



# Mossman State High School

Address: 46 – 62 Front Street PO Box 178, MOSSMAN Q 4873

Phone: 07 4084 1333 | Email: [info@mossmanshs.eq.edu.au](mailto:info@mossmanshs.eq.edu.au) | Website: [mossmanshs.eq.edu.au](http://mossmanshs.eq.edu.au)

## Consent Form - General Construction Induction Training Course (White Card)

### Privacy Statement

The Department of Education is collecting the personal information in this form to:

- obtain consent for the named child/student to participate in the excursion.
- help coordinate the excursion.
- respond to any injury or medical condition that may arise during or as a result of the excursion; and
- update school records where necessary.

The information will only be accessed by authorised departmental staff. The information will not be disclosed to any other person or agency unless we have your consent or we are required or authorised by law to do so e.g. in compliance with relevant [Queensland Chief Health Officer's Directions](#).

On Tuesday 31 March 2026, we will be offering a full day training opportunity for students to obtain a General Construction Induction Training Card. This full day course will be delivered at school by MiHaven Training. The course prepares students to work safely in the construction industry and must be kept with them whenever they are on a construction site.

Details are as follows:

**DATE:** Tuesday 31 March 2026 - **One full day of training**  
**TIMES:** 8:55am – 2:55pm (normal lunch breaks)  
**DRESS:** Normal School Uniform  
**COST:** **\$100.00**

Students are expected to read and adhere to our Student Code of Conduct

<https://mossmanshs.eq.edu.au/SupportAndResources/FormsAndDocuments/Documents/mossmanshs-student-code-of-conduct.pdf>

To be able to participate, your student **MUST** have a valid USI (Unique Student Identifier). If they do not have one, we can support them in T Block to obtain it, or they can arrange it personally by following this link <https://www.usi.gov.au/students/get-a-usi>. If your student has a USI but cannot remember it, they can locate by following this link <https://www.usi.gov.au/students/find-your-usi>.

**Please return the following to the school no later than Tuesday 17 March 2026: -**

- MSHS Consent Form with Payment**
- Mi Haven Application Forms for Enrolment**
- MSHS Student ID (COLOUR copy only)**
- Identification Australian Birth Certificate, Australian Passport or Medicare Card (COLOUR copy only)**
- USI Number**

For further information please contact Laura Gray, Head of Department Partnerships and Student Support, [lgray123@eq.edu.au](mailto:lgray123@eq.edu.au) or phone 4084 1381.

  
Katherine Macfarlane  
Principal

  
Laura Gray *Belinda Entwistle*  
Head of Department Partnerships & Student Support



# GENERAL CONSTRUCTION INDUCTION TRAINING COURSE (WHITE CARD)

## Activity risks and insurance

The Department of Education does not have personal accident insurance cover for children/students. If a child/student is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If the parent/carer has private health insurance, some costs may also be covered by your provider. Any other costs must be covered by the parent/carer. It is up to the parent/carer to decide the type/s and level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow the child/student to participate in this activity.

## Consent

By signing this form, I agree to all the following statements:

- I have read all the information contained in this form in relation to the excursion (including any attached material)
- I am aware that the department does not have personal accident insurance cover for children/students.
- I give consent for the named child/student, \_\_\_\_\_ <insert child's/student's name> to participate in the identified excursion.
- I will pay to the school the costs detailed in this consent form for the child/student's participation in the excursion.
- I agree to and understand the refund policy as it applies to this excursion (see Excursion costs)
- In the event of an accident or illness, school staff may obtain or administer any medical assistance or treatment the child/student may reasonably require, including contacting their doctor.
- I accept liability for all reasonable costs incurred by the department in obtaining such medical assistance or treatment (including any transportation costs) and undertake to reimburse the department the full amount of those costs.
- I have provided the school with all relevant details of the child/student's medical or physical needs on registration/enrolment and where relevant have updated this information.
- I give consent for child/student contact information to be shared in relation to this excursion in compliance with relevant [Queensland Chief Health Officer's Directions](#).

Parent/Carer/Student*	Name:		
	Phone number:		
	Email address:		
	Signature:		Date:
Emergency contact information for the duration of this excursion	Name:		
	Phone number/s:		

## Additional medical information

The school collected medical information about your child at registration/enrolment. This information is stored electronically in OneSchool. Please give full details of any new or updated medical information which may affect your child's full participation in the excursion described in the form.

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## You may also wish to update/provide the following optional information:

Name of child/student's medical practitioner: \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Medicare No.: \_\_\_\_\_  
 Private Health Insurance Company (if applicable): \_\_\_\_\_ Membership No.: \_\_\_\_\_

\*Students that are independent, mature-age or over 18 years of age may provide their own consent and be responsible for all related costs.





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Dear Parent / Guardian

As part of senior certification requirements, any student who is completing or may complete nationally recognised training (including VET subjects, School-Based Apprenticeships or external certificate courses) must have a Unique Student Identifier (USI).

A valid USI is a mandatory requirement. Without a USI, student results cannot be formally reported and qualifications or statements of attainment cannot be issued. We also required to have a USI recorded to update your child's QCAA portal and meet senior certification and reporting obligations.

If your child does not yet have a USI, it can be created via the official government website:

<https://www.usi.gov.au/students/create-your-usi>

Please find attached a helpful student guide to assist with the process.

Once your child has received their USI, or if they already have one, please submit the number to the Merissa in T Block by completing the below slip so we can update our records accordingly.

We ask that this be completed at your earliest convenience to ensure certification requirements are met and records can be updated promptly.

If you require any assistance, please do not hesitate to email [bguthrie5@eq.edu.au](mailto:bguthrie5@eq.edu.au) or [mwong82@eq.edu.au](mailto:mwong82@eq.edu.au)

Thank you for your cooperation.

Belinda Guthrie  
Head of Department Senior School & Transitions

Katherine Macfarlane  
Principal

Please return to Miss Merissa by return email [mwong82@eq.edu.au](mailto:mwong82@eq.edu.au), through the school office or T Block.



I have successfully completed the USI registration and I authorise my USI to be entered and stored in school records for VET purposes.

Student Name:

Form Class:

The USI I have been issued is:

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If you want Mossman SHS to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/about-us/privacy/privacy-policy>

**You will be required to provide colour copies of identification for this purpose: Australian Birth Certificate, Australian Passport and Medicare Card so that we can apply for a USI on your behalf.**

I authorise Mossman SHS to apply for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) at <https://www.usi.gov.au/providers/permission-access-student-usi>





Australian Government

# USI

Unique Student Identifier



## STUDENT QUICK GUIDE

### HOW TO CREATE A USI

Go to [www.usi.gov.au](http://www.usi.gov.au)



Select 'Student Login'



Agree To Terms and Conditions



Select 'Create USI'



Follow the steps to create a USI



You will need a form of ID to create your USI such as a:

- Driver's Licence
- Medicare Card
- Passport (Australian)
- Non-Australian Passport (with Australian Visa)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- ImmiCard



If your account is not activated you won't be able to view your transcript

You will need a current form of ID if you want to change your name(s) or date of birth

Your USI is yours for life and you will need to take it with you every time you enrol in training

Your password must be at least 9 characters long, contain a lowercase letter, an uppercase letter and a number or special character

Enter all of your name(s) as they appear on the form of ID you are using to create your USI



If your ID does not verify click "Next" two more times to show the Request Help link. Create a Help Request and write down your HR number

Your Help Request will be sent to the USI Office so that we can help you with the creation of your USI

### HOW TO ACTIVATE YOUR USI ACCOUNT

If a training organisation created a USI for you, activate your USI account by:

1. Clicking on the link that was sent to either your e-mail address or mobile number.
2. Once you have clicked on the link you will be asked to set up a password and two check questions.
3. You will then be able to login to your USI account. Your training organisation cannot do this part for you.

### HOW TO UPDATE PERSONAL OR CONTACT DETAILS

You can change your personal and contact details by logging in to your USI account and selecting either 'Update Personal details' or 'Update Contact details'.

If you have given your training organisation permission to update your details they can make the changes for you.

## HOW TO RETRIEVE A FORGOTTEN USI OR PASSWORD

Go to [www.usi.gov.au](http://www.usi.gov.au)

Select 'Student Login'

Agree To Terms and Conditions

Select 'Forgotten your USI?' or 'Forgotten your password?'

Choose One of the following:

- E-mail address
- Mobile number
- Personal information

- If you select e-mail you will be sent a link that will expire after 10 minutes.
- If you select mobile number you will be sent a pin that will expire after 60 seconds.
- If you select personal information you will need to either answer your check questions or provide ID.

When using your e-mail address or mobile phone number it must be the same as the one that is currently in your USI account



Make sure your answers to your check questions are spelt correctly (e.g. street instead of st)

## TRANSCRIPTS

- Transcripts for training completed before 1st of January 2015 will not appear in your USI account.
- Your transcript will show information from the certificates, diplomas or training records issued by your training organisation.
- The activation date for transcripts is yet to be decided.

Your transcript does not replace the training certificates, diplomas or training records issued to you by your training organisation but will come in handy if you misplace your documentation



## HOW TO MANAGE PERMISSIONS

*A really useful tool that will save both you and your training organisation time*

Go to [www.usi.gov.au](http://www.usi.gov.au)

Select 'Student Login'

Agree To Terms and Conditions

Login To your USI account

Select 'Manage permissions' tile

Search Organisation by either their Organisation code or name

Set Permissions and expiry date

**Transcripts:** The training organisation can view your transcripts but cannot update them.

**View Details:** The training organisation will be able to view your personal and contact details.

**Note:** If you do not want your training organisation to view your contact details Select 'Update Contact Details' and click on 'Hide Contact Details'.

**Update Details:** The training organisation will be able to update your personal and contact details

## APPLICATION FOR ENROLMENT FORM

MiHaven Training ("the RTO")

### COURSE DETAILS

What course are you applying to enrol in?	Course Code	CPCWHS1001	
	Course Title	Prepare to work safely in the construction industry	
What funding stream is being accessed?	<input type="checkbox"/> Career Start (General Training)	<input type="checkbox"/> Career Start (Traineeship)	
	<input type="checkbox"/> Career Boost (General Training)	<input type="checkbox"/> Career Boost (Apprenticeship)	
	<input type="checkbox"/> VET in Schools 2026 (General Training)	<input checked="" type="checkbox"/> Fee-For-Service (FFS)	
	<input type="checkbox"/> Skilling Queenslanders for Work (SQW)		
What location?	Study Mode? (select one (1) only)	<input checked="" type="checkbox"/> Face-to-Face <input type="checkbox"/> Blended <input type="checkbox"/> Online <input type="checkbox"/> Workplace <input type="checkbox"/> Recognition of Prior Learning (RPL)	
How did you hear about us?	<input type="checkbox"/> Website <input type="checkbox"/> Social Media <input type="checkbox"/> Job Services Provider <input type="checkbox"/> Expo/Event <input type="checkbox"/> Word of Mouth <input type="checkbox"/> Other - Specify:		
Which BEST describes the main reason you are undertaking study? (select one (1) only)	<input type="checkbox"/> To get a job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To try for a different career <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> Other reasons		

### PROSPECTIVE STUDENT DETAILS

Please ensure you accurately complete this section as incorrect details may affect enrolment. Please write the name that you used when you applied for your Unique Student Identifier (USI), including middle name/s. If you do not yet have a USI and want us to apply for a USI on your behalf, you must write your name, including middle name/s, exactly as written in the identity document you choose to use for this purpose. See section on the USI for a detailed explanation.

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mx		
<input type="checkbox"/> Single Name Only (Select this box if you have one (1) name only. Write your single name in the applicable section).			
First Name		Middle Name/s	
Surname		Preferred Name	
Previous Name/s		Date of Birth	
If employed, please complete the details below			
Company Name		Position/Title	
Division/Section		Contact Number	
Supervisor Name			
Contact details for student communication			
Home Phone		Mobile Phone	
Email Address			



**SUPPORT NEEDS**

**Do you consider yourself to have a disability, impairment or long-term condition?**

If yes, please complete the Disability Supplement section below.

Yes  No

**Disability Supplement**

The purpose of the disability supplement is to provide additional information to assist with answering the disability question. Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses. **Please select the area(s) from the following list that are applicable.**

**11: Hearing/deaf** | Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

**12: Physical** | A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

**13: Intellectual** | In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

**14: Learning** | A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

**15: Mental illness** | Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

**16: Acquired brain impairment** | Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

**17: Vision** | This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

**18: Medical condition** | Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

**19: Other** | A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

**Specify (Optional):** \_\_\_\_\_

<b>Do you have any building access requirements you would like the RTO to be aware of?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **yes**, specify:  Ambulant Parking (Cairns ONLY)  Wheelchair Access Required  
 Other – Specify: \_\_\_\_\_

**PREVIOUS QUALIFICATION DETAILS**

<b>Are you CURRENTLY enrolled in any other Nationally Recognised Training?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **yes**, specify: **Qualification Code:** \_\_\_\_\_ **Qualification Title:** \_\_\_\_\_

<b>Have you FULLY AND/OR PARTIALLY COMPLETED any qualification/s from an Australia institution?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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If **yes**, select the highest level of education qualification achieved in Australia:  
 Bachelor Degree or Higher Degree  Advanced Diploma or Associate Degree  Diploma (or Associate Diploma)  Certificate IV (or Advanced Certificate/Technician)  Certificate III (or Trade Certificate)  Certificate II  Certificate I  Other Education (including Certificates or overseas Qualifications not listed above)

<b>Are you applying for Recognition of Prior Learning (RPL)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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<b>Are you applying for Credit Transfer/s (CT)?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
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**UNIQUE STUDENT IDENTIFIER (USI) DETAILS**

From 1 January 2015, the RTO can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment (SOA) when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

<b>Do you have a USI?</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes, but I have forgotten	<input type="checkbox"/> No (we can apply for you, see below)
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<b>Enter your USI (if you already have one)</b> If you want us to search or apply for a USI on your behalf, please complete the sections below.	<table border="1" style="margin: auto;"> <tr> <td style="width: 20px; height: 20px;"> </td> </tr> </table>										

By selecting this box, I authorise the RTO to search and find an existing USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/providers/find-student-usi>

**Application for Unique Student Identifier (USI)**

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

If you would like the RTO to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>. You may also be required to provide some additional information so that we can apply for a USI on your behalf.

By selecting this box, I authorise the RTO to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

In accordance with section 11 of the Student Identifiers Act 2014, the RTO will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon

as practicable after we have made the application, or the information is no longer needed for that purpose.  
<https://www.usi.gov.au/documents/privacy-notice>

**JOB ACTIVE PROVIDER DETAILS**

Are you currently registered with a Job Active provider?

Yes  No

If yes, specify: Job Active Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

**PRIVACY NOTICE**

**Why we collect your personal information?**

As a Registered Training Organisation (RTO), we collect your personal information so we can process and manage your enrolment in a Vocational Education and Training (VET) course with us. Please note if an individual does not provide their personal information to the RTO, consequences could include not being able to enrol as a student of the RTO.

**How we use your personal information?**

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. The Information the RTO collects may be provided to the Department of Trade, Employment and Training (DTET) for the purposes of the department ensuring the RTO is delivering quality services.

**How we disclose your personal information?**

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

**How the NCVER and other bodies handle your personal information?**

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

The NCVER is authorised to disclose information to the Australian Government Department of Trade, Education and Training (DTET), Commonwealth authorities, State and Territory authorities (other than RTO's) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

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

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy). If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below. DTET is authorised by law, including the *Privacy Act* and the *NVETR Act*, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DTET will handle your personal information, please refer to the VET Data Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

**Surveys**

You may be contacted via phone, email or in-person and/or receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency regarding your training goals, experience and outcomes for the purposes of monitoring the RTO's performance and/or adherence to its RTO obligations and requirements. Please note you may opt out at the time of being contacted.

**Contact information**

At any time, you may contact the RTO's administration staff:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this Privacy Notice

**EMERGENCY CONTACT DETAILS**

<b>Full Name</b>			
<b>Phone Number</b>		<b>Relationship</b>	
<b>Email Address</b>			

**DECLARATION AND CONSENT**

**STUDENT DECLARATION**

By selecting the following boxes, I declare that I have read, understood and agreed to each statement.

I AGREE that I have received a qualification flyer, training schedule, qualification eligibility requirements and enrolment eligibility requirements.	<input type="checkbox"/>
I AGREE that I have received a copy of the Transition of Superseded Training Products Policy and Procedure.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Fees and Charges Policy and Procedure and Schedule of Fees from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the USI Student Factsheet from the USI website along with the Unique Student Identifier Collection Policy and Procedure from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Recognition of Prior Learning and Credit Transfer Policy and Procedure and Privacy Policy from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Complaints and Appeals Policy and Procedure, Complaint Form and Student Assessment Appeals Form from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Refund Policy and Procedure, Student Withdrawal Form and Refund Request Form from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Student Handbook and Student Feedback Form from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I UNDERSTAND that I can access a copy of the Student Support and Wellbeing Handbook and Student Support and Wellbeing Policy from the RTO's website as outlined in the interview/conversation enrolment process.	<input type="checkbox"/>
I AGREE to abide by the expectations and procedures, including the Student Code of Conduct and RTO's Campus Housekeeping Instructions.	<input type="checkbox"/>

I UNDERSTAND that I must meet all relevant entry requirements associated with my chosen course prior to my enrolment being accepted.	<input type="checkbox"/>
I AGREE that I have completed a Qualification/Skill Set/Short Course Suitability Questionnaire and Student Factsheet and Funding Declaration as part of my Pre-Enrolment Assessment.	<input type="checkbox"/>
I AGREE that I have provided all forms of valid eligibility evidence.	<input type="checkbox"/>
I GIVE the RTO permission to obtain official records from an educational institution that I do and/or have attended.	<input type="checkbox"/>
I AGREE to pay the relevant co-contribution fees on the commencement of training.	<input type="checkbox"/>
I AGREE for my academic progress and results to be shared with Government departments, schools, employer or job network providers (whichever applies) if required.	<input type="checkbox"/>
I UNDERSTAND the RTO will take video and/or take photos of me for assessment ONLY purposes.	<input type="checkbox"/>
I AGREE that the information I have provided is true and correct and understand that giving false or incomplete information may lead to the refusal of my application or cancellation of my enrolment.	<input type="checkbox"/>

**PRIVACY STATEMENT AND CONSENT**

By selecting the following box, I declare that I have read, understood and agreed to each statement.

As a Registered Training Organisation (RTO) we are required to collect and record information about you, including your personal information. Your personal information is protected by the *Privacy Act 1988* and 13 Australian Privacy Principles (APPs).

I AUTHORISE the RTO to collect and store my personal information to administer my application and enrolment, to monitor my academic progress and to provide services, including services delivered in partnership with relevant stakeholders and third parties beneficial to my participation, completion and gaining employment. This may include checking of my migration status (work and study entitlements) through VEVO for the purpose of confirming enrolment eligibility.

*The RTO will ensure that information collected from me is not excessive and is only used for the purpose for which it is collected.*

**CAREER START AND CAREER BOOST SELF-DECLARATION**

By selecting the following boxes, I declare that I have read, understood and agreed to each statement.

N/A – I am **NOT** applying for Career Start or Career Boost funding (*skip to next section*)

I AGREE that I have listed (if applicable) any previous first or last names. I confirm that this declaration is accurate and consistent with all other documentation I have provided.	<input type="checkbox"/>
I AGREE that I am no longer in school.	<input type="checkbox"/>
I AGREE that I have listed (if applicable) any previous partially and/or fully completed Australian qualifications.	<input type="checkbox"/>
I AGREE that I have listed (if applicable) any current enrolment in any other Training Products.	<input type="checkbox"/>
I AGREE with the documented Pre-Enrolment Assessment (Qualification/Skill Set Suitability Questionnaire and Student Factsheet and Funding Declaration).	<input type="checkbox"/>
I AGREE that I can achieve a security clearance.	<input type="checkbox"/>

**STUDENT SUPERVISION AND SAFETY DECLARATION**

By selecting the following box, I confirm that I have read, understood, and accept the terms outlined below.

I **ACKNOWLEDGE** and fully understand that the RTO is not responsible for the supervision, care, or safety of the student at any time outside of the scheduled training sessions as clearly outlined in the official Training Schedule provided by the RTO. This understanding specifically includes, but is not limited to:

- **Transportation Arrangements:** The RTO is not responsible for arranging or overseeing transportation to or from the designated training delivery location. It is the sole responsibility of the student, their parent/guardian, or the relevant third party to ensure safe and timely transport to and from the premises.
- **Before and After Scheduled Training Times:** The RTO does not assume responsibility for the student's safety or supervision before the official start time or after the official end time of each scheduled training session.
- **Break Periods During Training:** The RTO is not liable for any incidents or occurrences should the student choose to leave the training premises during scheduled break times (e.g., morning tea, lunch), particularly when doing so goes against the guidance or advice of any RTO staff member.
- **Voluntary Absence or Departure from Premises:** If the student voluntarily exits the training premises during any portion of the scheduled training session, whether for personal reasons or otherwise, the RTO is not accountable for their supervision or safety during that time.

I recognise that the responsibility for the student's welfare during the above-mentioned periods lies entirely with the student and/or their parent, guardian, or designated caregiver.

<b>Student Signature</b>	Please draw signature in here	<b>Date</b>	
<b>Parent/Guardian Name</b> (if under eighteen (18) years old)		<b>Date</b>	

**OFFICE USE ONLY**

<b>Have ALL fields been completed on this Application for Enrolment Form?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Application for Enrolment Status</b>	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
<b>Staff Initials</b>	<b>Date</b>

## STUDENT FACT SHEET AND FUNDING DECLARATION FEE-FOR-SERVICE (FFS) – SHORT COURSE

The purpose of this form is to confirm that students understand the requirements of the unit/s they are enrolling in with MiHaven Training (“the RTO”) and can meet the funding eligibility criteria required.

PROGRAM REQUIREMENTS	
<b>SRTO Name and Code</b>	MiHaven Training (RTO #40928)
<b>Unit Code and Title</b>	CPCWHS1001 Prepare to work safely in the construction industry
<b>Delivery and Assessment Location</b>	
<b>Study Duration</b>	Four (4) hours and thirty (30) minutes (extension fees apply)
<b>Student Name</b>	
<b>Mode of Delivery</b>	<input type="checkbox"/> Face-to-Face (classroom) plus practical observations <input type="checkbox"/> Blended (online and face-to-face) plus practical observations
<b>Assessment Methods</b>	<ul style="list-style-type: none"> <li>Written Assessments (short answers, multiple choice, case studies, reports etc.)</li> <li>Oral Assessments (questions, discussions, presentations, supplementary explanation etc.)</li> <li>Simulation Practical Observations (simulation tasks and role plays etc.)</li> <li>Workplace Practical Observations (workplace tasks, projects, training record book, workplace observation book etc.)</li> </ul>
<b>Vocational Placement Minimum Duration</b>	NIL
<b>Mandatory Security Clearances</b>	NIL
<b>Vaccinations Status</b>	NIL

MODE OF DELIVERY	
<b>Face-to-Face</b>	Students attend scheduled training sessions within a classroom environment on campus. Practical observations to be assessed in simulation and/or the workplace.
<b>Blended</b>	A combination of theory assessments delivered online through the online student portal and practical observations delivered face-to-face. Practical observations to be assessed in simulation and/or the workplace.
<b>Online/External</b>	Students <b>MUST</b> be employed in industry prior to enrolment. Theory assessments delivered online through the online student portal and practical observations to be assessed in the workplace and/or simulation prior.
<b>Recognition of Prior Learning (RPL)</b>	Trainer and Assessor to assess the competency/s of the student based on evidence of prior skills, learning and/or experience. This may include face-to-face conversations, digital/ virtual meetings and/ or phone calls.

## Eligibility | Fee-For-Service (FFS)

To be enrolled with the RTO, a student must meet the following criteria:

- Aged fifteen (15) years or older,
- Be an Australian citizen, or Australian permanent resident (includes humanitarian entrant), or a temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen.

## Training Packaging Rules

The successful achievement of this short course requires the completion of one (1) unit of competency, consisting of:

- CPCWHS1001 Prepare to work safely in the construction industry.

For further information, please refer to <https://training.gov.au/training/details/CPCWHS1001/unitdetails>

## Entry Requirements

There are no entry requirements for this qualification.

## Prerequisites

There are no prerequisites for the qualification.

## Fees

The RTO charge a student fee as outlined below; there are no further fees including textbook fees associated with this qualification. The total student fees will only alter if Credit Transfers (CT) are applicable.

## Schedule of Units

Unit Code	Unit Title	Core or Elective
CPCWHS1001	Prepare to work safely in the construction industry	Core
		<b>Total \$100.00</b>

## Refunds

Refunds of student contribution fees are paid on a pro-rata basis and based on units of competency yet to be commenced. Student contribution fees will not be refunded for those units of competency that have been commenced or achieved. Students are required to request refunds in writing. Refunds will generally be processed within twenty-eight (28) days.

For further information, please refer to the Refund Policy and Procedure located on the RTO's website <https://www.mihaventraining.edu.au/enrolment/>.

## Student Transition Pathway Survey

At the end of your training, you will be required to complete a mandatory Student Transition Pathway Survey. These surveys are administered by your Trainer and/or Assessor, and the responses to these surveys are reported to the Queensland Government.

## Support Services

The RTO has access to a range of support services to enhance a student's learning experience and ensure a supportive environment. Available services include (but not limited to) the following:

- **Daily Administration Support:** Assistance with administrative tasks and general campus-related inquiries.
- **Academic and Language Support:** Guidance with coursework, study skills, and language development.
- **Emergency and Health Support:** Access to external resources for health and emergency-related matters.
- **Campus Administration Procedures:** Help navigating campus policies and administrative processes.
- **Career and Further Education Pathway Support:** Advice on career options and guidance for further education pathways.

For further information, please refer to both the Student Handbook and the Student Support and Wellbeing Handbook located on the RTO's website <https://www.mihaventraining.edu.au/enrolment/>.

## Fee Declaration

- I acknowledge that the above information has been explained to me by the RTO.
- I confirm that I meet the eligibility criteria listed above.
- I confirm I understand the RTO cannot accept fees more than \$1500 per student, in one (1) transaction, at any time in line with the Standards for Registered Training Organisations (RTOs) 2025.
- I confirm that I understand the requirements of the short course program.

By selecting this box, I confirm the above information.

STUDENT SIGNATURE	
By signing below, I confirm that I agree to the above Fact Sheet and Funding Declaration sections.	
<b>Student Name</b>	<b>Date</b>
<b>Student Signature</b>	
<b>Parent/Guardian Name</b> (if under eighteen (18) years old)	
<b>Parent/Guardian Signature</b>	

OFFICE USE ONLY	
<p>I declare that I have explained the requirements of the short course and funding eligibility criteria to the student. The student has verbally confirmed their understanding and eligibility of the Student Fact Sheet and Funding Declaration.</p>	
<b>Date of Interview/Conversation</b>	
<b>Communication Method</b>	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Microsoft Teams/Zoom
<b>Funding Eligibility Assessment Outcome</b>	<input type="checkbox"/> Eligible <input type="checkbox"/> Not Eligible
<b>Decision Rationale</b>	<input type="checkbox"/> Based on my discussion with the student, the evidence reviewed and retained, and the information provided, I am satisfied that the student meets the funding eligibility criteria for Fee-For-Service <input type="checkbox"/> Based on my discussion with the student, the evidence reviewed and retained, and the information provided, I reasonably believe the student <b>does not</b> meet the funding eligibility criteria due to the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Is under the age of fifteen (15) years old</li> <li><input type="checkbox"/> Is not a permanent resident of Queensland or on the pathway to</li> </ul>
<b>Staff Name</b>	
<b>Staff Position</b>	
<b>Signature</b>	

## SHORT COURSE SUITABILITY QUESTIONNAIRE

The purpose of this form is to confirm that students understand the requirements of the unit/s they are enrolling in with MiHaven Training (“the RTO”) and can meet the responsibilities involved. Completing this form helps ensure they are prepared for the training component of the short course.

<b>RTO NAME AND CODE</b>	MiHaven Training RTO #40928
<b>STUDENT FULL NAME</b>	
<b>DATE OF BIRTH</b>	
<b>UNIT CODE AND TITLE</b>	CPCWHS1001 Prepare to work safely in the construction industry

QUESTIONS	YES	NO
Are you aware of the physical, emotional, and ethical demands involved in undertaking this short course at the RTO, and do you believe you are suitable to perform the duties and responsibilities required in this field?	<input type="checkbox"/>	<input type="checkbox"/>
Are you physically and mentally capable of performing tasks such as following instructions and performing hands-on practical simulations in potentially noisy environments?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand that you must always comply with Work Health and Safety (WHS) regulations including correct manual handling techniques and wearing the appropriate Personal Protective Equipment (PPE)?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand that you will be required to read and understand meanings and symbols associated with construction safety signs, symbols and tags?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand that you will be required to read, understand and follow all safety signs, work instructions and site procedures?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the importance of confidentiality, duty of care, dignity and respect in all practical and professional settings?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the importance of maintaining professional boundaries and acting ethically in all construction contexts?	<input type="checkbox"/>	<input type="checkbox"/>
Do you acknowledge that successful completion of this short course requires participation in practical training and assessment activities, including simulated tasks and/or workplace-based activities?	<input type="checkbox"/>	<input type="checkbox"/>
Do you acknowledge that you are prepared to undergo any required vaccinations, clearances or checks (e.g. National Police Check) required for training, industry placement and/or employment in accordance with industry and/or organisational policies?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand that any breach of the RTO’s Code of Conduct, WHS regulations, or industry expectations may affect the training, assessment and/or industry placement available to you?	<input type="checkbox"/>	<input type="checkbox"/>
Will you notify the RTO if at any time you become unable to meet these requirements?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge, you do <b>not</b> have any medical, physical, or psychological conditions that would prevent you from safely and effectively carrying out related duties?	<input type="checkbox"/>	<input type="checkbox"/>
LLND benchmark reached- Students are required to be able to read, write, have Numeracy skills, and communicate in English to at least Australian Core Skills Framework (ACSF) Level 1.	<input type="checkbox"/>	<input type="checkbox"/>

STUDENT SIGNATURE	
By signing below, I confirm I understand that my responses to the above questions may impact my suitability for this short course.	
<b>Student Name</b>	<b>Date</b>
<b>Student Signature</b>	
<b>Parent/Guardian Name</b> (if under eighteen (18) years old)	
<b>Parent/Guardian Signature</b>	

OFFICE USE ONLY	
By signing below, I declare that I have explained the requirements of the unit/s to the student and have confirmed their responses to the above questions. The student has verbally confirmed their understanding and suitability for this short course.	
<b>Date of Interview/Conversation</b>	
<b>Communication Method</b>	<input type="checkbox"/> Face-to-Face <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Microsoft Teams/Zoom
<b>Student Suitability Assessment Outcome</b>	<input type="checkbox"/> Suitable <input type="checkbox"/> Unsuitable
<b>Decision Rationale</b>	<input type="checkbox"/> Based on my discussion with the student, the evidence reviewed and retained, and the information provided, I am satisfied that the student is academically suited to undertake this short course, meets all unit/s entry requirements, and that the short course aligns with the student's needs, goals, and interests. <input type="checkbox"/> Based on my discussion with the student, the evidence reviewed and retained, and the information provided, I reasonably believe the student <b>does not</b> meet the requirements due to the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Answered "No" to one (1) or more suitability questions</li> <li><input type="checkbox"/> Cannot achieve a required vaccination, clearance or check</li> <li><input type="checkbox"/> Does not meet short course LLND benchmark</li> <li><input type="checkbox"/> Does not meet unit/s entry requirements</li> </ul>
<b>Staff Name</b>	
<b>Staff Position</b>	
<b>Signature</b>	

## IDENTIFICATION DOCUMENTS REQUIRED- please attach

Please tick the 3 points of identification you are providing MiHaven Training to apply for a replacement White Card.

One category A + two category B OR two category A + one category B.

At least one category A document must be photographic and show a full name and date of birth (DOB).

### Category A documents (Status Current):

- Australian Birth / Bicentennial Birth Certificate (born in 1988) – full (not Extract or Commemorative Certificate)
- Australian Citizenship Certificate / Naturalisation Certificate
- Department of Home Affairs (DHA)
  - Certificate of Evidence of Resident Status
  - Visa Evidence Card (with PLO56 Visa)
- Queensland or Federal police officer photo identity card.

### Category A documents (Status Current or expired less than two years):

- Australian passport
- Australian Certificate of Identity, Document of Identity, Titre de Voyage, Document de Voyage
- Foreign passport
- Australian photo driver licence
- Queensland Government issued photographic high risk work licence
- Queensland Accreditation / Authorisation: driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant; traffic controller; passenger transport driver (bus, taxi, limousine).

### Category A documents (Valid up to five years after issue):

- DHA – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted.

### Category A documents (Issued after 01/01/1992):

- Queensland Card 18+ (laminated).

### Category B documents- must be Australian issued documents:

- Australian Defence Force photo identity card (excluding civilians)
- Australian Firearm Licence (with photo)
- Australian Security Guard/Crowd Controller Licence (with photo)
- Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card)
- Education institution student identity document (must include photo and/or signature)
- Financial institution debit/credit card (must include signature and embossed/printed name)
- Medicare card; Department of Human Services BasicsCard
- Interstate government-issued or government-approved photo identity card.

