Pre-enrolment
Student Information

Information to support
RII50915
Diploma of Underground Coal Mining Management

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This handbook is for customers and clients of Lennon Training Consultants
CONTENTS

Contents                      Page
Introduction and FAQs .................................................................4
Overview: Undermanager program ......................................................6
Cost of the Units: .................................................................7
Enrolment process: .................................................................8
Course completion schedule: .........................................................8
Appeals: .................................................................8
Release of Award Qualifications: ....................................................9
Mutual Recognition: .............................................................9
Policies for students: ...............................................................9
Course/Trainer Feedback: ..........................................................10
Legislation .................................................................10
Unique Student Identifier (USI): ......................................................10
Introduction to the Undermanager’s Program

Lennon Training offer the Diploma of Underground Coal Mining Management, a prerequisite of the Board of Examiners before being able to apply to the Board to sit the examination for a second class mine managers certificate of competency (undermanagers certificate of competency).

The Diploma requires you to attain twelve (12) Units. Ten of the twelve Units are being offered by Lennon Training. The remaining two Units (risk and one of the supervisors Units) are expected to be already held by the student. (Lennon Training offer the supervisor and risk competencies with scheduled courses at either our Emerald or our Brisbane Eagle Farm training centre)

Note: - Requirements for the Diploma is current as of 1st May 2016

If you approach the undermanagers program as a deputy or supervisor you will surely finish as a deputy or supervisor!
You must think like an undermanager.
You are an undermanager.
From this point forward attend work (mentally) as an undermanager.

Design of the Units
The questions are designed around the assumption that you are an experienced deputy or an experienced supervisor performing duties similar to those assigned to an undermanager. The questions focus on the role of a shift undermanager. All questions have been vetted by at least two experienced people holding an undermanagers qualification or higher. Some of the questions may appear very similar to ones you have already done in previous Units of the course. The reason is that each Unit must stand alone in meeting the educational requirement set down in the qualifications framework. (treat these questions as a bonus!)

Resources
There are ample resources available to you to complete each Unit. Consider the web (Mr Google?); your experience; the knowledge of the experienced people at the mine; mine site documents (SHMS etc.); publications/texts

Completing the assignments
Answer the questions as an undermanager would.
Your SHMS will help you in preparing your responses to the assignments. Make reference to it wherever possible.
You may work with others to complete your assignments. Each response however must be a true reflection of your competency. Remember you will be on your own at the oral.
Support your answers with diagrams, forms, photos, extracts from the SHMS and your experience.

- Kerry Lennon, course Coordinator

Return to contents page
FAQ’s

Q Can I do multiple units at once?
   *Once a Unit is completed you can enrol in the next Unit*

Q What assistance will be available?
   *For clarification of the assignments you can contact the course coordinator via phone or email for assistance. Answering the assignment questions shall be for you to engage appropriate mentors at your site and to use them to monitor your performance. Given that this is an Undermanagers course, you will be expected to manage your own time and learning and source information from within your own SHMS.*

Q Will there be any face to face contact?
   *Only upon arrangement with the course coordinator.*

Q Will mock orals be available?
   *Yes, upon successful completion of the Diploma, mock Orals can be scheduled. They are optional. The cost for the mock orals will be advised prior to the event.*

Q Is there an order to do the course?
   *Yes, the following will be the order of study;*
   1) RIIRA501D Implement mine transport systems and production equipment
   2) RIIRA503D Implement site services and infrastructure systems
   3) RIIMCU506D Implement the strata management plan
   4) RIUUND501D Implement the ventilation management plan
   5) RIIMCU502D Implement the gas management plan
   6) RIIMCU501D Implement the spontaneous combustion management plan
   7) RIIMCU505D Implement the inrush management plan
   8) RIIERR501D Implement underground coal mine emergency preparedness and response systems
   9) RIILAT402D Provide supervision in the leadership of diverse work teams
   10) RIIBLA202E Support underground shotfiring operations

*Return to contents page*
Overview: Undermanager program
RII50915 Diploma of Underground Coal Mining Management

The Diploma of Underground Coal Mining Management is one of the pre-requisites in applying to the Board of Examiners to sit the examination for a second class mine managers certificate of competency (undermanagers certificate of competency). It aims to ensure Statutory obligations are met in the workplace. This qualification complies with the Australian Qualifications Framework (AQF) and therefore, a nationally recognised statement of attainment will be issued on successful completion of a Unit.

Pre-requisites:
- Due to the level of mining knowledge assumed when designing this program, you are required to have a number of years’ experience in supervisory or management roles (eg an ERZ controller, underground coal supervisor or engineer with underground coal experience) to enroll in Units offered by this program. This to ensure fairness to the applying candidates.
- You are required to have access to a working underground coal mine and access to the documentation that would normally be available to an ERZ controller or supervisor engaged at an underground coal mine.

You will be required to complete two additional Units to obtain through your own means:
- The mandatory unit: RII.RIS402D Carry out the risk management processes
- One elective: typically RIIWHS301D or RIICOM301D from your Supervisor course or up to one (1) may be from an endorsed training package, or from an accredited course
- Elective units must reflect current occupational and learning outcomes of this AQF qualification

Assessment requirements:
- Complete the assessment items to the standard required by the competency unit in order to be deemed competent.

Return to contents page
Cost of the Units:
The Diploma level Units cost one thousand six hundred and fifty dollars ($1,650) each, payable on enrollment or $325 payable upon enrollment and the balance prior to your material for that Unit being assessed. (Note: - for the two-part payment method, the ten-day turnaround of assessment outcome by Lennon Training applies once the balance payment has been received)
The Unit RIIBLA202E Support underground shotfiring is $990
The Unit RIILAT402D Provide supervision in the leadership of diverse work team is $413

Payment for a Unit can be made via direct debit or credit card.
Further information about our Fees and Charges Policy and Refund Policy can be located at [http://www.lennontraining.com/policies](http://www.lennontraining.com/policies)

The fees are paid per Unit as noted in Table A.

Table A – in order of available units:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Unit Title</th>
<th>Course fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>RIIRAI501D</td>
<td>Implement mine transport systems and production equipment</td>
<td>$1,650</td>
</tr>
<tr>
<td>RIIRAI503D</td>
<td>Implement site services and infrastructure systems</td>
<td>$1,650</td>
</tr>
<tr>
<td>RIIMCU506D</td>
<td>Implement the strata management plan</td>
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</tr>
<tr>
<td>RIIBLA202E</td>
<td>Support underground shotfiring operations</td>
<td>$  990</td>
</tr>
</tbody>
</table>

Optional; Mock oral by arrangement PoA
Enrolment process:
Registering your intent to enrol into an available Unit can be reserved either direct with Lennon Training staff by calling (07) 4982 0188, downloading the enrolment/payment form from our website and emailing admin@lennontraining.com or through our booking system (creating your own account online). Further contact will be made by an authorised person from Lennon Training regarding the completion of enrolment.

Deferment
Deferment is permissible once one or more Units have been completed and a Statement of Attainment for that Unit issued. Qualifications gained prior to deferment will be recognised by Lennon training for five (5) years from the date of issue of the Statement of Attainment.

You are responsible for:
- managing holidays, business and other commitments with respect to your studies
- submitting compulsory assessment items by the prescribed date.
- notifying the Lennon Training office of change of personal details if it is to reflect on any documentation relevant to the Unit being undertaken
- notifying the Lennon Training office in writing if deferring or withdrawing from study

Course completion schedule:
You are expected to complete a Unit within six (6) weeks from the date of enrolling in that Unit. There is no minimum timeframe for completing a Unit. The assessment result will be advised by Lennon Training within ten (10) days from the receipt of your work. If there is a shortfall in the information you submitted the assessment result notification will take the form of advising you of the additional information required to meet the standard. You will be required to rectify the shortfall in information within three (3) weeks. Assignments for a Unit or reworked material submitted late will be assessed when a marker is available which may be more than ten days from the date you submitted the material.

Appeals:
An appeal against a marking decision must be lodged in writing. All appeals will be addressed by two or more holders of statutory qualifications within ten (10) days of receipt. The Lennon Training decision will be final.

Return to contents page
Qualifications and Statement of Attainments:
Upon successful completion, students will be issued an electronic Statement of Attainment for their achieved unit of competency.
A full qualification may be awarded pending the meeting of requirements of RII50915.

Release of Award Qualifications:
Our standard business practice will be to issue within 5 working days of the unit being deemed competent an electronic qualification pending supply of the Unique Student Identifier. The invoice shall be electronic. If requested, a hard copy of the invoice can be posted via Australia Post to your nominated address that is recorded at the time of booking. A valid address is still required to generate an invoice.
Request for a black & white copy of the qualification that is certified by our JP is complimentary.

Mutual Recognition:
Mutual Recognition is the acceptance from one RTO of an AQF qualification and/or Statement of Attainment issued by another RTO. This ensures the mutual acceptance throughout Australia of AQF qualifications and Statements of Attainment.

Putting it another way. Partial engagement of Lennon Training means if you wish to complete any of the Units with another provider, Lennon Training will recognise authentic Statements of Attainment when compiling the actual Diploma award.

Policies for students:
Lennon Training has developed a number of policies to support the implementation of the Quality Management System. A summary of these policies are provided to each student on the back of the Enrolment Application. A full version can be found at www.lennontraining.com

Return to contents page
Course/Trainer Feedback:
Throughout the years, we’ve received feedback of both a positive and a constructive nature. Improvements are always sought and we are expecting to attain further areas of improvement that result from the students and/or their employers reflecting on the benefits the programs have brought to themselves and their work place. The two types of evaluations have been sourced from the National Centre for Vocational Education Research which we use to report to our governing body (Australian Quality Skills Authority) and are available on our website. For feedback reflecting on unsatisfactory areas, your comments are required in writing so that we may address them.

Legislation
Visit the government web site (see below) and study the full requirements of the Board to sit the undermanagers examination. There you will find a sample legislation exam for undermanagers (2CC) Note also on the web site the additional requirements you will need to put together before sitting.

If you are not at least 80% knowledgeable on your sites SHMS, the Act and the Regulations by the time you have completed four Units of the course, then you will probably struggle with the Board’s oral and written exam. Read and live the legislation. Your SSE, mine manager and undermanager will make good sounding boards for you.
Your SHMS is aligned to the legislation. You will need to cross reference the legislation you are learning with the pertinent sections of your SHMS. They complement each other.

Link to DME web site; - https://www.business.qld.gov.au/industry/mining/safety-health; hit Mining safety and health; hit Mining competencies and certificates; hit Coal mining competencies

Unique Student Identifier (USI):
Effective 1 January 2015 a USI is needed before a training organisation can issue any student their Statement of Attainment, Certificate or Diploma. This is an Australian government initiative designed to make recording of your courses that you have completed more secure, correctly recorded and under your control. The Unique Student Identifier will be your exclusive identity and will be how you access your personal training database online from the following calendar year of the training. Nationally recognised courses being completed anywhere in Australia after 01/01/2015 will be linked to your Unique Student Identity. Creating your personal USI can be made via www.usi.gov.au and assistance can be provided by Lennon Training staff by calling (07) 4982 0188. Should you request Lennon’s to apply on your behalf, a signed privacy notice (see following 2 pages) must be provided.

Return to contents page
Privacy Notice – Students requesting Lennon Training to apply on their behalf

If you do not already have a Unique Student Identifier (USI) and you want Lennon Training to apply for a USI to the Student Identifiers Registrar (Registrar) on your behalf, Lennon Training will provide to the Registrar the following items of personal information about you:

- your name, including first or given name(s), middle name(s) and surname or family name as they appear in an identification document;
- your date of birth, as it appears, if shown, in the chosen document of identity;
- your city or town of birth;
- your country of birth;
- your gender; and
- your contact details.

When we apply for a USI on your behalf the Registrar will verify your identity. The Registrar will do so through the Document Verification Service (DVS) managed by the Attorney-General’s Department which is built into the USI online application process if you have documents such as a Medicare card, birth certificate, driver licence, Australian passport, citizenship document, certificate of registration by descent, ImmiCard or Australian entry visa.

If you do not have a document suitable for the DVS and we are authorised to do so by the Registrar we may be able to verify your identity by other means. If you do not have any of the identity documents mentioned above, and we are not authorised by the Registrar to verify your identity by other means, we cannot apply for a USI on your behalf and you should contact the Student Identifiers Registrar.

In accordance with section 11 of the Student Identifiers Act 2014 Cth (SI Act), we will securely destroy personal information which we collect from you solely for the purpose of applying for a USI on your behalf as soon as practicable after the USI application has been made or the information is no longer needed for that purpose, unless we are required by or under any law to retain it.

The personal information about you that we provide to the Registrar, including your identity information, is protected by the Privacy Act 1988 Cth (Privacy Act). The collection, use and disclosure of your USI are protected by the SI Act.

If you ask Lennon Training to make an application for a student identifier on your behalf, Lennon Training will have to declare that Lennon Training has complied with certain terms and conditions to be able to access the online student identifier portal and submit this application, including a declaration that Lennon Training has given you the following privacy notice:

You are advised and agree that you understand and consent that the personal information you provide to us in connection with your application for a USI:

- is collected by the Registrar for the purposes of:
  - applying for, verifying and giving a USI;
  - resolving problems with a USI; and
  - creating authenticated vocational education and training (VET) transcripts;
- may be disclosed to:
  - Commonwealth and State/Territory government departments and agencies and statutory bodies performing functions relating to VET for:
    - the purposes of administering and auditing Vocational Education and Training (VET), VET providers and VET programs;
    - education related policy and research purposes; and
    - to assist in determining eligibility for training subsidies;
  - VET Regulators to enable them to perform their VET regulatory functions;
  - VET Admission Bodies for the purposes of administering VET and VET programs;
Privacy Notice – Students requesting Lennon Training to apply on their behalf

- current and former Registered Training Organisations to enable them to deliver VET courses to the individual, meet their reporting obligations under the VET standards and government contracts and assist in determining eligibility for training subsidies;
- schools for the purposes of delivering VET courses to the individual and reporting on these courses;
- the National Centre for Vocational Education Research for the purpose of creating authenticated VET transcripts, resolving problems with USIs and for the collection, preparation and auditing of national VET statistics;
- researchers for education and training related research purposes;
- any other person or agency that may be authorised or required by law to access the information;
- any entity contractually engaged by the Student Identifiers Registrar to assist in the performance of his or her functions in the administration of the USI system; and
- will not otherwise be disclosed without your consent unless authorised or required by or under law.

Privacy policies and complaints

You can find further information on how the Registrar collects, uses and discloses the personal information about you in the Registrar’s Privacy Policy or by contacting the Registrar on email usi@industry.gov.au or telephone the Skilling Australia Information line on 13 38 73, international enquiries +61 3 5454 5280. The Registrar’s Privacy Policy contains information about how you may access and seek correction of the personal information held about you and how you may make a complaint about a breach of privacy by the Registrar in connection with the USI and how such complaints will be dealt with.

You may also make a complaint to the Information Commissioner about an interference with privacy pursuant to the Privacy Act, which includes the following:

- misuse or interference of or unauthorised collection, use, access, modification or disclosure of USIs; and
- a failure by Us to destroy personal information collected by you only for the purpose of applying for a USI on your behalf.

For information about how Lennon Training collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to Lennon Training’s privacy policy which can be found at http://www.lennontraining.com/forms-and-policies

(signature of acceptance by student) ……………………………………………………………………………

Name of student ......................................................... Date: ______________

Return to contents page
### Section 1 – COURSE DETAILS

Upon successful completion, you will be eligible for the following:

**Unit code:** RII.RAI501D  
**Unit name:** Implement mine transport systems and production equipment  
**Qualification upon successful completion:** Statement of Attainment in partial completion of RII50915 Diploma of Underground Coal Mining Management

### Section 2 – YOUR DETAILS  
PRINT IN CAPITAL LETTERS

**What is your Unique Student Identifier (USI)?**  
This will be 10 characters:

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**Title:**  Mr  Mrs  Miss  Ms  other: ____________

**Name:**

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<tr>
<th>First Name</th>
<th>Middle name (optional)</th>
<th>SURNAME</th>
</tr>
</thead>
</table>

**Date of birth:**  ____ / ____ / _____  
**Your contact phone** ________________

**Email address for qualification to be issued upon supply of USI and payment terms met:** ________________

**Which best describes you (more than 1 box can be ticked)?**

- [ ] an accredited ERZ Controller.  Years of experience: ________________
- [ ] an authorised underground coal Supervisor.  Years of experience: ________________
- [ ] an Engineer with underground coal experience.  Type of Engineer _____________.  Years of experience: ____________

### Section 3 – PAYMENT DETAILS

- [ ] Name of Employer (list mine site if applicable): ________________
- [ ] I am paying for this course personally and my postal address is

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**Post Code** ____________

### Section 4 – PRIVACY AND ENROLMENT AUTHORISATION

Occasionally for the purposes of training, monitoring compliance or to enhance safety and educational messages, the recording during sessions may be used by Lennon Training exclusively.  If you do not give approval to be recorded, please indicate here.

- [ ] It may be required to provide access to student records for the purpose of any audit.  By signing below, you agree to release your results to a third party.

I accept the conditions of enrolment as outlined on both sides of this form.

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**Signature** ________________  
**Today’s Date**  ____ / ____ / _____

LTCF14(8/050516)
SUMMARY OF LENNON TRAINING POLICIES

CODE OF PRACTICE LTCF14(7/050115):

Lennon Training:
- agrees to operate within the principles and standards of the National Vocational Education and Training Regulator Act 2011 & its amendments.
- will meet all legislative requirements of State and Federal Government including workplace health and safety and workplace relations
- supports details outlined in the Access and Equity Policy
- has client service standards to ensure timely issue of student assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines.
- will make arrangements for those students requiring literacy and/or numeracy support programs, where necessary
- will ensure that course content and assessment procedures are explained and that vocational outcomes are outlined.
- guarantees the sound financial position of the organization and safeguards student fees until used for training/assessment.
- markets our VET products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements.
- has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of students.
- agrees to recognise the AQF qualifications and Statements of Attainment issued by other RTO’s.
- will honour its commitment outlined in this Code of Practice.

STUDENT BEHAVIOUR (LTCF14(6/050115):

Lennon Training support the community rules regarding discrimination, harassment and bullying. Any person that behaves in a manner that breaks these rules of conduct shall be requested to leave site. A student must maintain a high standard of behaviour whilst in any teaching situation, in or near the classroom, and must not indulge in any act which may result in damage to Lennon Training property or unduly interfere with the comfort or convenience of any person lawfully entitled to be in the same area.

Students are responsible for:
- checking holidays, business or commitments do not clash with training
- submitting compulsory assessment items by the prescribed date.
- punctuality - students are requested to be on time for all classes.
- notifying the Lennon Training office of change of personal details if it is to reflect on any documentation relevant to the training being done.
- notifying the instructor if withdrawing from study.
- complying with Lennon Training’s rules in relation to WH&S standards.
- attend in a fit state (eg not under the influence of fatigue, drugs or alcohol).

REFUND POLICY LTCF14(3/050115):

- Students withdrawing up to fourteen days prior to the commencement of the course, the refund is one hundred percent of fees paid and cost of materials that are not returned in re-useable condition.
- Students withdrawing between fourteen days and start of course, the refund is the fee paid less fifty-five dollars and cost of materials that are not returned in re-useable condition.
- People who fail to advise their cancellation or fail to attend course commencement may incur a penalty of 30% of the course fees.
- For students withdrawing once the course has started, the person will be credited with re-entry to the course with an available space within 3 months of their original course date or course fees are forfeited.
- Should Lennon Training cancel a course the refund is 100% of fees paid.

Refund applications should be made in writing or verbally within one month of cessation of course. The request will be verified by the instructor prior to issue and will be by cheque.

DRUG AND ALCOHOL LTCF13(4/050115):

Our commitment to workplace health and safety is a moral and legal obligation. We have identified that substance abuse, such as alcohol and drugs in the workplace can impair an individual's judgment, behaviour and performance. We aim to achieve an alcohol and drug free workplace.

Any student suspected to be attending training under the influence of alcohol or drugs shall be required to submit a drug/alcohol test, at cost to themselves. If the test returns positive, dismissal from the training session will be instant, and re-entry to the course shall be at management discretion.

CLIENT ACCESS LTCF10(5/050115):

The student is to put in writing their request to access their personal files together with their reasons why. Upon Manager’s permission:
- The student is to sight files on Lennon Training’s premises
- Should the student believe there is an error/s, written notice is to be given to Lennon Training for correction/s
- No personal details will be issued without permission of the student.

RPL POLICY (RECOGNISED PRIOR LEARNING) LTCF15(6/050115):

Lennon Training will allow students to be RPL’d. RPL Guidelines can be obtained from the instructor or Lennon Training office. Students may be given credit for informal learning including local courses, life experiences and work experience.

GRIEVANCE POLICY LTCF14(1/050115):

Grievances relating to course delivery or assessment should be directed to the following authorities, in the order indicated:
1. The relevant course presenter or administrative person
2. Lennon Training Consultants admin@lennontraining.com
3. Your direct supervisor (if applicable)
4. Training co-ordinator or training manager of your business (if applicable)

Grievances must be delivered in writing and lodged within seven days of completion of course.

APPEALS POLICY LTCF15(5/050115):

Appeals should be directed in writing to the following authorities, in the order indicated:
1. Lennon Training Consultants admin@lennontraining.com
2. Training co-ordinator or training manager of your business
3. The course presenter

Appeals must be lodged within ten days of receiving results.

SPECIAL LEARNING NEEDS LTCF16(2/050115):

Applicants that have special learning needs that cannot be accommodated by the expertise current in the organisation will be referred to a preferred training supplier. Oral assessments and one-on-one time with the trainer may be given where an instructor deems it appropriate. A scribe is available.

FEES AND CHARGES LTCF14(2/050115):

Bookings will require payment upon day of enrolment via cash, cheque or EFTPOS. No AMEX, Diners or JCB cards accepted. Lennon Training reserve the right to charge a deposit for certain courses. Two attempts at an assessment are included in the cost. Charges may apply for any further attempts at assessment. The Diploma/Statement of Attainment will only be issued to a third party when permitted by the Student.

PRIVACY POLICY LTCF10(8/050115):

Lennon Training:
- are bound by the Privacy Act 1988
- will collect personal information only for the administrative purposes related to an approved training program, issuing Statement of Attainments, Certificates or an authorised mine site specific induction
- the personal information collected will be retained with key assessment evidence relating to the specific course for the required duration
- upon completion and payment of specific course, credit card details, if supplied, and any copies of relevant QLD Coalboard medical (Section 4) will be destroyed.
- personal information collected by Lennon Training will never be sold.
- to meet RTO licensing requirements, details about your specific training is required to be reported to ASQA annually. Your name is not matched up to the demographic information that is reported.
- further licencing requirements may involve audits to which your student evidence folder may be reviewed in a secure and approved environment.
Effective 2014 the Australian Government requests that we (an RTO) collect as much of the data below as possible for the purpose of statistics only done by the National Centre of Vocational Education Research (NCVER)

Study reason: Which best describes your main reason for undertaking this training program (tick 1 box only)

01 □ To get a job 06 □ It was required of my job
02 □ To develop my existing business 07 □ I wanted some extra skills for my job
03 □ To start my own business 08 □ To get into another course of study
04 □ To try for a different career 11 □ Other reason
05 □ To get a better job or promotion 12 □ For personal interest/ self-development

Labour force status: Of the following categories, which BEST describes your current employment status?

01 □ Full time employee 05 □ Employed – unpaid worker in a family business
02 □ Part-time employee 06 □ Unemployed – seeking full time work
03 □ Self employed & not not employing others 07 □ Unemployed – seeking part time work
04 □ Employer 08 □ Not employed – not seeking employment

Schooling:
Are you still attending school? Yes □ No □
What is your highest COMPLETED school level?

□ Year 12 □ Year 9 or Equivalent
□ Year 11 □ Year 8 or Equivalent
□ Year 10 □ Did not go to School
In which YEAR did you complete that school level? .................

Prior educational achievements:
Have you successfully completed any of the following qualifications Yes □ No □
If YES, please then tick ANY applicable boxes below

524 □ Certificate I 420 □ Diploma
521 □ Certificate II 410 □ Advanced or Associate Degree
514 □ Certificate III 008 □ Bachelor or Higher Degree
511 □ Certificate IV 990 □ Other Certificate

Place of Birth: Were you born in Australia? Yes □ No □
If no, which country? ___________________

Are you of Aboriginal or Torres Strait Islander origin?
Yes □ No □
If YES, are you Aboriginal or Torres Strait Islander origin? □ If you are both, please tick YES to both.

Language & Cultural Diversity:
Do you speak a language OTHER THAN ENGLISH at home?
Yes □ No, English only □
If YES, please specify the main language spoken at home

How well do you speak English?
Very well □ Well □ Not Well □ Not at all □

Medical Condition/Disability:
Do you consider yourself to have a disability, impairment or long term condition Yes □ No □
If YES, please then tick ANY applicable boxes below

11 □ Hearing/deaf 14 □ Learning 17 □ Vision
12 □ Physical 15 □ Mental 18 □ Medical Condition
13 □ Intellectual 16 □ Acquired Brain Impairment
19 □ Other

The above is an accurate reflection of my current circumstances.

............................................................. .............................................................
Signature Today's Date

The following has been sourced from a Fact Sheet issued by the Standing Council on Tertiary Education Skills & Employment (SCOTSE), June 2013 v1

Protecting individuals' privacy
NCVER complies with the Privacy Act 1988 and the National Privacy Principles (NPPs), which form part of that Act, in its management of Personal Information and sensitive information related to race, religion, political affiliation, or to any health information it may collect.

While the National VET Provider Collections contains a range of demographic information about students (for example, sex, indigenous status, country of birth), rules are in place to ensure that any data released to third parties, including government agencies, protects the privacy of individuals.

RTOs are also subject to privacy legislation applicable in their jurisdiction.

Further information about the Protocols governing access to NCVER data collections is available at http://www.ncver.edu.au/Statistic/21075.html#protocols

Lennon Training Privacy Policy

Information related to a student will be used only for the purposes of either completing booking reservation/s, recording their participation of a recognised training program and the subsequent outcome or upon the request by the Statutory authorities as required by law.

LTCF14(8/050516)
Payment form – Undermanager Unit

WHO IS THIS FOR?

Provide either your online booking reference:

_________

Or provide the name of student

Student name: ___________________________

Unit: RAI501D Implement Transport

Please provide details as requested below and email to admin@lennontraining.com

CREDIT CARD DETAILS

Total fees authorised: $_______________

Name on card: _________________________

Card Number: ___________________________

Expiry (mm/yy): ___________ CCV: _________

Notes on this payment method:
1. EFTPOS are also accepted on day of enrolment
2. UnionPay International will incur 2.2% merchant fee. Credit cards NOT accepted: Amex, Diners, JCB

HAVE YOUR DETAILS CHANGED?

If you already have your details recorded with Lennon Training and have since changed some of them, then update in sections below:

Postal address:

_____________________________________

Contact number:

______________________________

E-mail address:

_____________________________________

PAYMENT INFO

Payment can be made via direct debit or credit card. AMEX, Diners or JCB cards are NOT accepted so please don’t write them down.

The invoice and receipt of payment/part-payment will be scanned and emailed to your nominated e-mail address.

There is currently available the option to pay $325 instalment to commence with the balance to be made prior to your material for that Unit being assessed. Note: for the two-part payment method, the ten-day turnaround of assessment outcome by Lennon Training applies once the balance payment has been received.

More information about our Fees and Charges policy, Refund policy and Application for refund can be found on our website www.lennontraining.com/forms-and-policies