.

Under current VET Legislation, a RTO is not permitted to issue any form of Certification to someone that does not have a USI, therefore we will need to finalise details of your USI before we are able to issue your paperwork.

The USI Privacy Policy can be viewed at: <https://www.usi.gov.au/documents/privacy-policy>

Collection of information required for the USI

1.	<input type="checkbox"/>	I already have my USI	The number is :																	
2.	<input type="checkbox"/>	I already have my USI, but I have forgotten it We can search for the number on your behalf. You will receive a notice from the USI office, confirming we have accessed this function. Please be advised that this may come from either our company name "Mygo Pty Ltd" or our trading name "The Operator School".																		
3.	<input type="checkbox"/>	I hereby authorise The Operator School to create my USI on my behalf pursuant to sub-section 9(2) of the Student Identifiers Act 2014. We will create your USI by using one piece of identification you have provided at the time of your booking or enrolment, this is normally your driving licence. You may be requested to supply us with an additional form of ID if this is not compatible with the USI system. Your USI will be sent to you via email, to the email address provided earlier in this enrolment document (or by text message or mail if you provided no email address).																		
4.	<input type="checkbox"/>	I will create my own USI number and supply the number to The Operator School for verification, prior to the end of my course.																		

For your information:

If we have created your USI for you, you should activate your USI account at some stage in the near future. When you do this, you will be required to add some security questions and choose a password.

You will then be able to access your account and your training records 24/7. This will allow you to grant permission for potential employers and RTO's you are training with, to view your previous VET qualifications etc.

If you update your contact details at any time, you should also update them on the USI system.

Finally, as a RTO we are only currently required to provide competency completion data once a year. Therefore, depending on when you completed your training with us, your results may not show up on your USI transcript until our annual submission of competency completions has been uploaded. Data is compiled by calendar year and must be submitted by 28th February for the preceding year.

Language, Literacy and Numeracy

It is a safety requirement that you can speak and understand English. This is necessary for the completion of company paperwork, reading load plates, calculating loads etc., plus understanding work instructions, given the dangers of operating any type of machinery within the workplace.

As a RTO it is our responsibility to check this out. However, it is **not** a spelling test, we just need to be able to understand what you are trying to say for safety reasons.

Before we begin, please take a couple of minutes to complete these 2 small tests below. These tests are conducted to check your Literacy and Numeracy skills to assist us to determine if you require any extra assistance within your course over and above what is generally provided.

Language, Literacy and Numeracy Test			
1.	<p>Brett's study ambitions are listed in the paragraph below. You are required to read the following and answer the questions.</p> <p>Brett finished school at the age of 17 and was looking for a job that would allow him to work in different countries. Brett is now 20 years of age and is considering a career in the construction industry. Brett is a whizz at reading and interpreting maps and prides himself on his ability to interact with people. He is looking at gaining the appropriate training to ensure he can obtain the best qualification to pursue his career. He wants to attend a 1 year course to become qualified in the industry.</p>		
	How old is Brett now?		
	How old was Brett when he left school?		
	What does Brett pride himself on?		
	How long is the course Brett wants to attend?		
2.	Briefly describe your reason / motivation for doing this course and how you think it will benefit you?		
3.	<p>You have 40 bags of flour, weighing 25 kg each and a pallet weighing 60 kg.</p> <p>What is the total weight of the load? Answer: Kg</p>		
4.	<p>You start work at 10.00am in the morning. Your manager tells you that your ½ hour lunch break will be in 3½ hours. What time will your lunch break start? (<i>tick appropriate box</i>)</p>		
	<input type="checkbox"/> 2.00pm	<input type="checkbox"/> 2.30pm	<input type="checkbox"/> 5.30pm
			<input type="checkbox"/> 1.30pm
Assessor Notes:			

Student Declaration and Consent

Please sign at the bottom of this page to confirm your understanding and acceptance of this course enrolment.

- I am able to understand English
- I have a basic level of reading, writing and maths (at a minimum)
- I have declared any prescriptive medication or any non-prescriptive drugs I am taking in my medical consent
- I hereby declare that I am not currently under the influence of alcohol, prohibited substances or illegal drugs and that I will comply with this requirement for the duration of my training course
- I give my permission for The Operator School to collect, search, view, create, verify, record, use, disclose and store my USI so that my academic achievements can be recorded against my name
- I declare that the information I have provided to the best of my knowledge is true and correct
- I have read, understood and accept the conditions of my enrolment on this course
- I consent to the collection, use, disclosure and storage of my personal information in accordance with the delivery of my earthmoving machinery training course
- I am aware that The Operator School's Privacy Statement can be viewed on the organisation's website 24/7. The Student Handbook and Privacy Statement were also provided to me at the time of booking

Covid-19 Supplementary Terms and Conditions

We request that you comply with our Covid-19 terms and conditions. If you answer 'YES' to the following question, during your course duration, we advise you to phone us immediately and cancel your attendance.

- **Are you a person diagnosed with COVID-19, or identified as a close contact who has not been given a clearance from isolation or quarantine?**

- If you are feeling at all unwell and present with any of the symptoms synonymous with the Corona Virus or the Flu, please let us know immediately. We advise you to follow the current Qld Health Directive and seek medical assistance if necessary. We will need to re-schedule your training until after you are well again. Please ask if you would like a copy of our [Covid-19 Safe Plan](#)

Please use checklist below to attach any evidence you wish us to consider in support of this application form

- Copy of current Australian Driving Licence is required for proof of evidence of identity purposes
- Current resume (if you have one and relative to working in building or construction industry)
- Copies of any old OHS Licences you may hold & you want to be considered for recognised prior learning

Note: If you cannot find a copy of your previous Australian Licence, do you give us your permission to contact the Licencing regulator to verify your Licence details?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
In what State was your Licence obtained?		
- Copy of similar RIIMPO units of competency you may already hold (if applicable)
- Copy of your Rollers, Tracks and Wheels endorsement (NZ) (if applicable)
- Copy of your Earthmoving Machinery Licence from overseas (if applicable)
- Copy of any VOC's you have (if applicable)
- Copy of any previous training records / Statements of Attainment (if applicable)
- Copy of any receipts for earthmoving machinery that you own
- Letter / Statement off current or previous employer confirming operation of machine
- I have lots of previous experience but do not have any evidence to validate this (please note we will contact the person whose name your provided in the practical skills section to verify your experience)

Signed:

Date: