****

**ntm.edu.au**

 **TAE40122**

Certificate IV in
Training and Assessment

**2024 | Term 1 | Application Pack**

**Please complete this form electronically and not handwritten**

|  |
| --- |
| **Complete your personal details**  |
| **Name** |  | **E-mail** |  |
| **Mobile** |  | **Date** |  |
| **Preference: Please indicate your course preference by activating the checkbox (x)** |
| **KIAMA | South Coast** [ ]   **Tuesdays** | Starting 30 January 2024 to 2 July 2024(No classes during the April School Holidays)**MINCHINBURY | Western Sydney**[ ]   **Wednesdays** | Starting 31 January 2024 to 3 July 2024(No classes during the April School Holidays) |

**Disclaimer: Classes are subject to change depending on demand. You are guaranteed a place once you have returned a completed application pack & paid the deposit for your course. If your choice of class is full, we will offer you one on an alternate day,**

 **Copyright** © **2023** National Training Masters

This application pack has been developed by and remains the property of National Training Masters. Unauthorised use is in breach of the Intellectual Property rights of this document and severe penalties may apply.

National Training Masters

Head Office

Level 1, 47 Manning Street

Kiama NSW 2533

[www.ntm.edu.au](http://www.ntm.edu.au)

Phone: 1300 653 501

Email: admin@ntm.edu.au

RTO Name: Bombohill Pty Ltd, trading as National Training Masters
RTO Registration: [91284](https://training.gov.au/Organisation/Details/91284)

**VERSION CONTROL**

|  |  |  |  |
| --- | --- | --- | --- |
| Version # | Date | Reason | Author |
| 1.0 | 23.01.2023 | New Training Package TAE40122 | David Michal Lipták |
| 1.2 | 09.01.2023 | Term 2 2023 Dates | Mia Wingrove |
| 1.3 | 09.03.2023 | Term 3 2023 Dates | Mia Wingrove |
| 1.4 | 10.05.2023 | Term 3 2023 – 2nd Intake Kiama | Mia Wingrove |
| 1.5 | 31.05.2023 | Term 3 2023 – 2nd Intake WS | Mia Wingrove |
| 1.5 | 14.06.2023 | WS – end date correct | Sharon Brookes |
| 2.0 | 16.06.2023 | Term 3 2023 – 3rd Intake Kiama | Mia Wingrove |
| 2.1 | 29.08.2023 | Term 4 2023 – Dates | Mia Wingrove |
| 3.0 | 26.10.2023 | Term 1 2024 – Dates | Mia Wingrove |

# Application Outline

# TAE40122 Certificate IV in Training and assessment

Welcome to National Training Masters,

Thank you for enquiring about the new TAE40122 Certificate IV in Training and Assessment (TAE40122). All applicants will need to complete this pack as part of the enrolment process. This intake will require you to complete two parts:

1. Background Information

2. Workplace Training Experience

This process will ensure you are ready to undertake the course, have the required language, literacy and numeracy skills and digital literacy skills to complete your training and meet the minimum entry requirements.

Those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. For example, if you want to teach hospitality, a trade certificate or CIII Commercial Cookery is the minimum vocational qualification you will need in addition to the TAE40122. Vocational qualifications may include a whole qualification such as a CIII, CIV, Diploma, Bachelor’s Degree or Masters, or a Statement of Attainment such as First Aid or Responsible Service of Alcohol.

You will be asked to complete a series of questions relating to your previous employment and training history.

If you have any questions before, during or after this intake process please contact our Language, Literacy and Numeracy Practitioner on 1300 653 501 or admin@ntm.edu.au

All prospective students are required to complete this Application Pack, except for those who have completed the full TAE40110 or TAE40116 Certificate IV in Training and Assessment (TAE40110 or TAE40116). Visit the [TAE40122 upgrade page](https://www.ntm.edu.au/upgrade-tae40116/) if you already have the complete TAE40110 or TAE40116 qualification.

Kind regards



David Michal Lipták

**Director of Learning and Development**

# The Application Process

There are two easy steps to apply for the TAE40122 Certificate IV Training and Assessment (or simply TAE40122) with National Training Masters (NTM), your background information and workplace training experience.

All applicants for the TAE40122 must complete the application pack **(Please complete electronically and not handwritten, this is used as a way to screen your digital literacy skills)**, which will provide information on your learning needs, preferences and eligibility to enrol in the course. Once completed, our Director of Learning and Development will review your application and if we require any further information, we will contact you via telephone to discuss.

At NTM we only offer the TAE40122 in face-to-face mode, with a real teacher and other students. The course completion rates for online studying are as low as 6%, NTM does not offer the TAE40122 via online or distance education, we are a specialist face-to-face training provider. Read our article here on why we DO NOT recommend fast-track or online versions of the [Why not to study the TAE40122 Training and Assessment online (ntm.edu.au)](https://www.ntm.edu.au/3-reasons-not-to-study-training-assessment-online/#:~:text=While%20a%20large%20number%20of%20training%20providers%20offer,the%20course%20is%20almost%20impossible%20to%20complete%20online.)

Once you have completed this intake booklet send directly to admin@ntm.edu.au and keep a copy for your reference.

## Entry requirements

National Training Masters offers three TAE40122 versions, depending on your education attainment, workplace experience and digital literacy skills. The TAE40122 is NOT suitable for early school leavers. After you complete this application pack the Training and Assessment coordinator will contact you to discuss which version of the TAE40122 is most suitable for your needs.

1. **General entry** those entering this program must be able to demonstrate vocational competency in their proposed teaching and assessing area. Vocational competency is defined as broad industry knowledge and experience, and may include, but is not limited to, holding a relevant unit of competency or qualification. The General Entry program is 1 day per week for two semesters or over 12 months.

2. **Advanced entry** for those with a vocational qualification such as Certificate III (trade ticket) or higher such as diploma or bachelor’s degree, and at least 3 years industry experience. The Advanced Entry program is 1 day per week for one semester or over 6 months. Advanced entry is our most popular format for completing the TAE40122.

3. **Recognition of prior learning (RPL)** is available for students who can demonstrate equivalent knowledge, skills and abilities against units of competency from the TAE40122 qualification. When applying for RPL please provide copies of your training and assessment experience, transcripts from other courses in VET and university. If you hold the previous version TAE40110 or TAE40116 **DO NOT** use this application pack, contact NTM at admin@ntm.edu.au for further information.

**Unfortunately, there is no mapping in the new TAE40122 training package from TAE40116 or TAE40110. Instead, you can collate a portfolio of evidence of video sessions, lessons plans and samples of your work etc.**

# Application Outline

[Application Outline 3](#_Toc137809479)

[TAE40122 Certificate IV in Training and assessment 3](#_Toc137809480)

[The Application Process 4](#_Toc137809481)

[Entry requirements 4](#_Toc137809482)

[Application Outline 5](#_Toc137809483)

[Prerequisites 6](#_Toc137809484)

[Prerequisites 6](#_Toc137809485)

[Prerequisites 6](#_Toc137809486)

[Step 1: Background Information 7](#_Toc137809487)

[Personal details 7](#_Toc137809488)

[Language and cultural diversity 8](#_Toc137809489)

[Disability 8](#_Toc137809490)

[Previous and Current Education and Training 9](#_Toc137809491)

[Your education at school 9](#_Toc137809492)

[Post-secondary education 9](#_Toc137809493)

[Qualifications and certificates 10](#_Toc137809494)

[Work experience 10](#_Toc137809495)

[Step 2: Workplace Training and Support 12](#_Toc137809496)

[Workplace training and assessment qualifications 15](#_Toc137809497)

[Using computer technology: digital literacy 16](#_Toc137809498)

[PLEASE NOTE: This is a MANDATORY requirement. 16](#_Toc137809499)

[Checklist for Candidate 17](#_Toc137809500)

[What happens next? 17](#_Toc137809501)

[Securing your place in the course 17](#_Toc137809502)

[Office use only: Your offer 19](#_Toc137809503)

# Prerequisites

To undertake the TAE40122 Certificate IV in Training and Assessment, you will need to have **proficient written and spoken English**, numeracy, and **capable** **digital skills** such as using Word, email and internet skills. To enrol in this program, you must also be able to demonstrate that you have skills and vocational experience in the field in which you wish to train.

For example, to train ‘business’ qualifications, you will need a business qualification (to at least the level you wish to teach), along with several years of relevant experience working in the business sector. To train ‘hairdressing’, you will need a qualification in hairdressing (to at least the level you wish to teach), along with several years of relevant experience working as a hairdresser.

These requirements will be discussed with you as part of our enrolment process, to assist National Training Masters (NTM) in determining the best enrolment options for you. Completing this Intake Booklet is essential to ensure you are in the correct version of the course.

This document is designed to gather information on your knowledge, skills, experience, and career plans for the future.

Completing the application pack will assist us to make sure the course is right for you and to customise your learning program.

Prerequisites for face-to-face (F2F) and Advanced Mode

As NTM offers the TAE40122 in **advanced mode**, you will need to meet ALL the following prerequisites:

* Proficient English language skills at year 12 level or Certificate III (trade ticket or equivalent) or IELTS Academic 5.5 or equivalent TOEFL or PTE. If your vocational qualifications are not undertaken in English we may request you demonstrate English proficiency.
* Vocational qualification at Certificate III (trade ticket) or higher such as a diploma or bachelor’s degree, you will need to provide copies of certificate copies.
* Capable digital literacy skills, turning on a computer, using basic features of Microsoft Word, sending emails, and searching the internet.
* A computer capable of video conferencing using Microsoft Teams or ZOOM
* Reliable Broadband/Internet

**Please complete this document accurately, honestly and to the best of your ability.** Once you have completed the intake booklet email back to Administration at admin@ntm.edu.au

If you have questions or require assistance completing the application pack, call 1300 653 501.

**It is important you complete the application, not a spouse, family member or someone from work, we use this application as part of the eligibility process.**

# Step 1: Background Information

**Instructions**: **complete all questions**. It is essential that you fill in as many details as possible. The background information is required by the NSW and Federal Governments for both the application process and enrolment, watch here why [accurate details are so important](https://www.youtube.com/watch?v=hveBYeuGee4). **If your workplace is sending you for training, it is essential that you, as the applicant, complete these details.** You must complete this form electronically and send back to admin@ntm.edu.au. Please do not print, scan the send back the form, complete this form electronically. If you are using a smartphone or tablet, download Word to complete this form. The following details are a government requirement and will assist in the enrolment process. Simply activate the checkboxes to indicate your responses (x). Anything with an asterisk is required by the Government \*

## Personal details

**1. Contact details\***

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Family Name:** |  |
| **Date of Birth** |  | **Age:** |  |
| **Gender**  | [ ]  Female | [ ]  Male | [ ]  Other |
| **Home Phone** |  | **Work Phone** |  |
| **Mobile** |  |
| **Email** |  |
| **Residential****Address**  |  |
| **Suburb** |  | **Postcode** |  | **State:** |  |
| **Unique Student Identifier (USI)**From 1 January 2015, National Training Masters cannot issue 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). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/> on computer or mobile device. Please note that if you would like to specify your gender as ‘other’ you will need to contact the USI Office for assistance. To find out more about the USI watch the [student video here](https://www.youtube.com/watch?v=HRYaaF-B7Ho&feature=youtu.be). – **\*If you send this application pack back to admin with no USI we unfortunately have to follow government requirements and send it back for completion, this is a MANDATORY requirement. We unfortunately cannot enrol students without a valid USI, this is beyond NTM’s control.**  |
| **USI \*****Mandatory** |  |  |  |

**2**. Identification (Please **TICK** that you hold a NSW Drivers License and **TICK** the colour of your Medicare Card) **\***

1. **NSW DRIVERS LICENSE** [ ]
2. Drivers License from another state [ ]
3. **Australian citizen, resident, New Zealand Citizen or eligible visa holder**  **You Medicare card colour proves your residency status, we are not registered for international students.**Medicare Card, please select card colour: [ ]  Green [ ]  Yellow [ ]  Blue

## Language and cultural diversity

 **3a. In which country were you born? \***[ ]  Australia [ ]  Other - please specify which country *.........................................*

**3b. Are you an Australian Citizen? \***

[ ]  Yes [ ]  No - if No, are you a permanent resident [ ]  Yes

 [ ]  No

**4. Do you speak a language other than English at home? \***

(If more than one language, indicate the one that is spoken most often)

[ ]  No, English only [ ]  Yes, other – please specify which language *...............................*

**5. Are you of Aboriginal or Torres Strait Islander origin? \***

(For persons of both Aboriginal and Torres Strait Islander origin, mark both ‘Yes’ boxes)
We do not ask for evidence of Aboriginal or Torres Strait Islander origin, you can self-identify following NSW Government Guidelines.

[ ]  No

[ ]  Yes, Aboriginal

[ ]  Yes, Torres Strait Islander

## Disability

**6. Do you consider yourself to have a disability, impairment or long-term condition, including mental health and chronic health conditions?**

[ ]  Yes \*

[ ]  No

\* Please note that a disability may be temporary or permanent, including chronic health, medical or psychological conditions. Following government guidelines you will need to provide evidence of your disability or medical condition. Evidence may include a letter from your doctor or health professional.

**7. If you indicated the presence of a disability, mental health, impairment, long-term or chronic condition, please select the area(s) from the following list:**

(You may indicate more than one area by activating the check boxes x)

[ ]  Not applicable, **or**

[ ]  Hearing/deaf
[ ]  Physical [ ]  Intellectual
[ ]  Learning
[ ]  Mental health
[ ]  Acquired brain impairment
[ ]  Vision
[ ]  Medical condition
[ ]  Other - please specify .....................................

## Previous and Current Education and Training

## Your education at school

Please complete the following by activating the boxes or providing information where necessary x):

**8**. Which is the highest grade you **finished** at school? **\***

[ ]  never attended school
[ ]  year 8 or below
[ ]  Year 9
[ ]  Year 10
[ ]  Year 11
[ ]  Year 12 / HSC / IB / TPC

**9.** Are you still enrolled in secondary or senior secondary education? **\***

[ ]  Yes
[ ]  No

## Post-secondary education

**10.** Have you **successfully** **completed** any qualifications? **\*** [ ]  No [ ]  Yes

**11.** If **YES**, then tick any applicable boxes):

[ ]  Statement of Attainment [ ]  Certificate III [ ]  Advanced Diploma
[ ]  Certificate I [ ]  Certificate IV [ ]  Bachelor’s degree or higher
[ ]  Certificate II [ ]  Diploma [ ]  Other: please specify

Tick the applicable boxes below to indicate where you obtained the above qualifications **\***:

[ ]  TAFE
[ ]  HSC VET Framework Course / TVET
[ ]  Community College
[ ]  Private Training Provider
[ ]  University/Higher Education
[ ]  Overseas

## Qualifications and certificates \*

**12**. In the table below, please list any courses you have **completed** or in which you are currently enrolled at TAFE, private VET college, Community College, as part of an apprenticeship or traineeship, higher education or at a university. List your qualifications from the most recent.

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Name** | **Institution** | **State/Country** | **Year Finished** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Note: 2 attach certified copies of all transcripts from university / TAFE / RTO and any trade licences you have to this intake booklet**

## Work experience \*

**13.** **Please list your previous/current work experience or employment history, including voluntary and paid work**. Start with your current position:

|  |  |  |  |
| --- | --- | --- | --- |
| **Position/Job** | **Company/Organisation** | **Length of Employment** | **Full Time/****Part Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**14. Which of the following best describes your current employment and current study status?** (please select only one) **\***

[ ]  Fulltime – business employee [ ]  Part-time

[ ]  Self-employed - not employing others [ ]  Casual

[ ]  Employed - unpaid worker in a family [ ]  Employer

[ ]  Unemployed - seeking full-time employment [ ]  Not employed – not seeking employment

[ ]  Unemployed - seeking part-time or casual [ ]  Student

**15. Which of the following BEST describes your main reason for undertaking the course(s) for which you are registering**: **\***

[ ]  To get a job [ ]  I wanted extra skills for my job

[ ]  To develop my existing business [ ]  To get into another course of study

[ ]  To try for a different career [ ]  For personal interest or self-development

[ ]  To get a better job or promotion [ ]  To get skills for community/voluntary work

[ ]  It was a requirement of my job [ ]  Other reasons

**16. Does your current job role include workplace training and assessment**

Select all those that apply by activating the checkboxes: **\***

[ ]  staff inductions [ ]  professional development

[ ]  new employees [ ]  coaching

[ ]  mentoring [ ]  apprentices

[ ]  working with trainees [ ]  policies & procedures

[ ]  other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**17. Where did you perform the workplace training and assessment?**

Select all those that apply by activating the checkboxes: **\***

[ ]  Yes, workplace training
[ ]  Yes, in a TAFE, RTO, Enterprise Training, Community college or higher education
[ ]  No

**18.** **Provide written consent for us to contact your current employer**.

This information will be used for intake purposes, especially for recognition of prior learning purposes. This question is optional, as you may be able to undertake some of your course in the workplace if training is part of your job role.

[ ]  Yes, Self-employed (do not complete the details below, continue to next item)
[ ]  Yes, I provide consent

[ ]  Contact details, proving these details will fast-track your intake application:

|  |  |
| --- | --- |
| **Employer** |  |
| **Employer contact name:** |  |
| **Preferred phone number** |  |
| **E-mail** |  |

[ ]  No, not currently working, or
[ ]  No, I prefer not to provide consent

# Step 2: Workplace Training and Support

**Instructions:**

Foundation skills are the underpinning communication and employability skills required for participation in the workplace, the community and in adult education and training. There have been a range of terms used to describe these skills in the past. Language, literacy, numeracy and digital skills, or LLND, is the traditional way of referring to the ability to speak, listen, read and write in English, and to use mathematical concepts. Foundation skills is a new term used in Vocational Education and Training, think about the term loosely covering the range of skills needed to communicate at work, at home and in the community.

In this part of the pre-training process, we are going to ask you a series of questions about your experiences in workplace training. There is also a section on using technology as the course at National Training master’s is completed electronically - we no longer print volumes of assessment and training material as part of our commitment to sustainable work practices.

**Write about 50 words per question – all applicants to complete. If you miss or skip an item we will return the applications for you to complete.**

**1. Why do you want to undertake the Certificate IV in Training and Assessment**?

**2. What experience do you have delivering training at work, TAFE/RTO or community groups or one-to-one training in the workplace?** Provide a brief explanation of who will you be training and assessing in your workplace and what topics you will be covering. For example, new worker induction, workplace training, work health and safety, professional development, non-accredited training, apprentices, trainees, standard operating procedures, etc…

**3. Detail three things you would like to learn, develop and take away from undertaking the course**:

**4. Who at work do you have access to and can support you throughout the course**? (detail all key personnel, managers, colleagues, human resources management, learning and development) (50 words)

**5. Would you like extra assistance with the course, such as 1:1 tutorial and/or small group workshops? Detail what type of help you would like, such as assistance with writing, assignments, using computers, getting organised etc**.

**6. After completing the TAE40122 where will you be using the qualification** (select all that apply):

[ ]  workplace training [ ]  TAFE/RTO/ trainer/assessor [ ]  other:

**7. What employment are you hoping to attain after completing this qualification?**

**8. If you are entering a new industry or role in workplace training, why have you made the decision to do so?**

**9. How will undertaking the Certificate IV Training and Assessment help you to achieve your medium and long-term goals? When answering this question include your personal, career plans and goals** (about 100 words)

**10. What further study, professional development and qualifications are you planning on undertaking after completing this qualification?**

**11. There will be research, reflection and assessment time required outside of the course. How will you ensure you will be able to manage work, personal and study commitments?**

**12. Are there any other factors that influenced your education and training (for instance, isolation, health, family or personal circumstances?**

[ ]  No
[ ]  Yes (please detail below)

**13. How proficient are your digital literacy skills, such as navigating Windows / Mac OS, typing, navigating the internet, managing folders and files?**

[x]  Great [ ]  Good [ ]  Average [ ]  Ok [ ]  Poor

**PLEASE NOTE:** You will need to bring to class each week your own laptop. Can you please confirm whether you use a:

[ ]  **Windows 11 Microsoft**

[ ]  **Mac OS / Apple**

**We DO NOT recommend Chrome books and we highly recommend Windows 11 laptops as Mac OS Laptops have significant compatibility issues with Microsoft 365 products.**

**14. This course requires face to face attendance each week and although we use Microsoft Teams as a student platform, this was set up to assist students during the Covid Pandemic. Please understand this is not an online course and recorded sessions are for use to refer to outside the classroom and for students that are ill and not to be used as a class substitution on a regular basis. Read the following statement and activate to acknowledge and accept the terms of the course at NTM:**

[ ]  **I understand and acknowledge this course is face-to-face and not online and flexible. While the course is recorded, substituting face-to-face for online is not the most effective way to complete my qualification.**

## Workplace training and assessment qualifications

**15. Have you completed any other Training and Assessment qualifications or skill sets** (indicate all that apply):

[ ]  This is my first training and assessment qualification

or

[ ]  BSZ40198 Certificate IV in Assessment and Workplace Training

[ ]  TAA40104 Certificate IV in Training and Assessment

[ ]  TAE40110 Certificate IV in Training and Assessment **\***[ ]  TAE40116 Certificate IV in Training and Assessment **\***

[ ]  Associate degree in Adult / Vocational Education and Training

[ ]  Bachelor’s degree in Adult / Vocational Education and Training

[ ]  Assessor skill set or equivalents such as Army Assessor

[ ]  Trainer skill set or equivalents such as Army Trainer

\* If you have completed the previous TAE40110/TAE40116 Certificate in Training and Assessment, contact our admin team at admin@ntm.edu.au for further details about options.

**Note: 2 attach certified copies of all transcripts from university / TAFE / RTO, and/or any statements of attainment you may have to this intake booklet**

**16. How did you hear about National Training Masters**?

## Using computer technology: digital literacy

## PLEASE NOTE: This is a MANDATORY requirement.

How confident do you feel you can use the following computer technologies and programs.... select the appropriate skill level for each item. **At NTM the course is undertaken electronically, using Word documents for the assessments, the internet for research and presentation packages for delivery and assessment.** For a free assessment of your digital literacy visit the [Norstar Community College.](https://www.digitalliteracyassessment.org/) Keep in mind you will have access to a Microsoft Student account, this will provide your FREE access to Office 365, so if you enrol don’t buy the software!

Simply activate by clicking the box x next to the statement that applies to your digital skills now:

**17**. Operating a Personal Computer (PC) or Mac: turning on the computer, logging in, opening applications, using a mouse, saving documents etc...

[ ]  Very Confident [ ]  Pretty Good [ ]  Average [ ]  Basic [ ]  Would like help

**18.** Microsoft Word (or similar program such as Pages), such as formatting, inserting pictures, using headers/footers, version control, developer tab features, macros etc....

[ ]  Very Confident [ ]  Pretty Good [ ]  Average [ ]  Basic [ ]  Would like help

**19.** Internet Explorer (Safari, Google Chrome or equivalent), searching the internet, typing in web pages, using Google or Bing…

[ ]  Very Confident [ ]  Pretty Good [ ]  Average [ ]  Basic [ ]  Would like help

**20.** Email - sending and receiving e-mail through Hotmail, Gmail, Yahoo, Outlook etc...

[ ]  Very Confident [ ]  Pretty Good [ ]  Average [ ]  Basic [ ]  Would like help

**21.** PowerPoint (or similar program such as Keynote), designing, formatting, inserting pictures, creating transitions etc....

[ ]  Very Confident [ ]  Pretty Good [ ]  Average [ ]  Basic [ ]  Would like help

**22.** Video Conferencing using applications such as Skype, Zoom, Facetime and Microsoft Teams

[ ]  Very Confident [ ]  Pretty Good [ ]  Average [ ]  Basic [ ]  Would like help

**23.** Typing speed. If you don’t know your current typing speed and accuracy visit the free website <https://www.typingtest.com/>, provide an honest result about your words per minute (wpm), the one minute test is sufficient to get you a score:

[ ]  45 wpm + [ ]  44-31 wpm [ ]  30-21 wpm [ ]  20-11wpm [ ]  10 wpm and below

**Include a snipping of your results below**\* you will need to prove your typing speed and accuracy as part of your enrolment!

# Checklist for Candidate

To ensure you have completed the intake booklet, use this checklist to assist you in finalising your application (activate by clicking the box x) before sending back to NTM:

[ ]  **Step 1**: Background Information
[ ]  **Step 2**: Workplace Training Experience
[ ]  **Step 3**: Attached certified copies of courses and transcripts from TAFE, RTO, University or other training providers
[ ]  **Step 4**: Read and agreed to the Privacy at the end of the application pack
[ ]  **Step 5**: Attached any other Government Funding forms such as Smart and Skilled, Concession or Disability exemption forms.

Save this document in Word (.doc or docx) do not convert to a PDF or print. Once completed send all the attachments including this intake booklet via e-mail to admin@ntm.edu.au. Send other attachments as certificates and transcripts as separate files do not embed them here.

What happens next?

Once we receive your application and attachments, you will receive a confirmation email stating that your class position has been allocated. Up to three weeks prior to course commencement you will receive an email with our **OFFER LETTER**. Please discuss with our admin team if you require the offer letter earlier for work purposes. Once you have received our Offer Letter, we will require a reply email to **ACCEPT** or **DECLINE** the offer.

At NTM we have three options for prospective students:

[ ]  **Option 1: General Entry**, 12 months, 1 day a week over two semesters

[ ]  **Option 2: Advanced Entry**, 6 months, 1 day a week over one semester

[ ]  **Option 3: RPL Pathways** for existing holders of the TAE40110 Certificate IV Training and Assessment

You will be provided with the option that best suits your skills and existing qualifications. After the reviewing your application pack we will make a recommendation on the best option for you, general, advanced, RPL or a combination of these pathways.

There is no obligation to enrol if you are offered a place.

## Securing your place in the course

 **Note: at NTM the TAE40122 is hugely popular, meaning that those who apply on time, return ALL documents and meet the criteria, will be offered a place in the course. Once a course is full, you may move to another day or location, if all classes are full, you will be offered a place in the next intake. Your place in the course is guaranteed once you apply, supply all documents, and meet all requirements. If your course is funded, we may be limited by the NSW and Federal Governments on how many students we can take, this is beyond our control, and we will notify you of any fees. You may need to pay a $500 deposit for your place.**

**National Training Masters**
Privacy Notice and Student Declaration

Before signing the application pack and sending back, take the time to read the terms and conditions of your enrolment contained in this declaration. Ensure you have read the Learner Handbook, containing a summary of all our policies and procedures.

**Privacy Note**

Under the [Data Provision Requirements 2012](https://www.legislation.gov.au/Details/F2013L00160), National Training Masters is required to collect personal information about you and to disclose that personal information to the [National Centre for Vocational Education Research](http://www.ncver.edu.au) 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 National Training Masters for statistical, regulatory and research purposes. National Training Masters 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 statements of attainment or 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 programme 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](http://www.ncver.edu.au)).

**ACKNOWLEDGEMENT**

[ ]  **\*** I acknowledge that it is a condition of my enrolment that I abide by all National Training Masters policies and procedures. I hereby acknowledge that I have received and read the Learner Handbook, the Privacy Notice & Student declaration. I further acknowledge that when I enrol in a course with National Training Masters, I may receive their regular email newsletter containing articles relevant to training as well as special enrolment offers from time to time. I may opt out from receiving these newsletters at any time. 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 the *Privacy Notice* above.

 opt out here [ ]  [ ]  **\*** Digital signature is acceptable for sending back via e-mail

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Privacy Statement:** This Application Pack is a confidential and controlled document. Learners may review this document by contacting Administration. Store in Learner file.
Remember to send your application pack to admin@ntm.edu.au and keep a copy. If you have any questions contact our office on 1300 653 501.

**END OF APPLICATION PACK**