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## Pre-enrolment course conditions

### High Risk Work Licence Courses

Before deciding to enrol in this course there are some criteria you must be aware of.

#### Course requirements

**Age** - You must be minimum of 18 years of age.

**Unique Student Identifier (USI)** - To be able to complete this course it is now a legal requirement that you provide your USI. More information about the USI can be found at [www.usi.gov.au](http://www.usi.gov.au). You can also create your USI at this website.

**Language Literacy and Numeracy** – It is a Government requirement that you must be able to complete the knowledge assessment in English. If you have any concerns with reading or writing English to a reasonable standard, please let us know asap. There are support options available.

**Identification** – It is a legal requirement that 100 points of original identification documents can be produced. Please check the SafeWork/WorkSafe etc website in your state or territory for details. The ID must contain your photo, date of birth, signature and current address. This can be an issue for some people.

**Address** - Your address must be in the state/territory in which you are being trained. If not you need to advise us immediately as we can apply for an exemption before the course commences. This takes some time to be approved by the regulators so please do not enrol until approval is received.

**Student Visa** – If you are in Australia on a Student Visa it is illegal to undertake any VET training other than with a CRICOS provider. We cannot enrol you in this course.

**Pre-work** - You will be required to complete some pre-work before the course. This must be brought with you on the first day.

**Attendance** - You will be required to attend the whole course time. There are no sections that can be missed.

**Have you ever driven any vehicle before?** - If you have never driven a vehicle of any type before it may be difficult to obtain those base skills in the allocated course time. Please let us know and we can work out a plan to suit. If you have previously operated the equipment for the class of licence you are applying for, but not that long ago you may be able to apply for recognised prior learning for part or all of the training (not the final licence assessment).

#### Preparation for the course:

- You must wear closed in footwear, long pants and preferably long sleeved shirt.
- Bring driving/reading glasses if required
- You must not be under the influence of any drug or alcohol
- You will need to be well rested.

Please use the self assessment on the next page to decide whether to proceed to enrolment.

## Self assessment checklist.

**Please answer these questions before continuing to course enrolment.**

Critical – If you answer ‘YES’ to these you cannot enrol in this course

- Are you under 18 years of age?.
- Do you have a reason you would not provide a USI to the training provider?
- Are you on a Student Visa?

If you answer ‘NO’ to these you may still be able to enrol but please contact us for additional support before enrolling.

- Do you believe you have reasonable English reading skills?
- Do you believe you have reasonable English writing skills?
- Have you checked the identification requirements and confirmed that you have enough required identification?
- Do you live in the state or territory where the training is going to be conducted?
- Do you have the time to complete the pre-work prior to the course?
- Can you attend 100% of each day of the course?
- Do you understand that you must be completely drug and alcohol free during the course?
- Do you know that cancellations and post-ponement cannot be made once within 7 days of the course start date?
- Have you any experience driving any sort of vehicle previously?

With this following question you may be able to apply for RPL (Recognised Prior Learning) if you have documented recent experience with the equipment operations in the class of licence you are applying for. ***You do not need to have such experience to do this course.***

- Have you any previous experience operating the equipment operations in the class of licence you are applying for?

***Please do not enrol until you are satisfied that you can meet all the requirements. Our office staff will be pleased to help with any of your pre-enrolment enquiries. Call 1300 789 606.***

For full details of cancellation/post-ponement and refund policies please refer to our Student Handbook at [http://www.jeeniusolutions.com.au/forkpro/images/pdfs/student\\_information\\_book\\_V.1.2.pdf](http://www.jeeniusolutions.com.au/forkpro/images/pdfs/student_information_book_V.1.2.pdf)