



## Student Details

Personal Details	
Title	
First Name	
Middle Name	
Last Name	
Preferred Name	
Date of Birth	
Employment Details	
Organisation	
Position	
Division	
Section	
Contact Details	
Work	
Mobile	
Home	
Fax	
Email	
Website	
Address Details	
Building Name	
Unit Details	
Street No.	
Street Name	
Suburb/City	
State	
Post Code	
PO Box Details	
Country	
Emergency Contact	
Contact Name	
Relationship	
Contact Number	
VET Related Details	
Country of Birth	
City of Birth	
Country of Citizenship	
Australian Citizenship Status	
Do you identify with Aboriginal or Torres Strait Islander Origin?	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander

Employment Status:	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Self Employed (Not employing others) <input type="checkbox"/> Self Employed (employing others) <input type="checkbox"/> Employed - (unpaid worker in family business) <input type="checkbox"/> Unemployed - (seeking full-time) <input type="checkbox"/> Unemployed - (seeking Part-time) <input type="checkbox"/> Unemployed - (not seeking)
Occupation identifier:	
Industry of Employment:	
What Language do you speak:	
Your proficiency in speaking English:	
Do you need Assistance with English:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Health Details	
Disabilities:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified
If yes:	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Acquired Brain Injury <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Mental Health <input type="checkbox"/> Other
Education Details	
Highest COMPLETED school level:	
Year COMPLETED Schooling:	
Are you still attending school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, name of school/College?	
Your main reason for studying?	
Prior Education	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Specified



## Student ID

### Identification Document (Category A) #1

For Short Courses, 1 x Photo ID document is required.

ID Type	<input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Over 18 Card <input type="checkbox"/> Other			
Full Name on ID				
ID Number		State of Issue		Expiry Date

For High-Risk courses and White Card, you must produce, and the Trainer must sight, three matching, original evidence of identity (EOI) documents before undertaking this course (GCIT).

The EOI documents must comprise either:

- One (1) Category A document and two (2) Category B documents, or
- Two (2) Category A documents and one (1) Category B document.

For more information, and to view the complete list of acceptable documents, visit: <https://www.worksafe.qld.gov.au/licensing-and-registrations/work-health-and-safety-licences/apply-renew-or-replace-licences/evidence-of-identity>

### Identification Document (Category A/B) #2

ID Type	Category A: <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Passport <input type="checkbox"/> Over 18 Card <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other Category B: <input type="checkbox"/> Medicare Card <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Fire Arms Licence <input type="checkbox"/> Other			
Full Name on ID				
ID Number		State of Issue		Expiry Date

### Identification Document (Category B) #2

ID Type	<input type="checkbox"/> Medicare Card <input type="checkbox"/> Debit/Credit Card <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Fire Arms Licence. <input type="checkbox"/> Other			
Full Name on ID				
ID Number		State of Issue		Expiry Date

## Payment Details

Will Payment be made by your Employer?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Name of Contact Person:
If yes, please provide a Purchase Order Number		
Methods of Payment	<input type="checkbox"/> Credit Card (1.45% surcharge applies for all credit card payments) <input type="checkbox"/> Bank Transfer (Details provided on Invoice)	

## Student Identifiers (Mandatory)

From 1 January 2015, AWCC 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 Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on a computer or mobile device.

### Enter your Unique Student Identifier (USI) (if you already have one)

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at an RTO, TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

### Unique Student Identifier (USI):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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### Require assistance in obtaining your Unique Student Identifier (USI)?

Would you like Australian Well Control Centre (AWCC) to apply for a USI on your behalf?  Yes  No

If yes, one of the administration team will contact you for more information.



# Student Enrolment Form

## Short Course Selection

Preferred Start Date		Preferred Training Location	<input type="checkbox"/> Brisbane <input type="checkbox"/> Toowoomba <input type="checkbox"/> Online <input type="checkbox"/> Other
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Enrol in Short Course(s) – tick the required boxes

1 RR	<input type="checkbox"/>	RIIWHS204E	Work safely at heights
2	<input type="checkbox"/>	MSMWHS217	Gas test atmospheres
3 CLUSTER RR	<input type="checkbox"/>	MSMWHS217	Gas test atmospheres
		RIIWHS202E	Enter and work in confined spaces
		MSMPER200	Work in accordance with an issued permit
4 RR	<input type="checkbox"/>	MSMWHS216	Operate breathing apparatus
5	<input type="checkbox"/>	RIIWHS202E	Enter and work in confined spaces
6	<input type="checkbox"/>	AHC BIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity
8 4WD CLUSTER RR	<input type="checkbox"/>	PMASUP236	Operate Vehicle in the Field
		RIIVEH201E	Operate Light Vehicle
		RIIVEH305F	Operate and maintain a 4WD Vehicle (cluster)
		TLIC0023	Operate 4WD Vehicle
11	<input type="checkbox"/>	PMASUP245	Break and make flanged joints using hand tools
13 LOAD & SECURE CLUSTER RR	<input type="checkbox"/>	TLID0015	Load and unload goods/cargo
		TLIA1001	Secure cargo
14 DANGEROUS GOODS CLUSTER	<input type="checkbox"/>	TLIF3091	Apply awareness of dangerous goods and hazardous materials requirements
		TIID3015	Identify and label explosives/dangerous goods
		TLID0014	Load and unload explosives/dangerous goods
15 RR	<input type="checkbox"/>	RIIOGN201F	Carry out rig lease operations
16 HEIGHTS RESCUE CLUSTER	<input type="checkbox"/>	GOTCHA	Gotcha Rescue
		PUASAR022	Participate in a rescue operation
		PUAFIR210	Prevent Injury
		PUAEME001	Provide Emergency Care
17 CONFINED SPACE RESCUE CLUSTER	<input type="checkbox"/>	RIIWHS204E	Work safely at heights
		PUASAR025	Undertake confined space rescue
		PUASAR022	Participate in a rescue operation
19 LVR CLUSTER	<input type="checkbox"/>	PUAFIR210	Prevent Injury
		UETDRMP007	Perform rescue from a live low voltage panel
		HLTAID009	Provide cardiopulmonary resuscitation
24	<input type="checkbox"/>	UEECD007	Apply work health and safety regulations, codes and practices in the work place
		MSMPER200	Work in accordance with an issued permit
60	<input type="checkbox"/>	CPCWHS1001	Prepare to work safely in the construction industry (White Card)

41	<input type="checkbox"/>	PUAFER005	Operate as part of an emergency control organisation (Warden)
42	<input type="checkbox"/>	PUAFER006	Lead an emergency control organisation (Chief Warden)
44 RR	<input type="checkbox"/>	MSMWHS212	Undertake first response to fire incidents
45	<input type="checkbox"/>	PUAFER008	Confine small emergencies in a facility
46 FIRE CLUSTER	<input type="checkbox"/>	MSMWHS212	Undertake first response to fire incidents
		PUAFER008	Confine small emergencies in a facility
50	<input type="checkbox"/>	HLTAID009	Provide cardiopulmonary resuscitation
51 FIRST AID CLUSTER RR	<input type="checkbox"/>	HLTAID009	Provide cardiopulmonary resuscitation
		HLTAID010	Provide basic emergency life support
		HLTAID011	Provide First Aid
53	<input type="checkbox"/>	HLTAID012	Provide First Aid in an education and care setting
54	<input type="checkbox"/>	HLTAID013	Provide first aid in remote or isolated site
55	<input type="checkbox"/>	HLTAID014	Provide advanced first aid
56	<input type="checkbox"/>	HLTAID015	Provide advanced resuscitation and oxygen therapy
57	<input type="checkbox"/>	HLTAID016	Manage first aid services and resources
85	<input type="checkbox"/>	TLIF2010	Apply fatigue management strategies
86	<input type="checkbox"/>	TLIF0005	Apply a fatigue risk management system
87	<input type="checkbox"/>	TLIF0006	Administer a fatigue risk management system
31	<input type="checkbox"/>	TLIF0009	Ensure the safety of transport activities (Level 1)
32	<input type="checkbox"/>	TLIF0014	Monitor the safety of transport activities (Level 2)
64	<input type="checkbox"/>	TLILIC0003	Licence to operate a forklift truck
68 UNDER 11M & OVER 11M - 4 IN 1 CLUSTER	<input type="checkbox"/>	TLILIC0005	Licence to operate an Elevating Work Platform (Over 11m)
		RIIHAN301E	Operate Elevating Work Platform
69	<input type="checkbox"/>	TLILIC0005	Licence to operate an Elevating Work Platform (Over 11m)
70 EWP YELLOW CARD	<input type="checkbox"/>	RIIHAN301E	Operate Elevating Work Platform (Under 11m)
UNDER 11M SCISSOR LIFT BOOM LIFT VERTICAL LIFT & HEIGHTS CLUSTER	<input type="checkbox"/>	RIIWHS204E	Work safely at heights
		RIIHAN301E	Operate Elevating Work Platform



# Student Enrolment Form

## Certificate (Qualification) Selection

Preferred Start Date		Preferred Training Location	<input type="checkbox"/> Brisbane <input type="checkbox"/> Toowoomba <input type="checkbox"/> Other
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### Enrol in Qualifications(s) – tick the required boxes

AWCC	Full Course	RPL	Code	Title
102	<input type="checkbox"/>	<input type="checkbox"/>	RII21120	Certificate II in Oil & Gas Drilling (Onshore) and Well Servicing
103	<input type="checkbox"/>	<input type="checkbox"/>	RII32020	Certificate III in Drilling Oil & Gas (Onshore)
104	<input type="checkbox"/>	<input type="checkbox"/>	RII41120	Certificate IV in Drilling Oil & Gas (Onshore)
105	<input type="checkbox"/>	<input type="checkbox"/>	RII50820	Diploma of Drilling Oil & Gas (Onshore)
112	<input type="checkbox"/>	<input type="checkbox"/>	RII20920	Certificate II in Drilling Operations
113	<input type="checkbox"/>	<input type="checkbox"/>	RII31820	Certificate III in Drilling Operations
114	<input type="checkbox"/>	<input type="checkbox"/>	RII40920	Certificate IV in Drilling Operations
123	<input type="checkbox"/>	<input type="checkbox"/>	RII32220	Certificate III in Well Servicing Operations
124	<input type="checkbox"/>	<input type="checkbox"/>	RII41220	Certificate IV in Well Servicing Operations
125	<input type="checkbox"/>	<input type="checkbox"/>	RII51020	Diploma of Well Servicing Operations
300	<input type="checkbox"/>	<input type="checkbox"/>	BSB41419	Certificate IV in Work Health and Safety

## RII21120 - Certificate II in Oil & Gas Drilling (Onshore) and Well Servicing Rig Ready TURBO Selection (See Enrolment Supplement)

Preferred Start Date		Preferred Training Location	<input type="checkbox"/> Brisbane <input type="checkbox"/> Toowoomba
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### Enrol – tick the required boxes

AWCC	TURBO (incl. Labour Hire)	Code	Title
102	<input type="checkbox"/>	RII21120	Certificate II in Oil & Gas Drilling (Onshore) and Well Servicing

This program is an entire course (7 Days of Training). On completion, successful participants will be awarded a Nationally Accredited Statement of Attainment for RII21120 - Certificate II in Oil & Gas Drilling (Onshore) and Well Servicing.

In addition to completing the Cert II Rig Ready program with AWCC, students who qualify and wish to enter the Oil & Gas industry as soon as possible will be invited to join the AWCC Labour Hire program for placement into Queensland's Oil & Gas industry.

To be considered for this rare and highly unique opportunity which has the potential to fast-track your career in Oil and Gas in Queensland, the following criteria should be met:

- Be physically fit without mobility or substance abuse issues (important when presented to our clients for labour placement).
- Be able to pass an industry medical for both mobility and substance use.
- Must understand that punctuality and attention to detail will be paramount to your success in this program.
- Demonstrate a high level of awareness and positive behaviours regarding the adherence to Safety Policies and Procedures within the program.
- A minimum of year ten high school education. Trade certificates and previous rig experience will be an advantage.
- Able to commit to the whole seven days of the AWCC discounted Turbo Cert II program.
- Able to attend our training facilities as required.
- Desire to enter the Oil & Gas industry.
- Able to be placed with one of our clients (no conflicts with being currently employed or contracted).
- Upon placement, be comfortable working away from home on a 2x2 (or similar) roster in remote areas.
- Provide a current and up-to-date resume on application.
- Provide feedback on the course as per the ASQA requirements.
- Agree to all Terms and Conditions.
- Attend interviews with prospective hirers promptly and professionally.
- Provide a current Police Check.
- Have the right to work in Australia.
- USI number
- Photo ID such as a Drivers Licence or Passport
- Pay the required fees at enrolment.
- Agree that if AWCC cannot place you due to the Terms and Conditions, you will pay the remaining amount for a full Certificate II in Oil & Gas Drilling (Onshore) and Well Servicing.



## Training Terms and Conditions

### Conditions of Training with the Australian Well Control Centre (AWCC)

All students enrolling on an Australian Well Control Centre (AWCC) course must read the following 'Conditions of Training' with the Australian Well Control Centre and sign before gaining acceptance to their course. These include:

- Student proof of identity will be required presentation of original documents e.g., Current driver's license or passport.
- Attendees of all courses involving physical activity and/or practical demonstrations will be assessed according to their level of risk.
- Australian Well Control Centre reserves the right to reschedule courses with less than the minimum required number of Students.

### Fees, Refund and Cancellation Policy:

All courses and Recognition of Prior Learning:

All Qualification Certificates and/or RPL fees exceeding \$1000.00 have a payment plan, which is as follows:

- Enrolment fee = \$500.00 (not refundable)
- Lodgement of Recognition of Prior Learning/ Commencement of course, fee = \$500.00
- Completion fee (certificate cannot be issued until completion fee is paid) = Remainder of outstanding fees.

Short Courses:

- Non-attendance = 50% of the fee cost
- Cancellation less than 24 hours = 50% of the fee cost

### Refunds:

Courses that Australian Well Control Centre cancels will either be rescheduled or refunded in full.

### Re-schedule:

Attendees may re-schedule course participation via phone or in writing 7 working days before commencing the course date.

### Cancellations:

Cancellation/non-attendance will be accepted if the Australian Well Control Centre is notified in writing more than 7 working days before the course date and will refund the course cost, minus any enrolment fee. Australian Well Control Centre will transfer, without charge, one rescheduled course per enrolment, where the Australian Well Control Centre has been notified in writing more than 7 working days before the course date. Any subsequent transfers will attract a fee of \$100.00.

Transfers or cancellations received within 7 working days or less of course commencement will incur a 50% fee of the total course cost (or first payment plan amount). The Australian Well Control Centre will take no responsibility for travel and accommodation costs incurred.

### Payment Terms:

The Australian Well Control Centre issues Tax Invoices and Tax Invoice Adjustments monthly. Payment terms are strictly 7 days from the issue of the Tax Invoice, with consideration that course fees must be paid in full before commencement of course(s) - other than course fees that have a payment plan as stated above.

### Non-payment Policy:

If student fees have not been paid before the commencement of the course(s) or Recognition of Prior Learning, the Australian Well Control Centre reserves the right to refuse to deliver the course(s) or Recognition of Prior Learning until full payment is received. \*Note payment plan clause.

### Confidentiality and Privacy Policy:

The Australian Well Control Centre (AWCC) respects your privacy and takes the privacy of students, and clients, very seriously and complies with all legislative requirements which includes the Privacy Act 1988. The Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Privacy Amendment Act) made many significant changes to the Privacy Act 1988 (Privacy Act). The main change is that all businesses that collect or handle personal

information will be required to comply with a new set of Principles, the Australian Privacy Principles (APPs) as of 22 July 2019.

As a Registered Training Organisation (RTO) we are required to collect information for external agencies such as the National VET Regulator, and other licensing bodies to meet our compliance requirements as an RTO. All information shared is kept in the strictest confidence by both parties and is available upon request. The Privacy Notice at Schedule 1 of the National VET Data Policy explains these requirements, which can be accessed through: <https://www.education.gov.au/privacy-notice>.

### The Privacy Notice states that:

Under the Data Provision Requirements 2012, AWCC 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 our website and enrolment forms), may be used or disclosed by AWCC for statistical, administrative, regulatory and research purposes.

AWCC may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

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

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt-out of the survey at the time of being contacted. The relevant Privacy Principles are summarised as:

### Collection

We will collect only the information necessary for our primary function and you will be told the purposes for which the information is collected.

### Use and disclosure

Personal information will not be used or disclosed for a secondary purpose.

### Data quality

We will take all reasonable steps to ensure that the personal information we collect, use, or disclose is accurate, complete and current.

### Security

We will take all reasonable steps to protect our personal information from misuse and loss and from unauthorised access, modification, or disclosure.

AWCC will only use or disclose personal information about a student for a purpose other than the primary purpose of collection (a 'secondary purpose') if:

1. The secondary purpose is related to the primary purpose of collection and the student would reasonably expect to use or disclose the information for the secondary purpose, or
2. AWCC reasonably believes that the use or disclosure is necessary to lessen or prevent a serious and imminent threat to an individual's life, health or safety, a serious threat to public health or public safety, or
3. AWCC has reason to suspect that unlawful activity has been, is being or may be engaged in, and uses or discloses the personal information as a necessary part



of its investigation of the matter or in reporting its concerns to relevant persons or authorities, or

- 4. the use or disclosure is required or expressly authorised by law.

Notwithstanding the above, AWCC is prohibited by law from releasing a student's personal information to third parties, including family members, without that individual's prior written consent.

#### Assessment Policy:

Each attendee undertaking a course must demonstrate competency for each required learning outcome to receive a statement(s) of attainment/certificate(s) or qualifications.

If students believe the assessment does not accurately reflect their competence, they may appeal the assessment process and/or decision. Please see the Student Handbook.

#### Student Feedback:

Student Surveys are part of each course, and suggestions, comments and feedback are welcome and encouraged.

#### Course Selection:

Please ensure you select your course/s on the next page before signing below and emailing/sending in your course enrolment to our administration team. Not selecting your course will only postpone the processing of your course application.

#### Recognition of Prior Learning (RPL) Application:

The purpose of the Recognition of Prior Learning (RPL) is to ensure that an individual's prior learning achieved through formal and informal training, work experience or other life experiences is appropriately recognised. Please see the AWCC Student Handbook or speak to an AWCC representative to be considered for the RPL process.

If students believe the assessment does not accurately reflect their competence, they may appeal the assessment process and/or decision. Please refer to the AWCC Student Handbook.

#### Marketing:

AWCC reserves the right to use student photos and images for marketing purposes, including but not limited to promotional materials, advertisements, websites, social media platforms, and other marketing channels. By enrolling in AWCC and participating in its activities, events, and programs, students grant AWCC permission to use their photos and images for marketing purposes without compensation or liability to the student. Students

understand that their photos and images may be used in print and digital media and shared with third-party vendors and partners for marketing-related collaborations. Students retain the right to revoke this permission by submitting a written request to the AWCC administration. However, it should be noted that revoking this permission may limit the student's participation in certain activities, events, or programs requiring photos and images for promotional purposes.

#### Turbo Programs:

Release of Certificates is only permitted once full payment has been received by the RTO (AWCC), as defined by ASQA. The AWCC Turbo Programs have a \$500 administration fee, payable at enrolment. Full payment for the Certificate(s) and other Qualifications are obtained from the AWCC Client once the student has been successfully placed.

Where AWCC is unable to place students via the AWCC Labour Hire program or directly under another contract with one of its clients, the student is liable to pay the difference between the advertised price of the Turbo Program (administration fee) and the advertised price of the standard Certificate, as at the time of enrolment.

Examples include but are not limited to not achieving the required competency standards, failing any eligibility criteria, breaking Terms and Conditions, force majeure, non-payment, non-attendance, behaviour, failing medical and other related employment tests, providing false information, and any other result not within AWCC's direct control. Students unable to be placed within six months of completion for any reason will be required to pay the total Certificate amount as listed at the time of enrolment.

The AWCC Turbo Program(s) are designed for new starters. Where students are already employed in some form, placement in the AWCC Labour Hire may not be possible under the program. Where this situation is identified, AWCC can offer the student to complete a standard Certificate qualification at the advertised price. Students who need help with eligibility are encouraged to contact AWCC before enrolling to discuss.

Where AWCC is at fault for the non-placement of the student, the amount payable by the student will be the advertised price of the standard Certificate at the time of enrolment, less a 40% discount, or the sum of \$1200, whichever is greater.

## Terms and Conditions Acceptance and Enrolment Authority

I understand the above Terms and Conditions and state that the details entered are true and correct.

I hereby authorise my training details to be given to my employer on request. (Mandatory response)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Student First Name:		Student Last Name:	
Student Signature:		Date:	