

Are you Aboriginal: no

Yes Aboriginal

Yes Torres Strait Islander

Yes to Both:

Do you have a disability: yes no **if yes please indicate below.**

Clarification of the Disability Supplement can be found in our Student handbook, page 16

Hearing/deaf

Physical Intellectual Learning

Mental Illness

Acquired brain impairment

Vision

Medical condition

Other Not Specified .

What is your highest completed school level?:

Please tick

Completed Year 12

Completed Year 11

Completed Year 10

Year 9 or equivalent

Year 8 or below

Never attended school

Year of highest school level:

Still attending secondary school?:

Yes No

Do you have any of the qualifications listed?

yes no

Bachelor degree or higher Degree level

Advanced diploma or associate degree

Diploma (or associate diploma)

Certificate iv (or advanced certificate / technician)

Certificate iii (or trade certificate)

Certificate ii

Certificate i

Other education (including certificates or overseas qualifications not listed above)

Current employment status:

- Full time employee
- Part time
- Self employed- not employing anyone
- Self employed – employing other
- Employed- unpaid worker in a family business
- Unemployed - seeking full time work
- Unemployed – seeking part time work
- Not Employed- not seeking employment

Reason for undertaking this course:

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- it was required by my job
- I wanted extra skills for my job
- To get into another course or study.
- For personal interest or self-development
- Other reasons

In the case of an emergency do you have a number we can call:

Do you give QLD Training Solutions permission to take photos for website and social media purposes. Yes / No

Language, Literacy and Numeracy Pre-Training Test

Directions

Once the participant has completed this Language, Literacy and Numeracy (LL&N) test, the results and answers provided will be assessed by a trainer. This test must be completed on your own. LLN Test should be completed in 20mins
Personal Details (please supply QLD Training with the following personal details)

1. What is your main reason for undertaking this course?

•

2. Lunchbox is an example of a compound word.

In the table below, match the word in the left to the word in the right column to create a word. Draw a line from the left to the right.

Tin	Craft
Pop	Boat
Fire	Corn
Sail	Foil
air	Hose

3. Tom complains about the long as he needs to be elsewhere by a certain time. Please circle the correct word

- A. weight
- b. whate
- c. wayte
- d. wait

4. Select the correctly spelt word from the following,

- a. Finance
- b. Finanse
- c. Finannce
- d. Finence

5. Write two thousand, six hundred and thirty-four as a number

.....
6. Convert 241 cents to dollars, circle the correct answer.

a. 2.41

b. 24.1

c. .241

d. .2410

7. Which answer is correct.

a. chefs need to enjoy cooking

b. chefs need to have good communication skills

c. chefs need to have a high level of cleanliness

d. all of the above are required for chefs.

8. which of the following units would you use to measure area?

a. square metres

b. cubic metres

c. metres

d. mega- litres

9. The team will be leaving their office on Saturday, spending two days working in Alice Springs and then due in Adelaide on Wednesday morning.






A. their.

b. they

c. there

d. they're.

10. Match up the picture with the word

	WHEEL CHAIR PARKING
	RADIATION
	KOALA
	NO SMOKING
	SPEED BUMP

Trainer Use Only

Please tick if the trainer and assessor agrees with the following statements:

1. I have discussed the training with the learner and am satisfied that the learner has the LLN skills to participate in this Course.
2. The learner has demonstrated a level of language, literacy and numeracy skills required to complete this Course.
3. I believe that the learner does not have a problem with language, literacy and/or numeracy that would preclude him / her from completing this training.
4. I believe that the learner is able to undertake all requirements of this training within the workplace, classroom and/or at home.

If the assessor does not agree with any of the above statements, please provide further details.

Is English a second or third language for the learner?

1. Yes
2. No

If you have ticked 'Yes' to the question above, describe any measures you will implement to ensure the learner is able to participate and understand the training.

List any proposed reasonable adjustments to the training delivery taking into account the learner's LLN results:

Trainer & Assessor Name:	Trainer & Assessor Signature
	Date: ____ \ ____ \ ____

Privacy Notice and Student Declaration

Under the *Data Provision Requirements 2012*, QLD Training Solutions Pty Ltd 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 this enrolment form and your training activity data) may be used or disclosed by QLD Training Solutions Pty Ltd for statistical, regulatory and research purposes. QLD Training Solutions Pty Ltd may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

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

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Link to Data Provision Requirements 2012: [Data Provision Requirements 2012 \(legislation.gov.au\)](http://legislation.gov.au)

Student Declaration, Consent and Agreement

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with QLD Training Solutions Pty Ltd's Privacy Notice above and the attached *Schedule 1 of the National VET Data Policy – December 2020*. If I am unable to access an electronic copy of the policy, I will request a hard copy from QLD Training Solutions Pty Ltd. [National VET Data Policy - Department of Education, Skills and Employment, Australian Government \(dese.gov.au\)](http://dese.gov.au)

I have also read the terms and conditions of the QLD Training Solutions Pty Ltd's *Student Information Handbook*, available in either hardcopy form or on the QTS webpage, before undertaking my training, and I agree to adhere to the policies and procedures as set out therein. This also includes indemnifying QLD Training Solutions Pty Ltd from any negligence, tort, breach of contractual or any other legal or equitable rights whatsoever caused, and this indemnity will extend to and include any danger arising from my participating in the training and my use of the QLD Training Solutions Pty Ltd facilities, as detailed in the Student Agreement - Indemnity.

Student Name:	Student Signature
	Date: ____ \ ____ \ ____

Parent/Guardian Signature [if student is under 18 years of age]*

Parent/Guardian Name:	Parent/Guardian Signature
	Date: ____ \ ____ \ ____

National VET Data Policy – December 2020

Schedule 1

Minimum mandatory content for inclusion in a Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

If your personal information is not provided to QLD Training Solutions Pty Ltd (RTO 31504), we will be unable to enrol you as a student with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact QLD Training Solutions Pty Ltd to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

RTO Contact Details:

QLD Training Solutions Pty Ltd

Physical Address: First Floor, 36 Wellington Street, Mackay QLD 4740

Postal Address: PO Box 138, Mackay QLD 4740

Email Address: office@qldtsol.com

Phone: 07 4944 1551

*Please note: This Privacy Notice is in addition to the QLD Training Solutions Pty Ltd standard Privacy Notice detailed in the Student Enrolment Form and the **Student Information Handbook**.*