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**ntm.edu.au**

**TAE40122**

Certificate IV in   
Training and Assessment

**2025 | 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)** | | | |
| **Face to Face Training** at both training locations, please select your preferred option:  **KIAMA | South Coast**  **MINCHINBURY | Western Sydney** | | | |

**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,**

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National Training Masters

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# Table of Contents

[Table of Contents 3](#_Toc207203435)

[Application Outline 4](#_Toc207203436)

[TAE40122 Certificate IV in Training and assessment – This is Stage 1 of 3. 4](#_Toc207203437)

[The Application Process 5](#_Toc207203438)

[Prerequisites 5](#_Toc207203439)

[Prerequisites for face-to-face (F2F) Advanced Mode 6](#_Toc207203440)

[Step 1: Background Information 7](#_Toc207203441)

[Personal details 7](#_Toc207203442)

[Language and cultural diversity 8](#_Toc207203443)

[Disability 8](#_Toc207203444)

[Previous and Current Education and Training 9](#_Toc207203445)

[Your education at school 9](#_Toc207203446)

[Post-secondary education 9](#_Toc207203447)

[Qualifications and certificates \* 10](#_Toc207203448)

[Work experience \* 10](#_Toc207203449)

[Step 2: Workplace Training and Support 12](#_Toc207203450)

[Workplace training and assessment qualifications 14](#_Toc207203451)

[Step 3 – Using computer technology: digital literacy 15](#_Toc207203452)

[PLEASE NOTE: This is a MANDATORY requirement. 15](#_Toc207203453)

[Step 4: Privacy Notice and Student Declaration 16](#_Toc207203454)

[Your checklist to enrolling in the course 17](#_Toc207203455)

[What happens next? 17](#_Toc207203456)

[Securing your place in the course 17](#_Toc207203457)

# Application Outline

## TAE40122 Certificate IV in Training and assessment – This is Stage 1 of 3.

Welcome to National Training Masters,

Thank you for enquiring about the new TAE40122 Certificate IV in Training and Assessment (TAE40122) course.

All applicants will need to complete this pack as part of the enrolment process. This intake will require you to complete three stages:

**Stage 1:** Complete this application pack with your Background Information and Workplace Training Experience.

**Stage 2:** Email required documents to [admin@ntm.edu.au](mailto:admin@ntm.edu.au)

1. This completed TAE40122 Application pack
2. Qualifications and Transcripts
3. Resume
4. Typing Test

**Stage 3:** Once reviewed and approved you will receive our Course Offer Letter for you to accept or decline your course offering.

If we have NSW Smart and Skilled funding available, it will be at stage 2 that we email you through our form to complete and return. NSW Smart and Skilled funding is not always guaranteed but if it is available, it will be offered to you. If not available, after you have accepted your course offering, we will then raise an invoice, it will be emailed through to you for the $500 deposit payment by course commencement (the remaining fees can be paid off in a fee free format over the duration of the course).

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.

If you have any questions before, during or after this intake process please contact our office on 1300 653 501 or [admin@ntm.edu.au](mailto:admin@ntm.edu.au)

All prospective students are required to complete this Application Pack, including those who have completed the full TAE40110 or TAE40116 Certificate IV in Training and Assessment (TAE40110 or TAE40116).

Kind regards

Jane Lees

**CEO**

# The Application Process

There are three easy steps to apply for the TAE40122 Certificate IV Training and Assessment (or simply TAE40122) with National Training Masters (NTM), your background information, workplace training experience, and acceptance of our Course Offer Letter.

All applicants for the TAE40122 must complete the application pack which will provide information on your learning needs, preferences and eligibility to enrol in the course. Once completed, our Administration team will review your application and if we require any further information, we will contact you via telephone to discuss. **Please complete our TAE40122 Application electronically and not handwritten, this is part of your digital literacy skills.**

At NTM we only offer the TAE40122 in face-to-face mode, with a real teacher and fellow 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 it send directly to [admin@ntm.edu.au](mailto:admin@ntm.edu.au) and keep a copy for your reference.

# 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 area that you intend to train and assess.

For example, if you propose to train and assess ‘business’ you need to hold current industry skills and knowledge relevant to, and at least to the level of, the ‘business’ related training product being delivered. ‘At least to the level of’ refers to the level of skills and knowledge required for each training product, rather than equivalence of the AQF level through a ‘business’ qualification.

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) Advanced Mode

**The course is NOT an entry-level qualification and is unsuitable for early school leavers**. At NTM, the 6-month version of the course is available via advanced entry. There are eight entry requirements for the advanced version of the course. You must:

1. Demonstrate vocational competency in your proposed training and assessing area, as evidenced by holding vocational education and training (VET) or university qualifications; a **minimum of a Certificate III (trade ticket or equivalent) or higher qualification (Certificate IV, Diploma or university degree)**. As part of your application, **you must provide copies of your relevant qualifications, including the transcript** of results.
2. Have **current industry experience within your vocational area** with at least 12 months of workplace training. This means you are working in your industry or have had recent experience within the past two years.
3. Have capable digital literacy skills, including using a range of Microsoft products, such as Word, researching online, and navigating the Internet. Your teacher will provide relevant support, within reason in using Microsoft products during your course.
4. Commit to attending all the face-to-face training sessions. Attending all sessions is essential for this advanced course.
5. Possess strong English communication and presentation skills.
6. Own or have access to a Windows 11 (which we highly recommend) or the latest Mac OS (Operating System) laptop for use in class. We will provide you access to the free education version of Office 365 (such as Word and PowerPoint, so you do not need to buy a subscription) and reliable internet at home or work. While in class, you will have access to free student internet.
7. Complete the TAE Application pack, including a pre-training assessment (PTA) to assess your language, literacy, numeracy, and digital skills (LLND) and suitability of your qualifications and workplace training experience.

**Please complete this document accurately, honestly and to the best of your ability.** Once you have completed the intake booklet email all the required information back to Administration at [admin@ntm.edu.au](mailto: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.**

# Do I have to attend every class and how much work is in the course?

Yes, as this course is face-to-face and is highly demanding in terms of content and assessments, you will need to commit to attending every training session. The course also has compulsory group delivery days, during which you will train at least four other learners as the practical component.

When deciding to enrol in the course, you must organise your life and work schedule to attend all sessions. If you have work or other commitments, such as being a first responder, health worker, or carer, you must balance your commitments and time management to complete the qualification successfully. You must undertake further research and complete assessments as part of the qualification.

# Step 1: Background Information

**Instructions**: **complete all questions**. It is essential that you fill in as many details as possible. The NSW and Federal Governments require the background information 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](mailto:admin@ntm.edu.au). Please do not print or scan, then send back the form as it will be returned to you for non-compliance.. You must complete this form electronically using Microsoft Word. If you are using a smartphone or tablet, download Word to complete this form. The government requires the following details and assists 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** |  | | **Postal**  **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 without a 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) **\* (Please do not send us copies of your Driver License or Medicare Care card)**

1. **NSW DRIVERS LICENSE**
2. Drivers License from another state
3. **Australian citizen, resident, New Zealand Citizen or eligible visa holder**  **Your Medicare card colour proves your residency status, we are not registered to accept 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

**Secondary education**

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 or most recent 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 core skills 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 approximately 50 words per question – All applicants must complete this entire stage. 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. At your place of work, who do you have access to and can seek support from throughout the course?** (detail all key personnel, managers, colleagues, human resources management, learning and development)

**5. Would you like extra assistance with the course, such as 1:1 tutorial and/or small group workshops? Detail what type of assistance 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 type of job role 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 in Training and Assessment help you to achieve your medium and long-term goals? When answering this question include your personal, career plans and goals**.

**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 requirements outside of the course. How will you ensure you assessment requirements outside of the course, 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?**

Great  Good  Average  Ok  Poor

**PLEASE NOTE:** You are required to bring in your own laptop to class each week. Confirm whether you use a:

**Windows 11 Microsoft**

(highly recommend Windows 11, 16GB ram & 4-core processor)

**Mac OS / Apple**

(recommend only ‘Expert Users’ of MAC or suggest switching to WINDOWS)

**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 our current Learner Management System (LMS), please acknowledge 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 by activating the checkbox below ()**

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](mailto: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?**

# Step 3 – Using computer technology: digital literacy

## PLEASE NOTE: This is a MANDATORY requirement.

Indicate your level of confidence with computer technologies and programs by selecting the appropriate skill level for each item, below. **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 you with FREE access to Office 365, So you are not required to purchase the software or subscription.

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

**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 of 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**\* As part of the enrolment process, you will need to demonstrate meeting the required typing speed and accuracy required of the course.

# **Step 4: Privacy Notice and Student Declaration**

**PLEASE NOTE: This is a MANDATORY requirement.**

Before signing the application pack and emailing all the requirements back to NTM, 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 of all future Marketing  **\*** 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](mailto:admin@ntm.edu.au) and keep a copy. If you have any questions, contact our office on 1300 653 501.

# Your checklist to enrolling in the course

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 emailing all the requirements back to NTM:

**Step 1**: Background Information   
 **Step 2**: Workplace Training Experience   
 **Step 3**: Computer Technology – Digital Literacy   
 **Step 4**: Read and agree to the Privacy at the end of the application pack, make sure to sign   
 **Step 5**: Return documents listed via email to [admin@ntm.edu.au](mailto:admin@ntm.edu.au)

1. **TAE40122 Application pack (this document)**
2. **Resume / CV**
3. **Typing Test results**
4. **Qualifications and Transcripts**

Please Note: Save this document in Word (.doc or docx). Do not convert to a PDF or print. Send other attachments such as certificates and transcripts as separate files, do not embed them in this document!

What happens next?

Once we receive your application along with attachments including your Typing Test and Resume (and any previous qualifications) you will receive a confirmation email stating that your class position has been allocated. Your application will then be assessed and then submitted to NSW State Training to assess your eligibility to receive any NSW Government Funding – If applicable. Once NTM have been notified by NSW State Training, we will advise you of the course cost and send you through our course offer letter to accept or decline your position in the class. If NSW Government funding is not available, we will raise an invoice, and it will be emailed to you to pay your $500 deposit payment before course commencement. 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: Recognition of Prior Learning (RPL)** Pathway (Note: this involves a separate RPL process, so we recommend that you communicate this to NTM admin in a separate correspondence).

You will be provided with the option that best suits your skills and existing qualifications. After 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: The TAE40122 Training and Assessment course is a highly desired and popular qualification. In order to be considered for enrolment, you must include ALL the required documents detailed above and meet all the required criteria throughout this application process. Only then, may you be offered a place in the course. Once a class has reached capacity, you may be offered to join another class or location, if viable, or be offered a place during the next intake period. NSW and Federal Governments funded courses determine how many students we can take; this is beyond our control, and we will notify you of any course fees. If you accept our Letter of offer, you may need to pay the $500 deposit to secure your place.**