



## Vocational Education and Training

# Pest Management Units of Competency and Certificate III in Pest Management

## Enrolment Information and Form

# 2021

This Enrolment form was first compiled in March 2014 by:

PEST Australia Pty Ltd  
85 Brown Street  
East Perth WA 6004

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### Important Notice on Use of Current Version:

Changes are made periodically to reflect the latest industry practices. Before commencing staff induction, you must ensure you are using the current version. To ensure you are complying with this requirement check with the Chief Executive Officer.

Version	Release Date	Authorisation	Comments
9.1	30 March 2014	Mark Sheppard	Primary release
9.2	25 July 2014	Mark Sheppard	Second release
9.3	12 January 2015	Mark Sheppard	Third release
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9.9	13 March 2019	Mark Sheppard	Ninth release
10.0	12 March 2021	Mark Sheppard	Tenth release
10.1	2 August 2021	Mark Sheppard	Eleventh release

Thank you for choosing to enrol on a course with Pest Education Services & Training (PEST). PEST is committed to high standards in the provision of vocational education and training (VET) programs in Pest Management. PEST is a Registered Training Organisation (RTO Code: 2514) with the Training Accreditation Council (TAC) in Western Australia. We comply with the Standards for Registered Training Organisations (RTO's) 2015 and comply with the Australian Qualifications Framework (AQF). We offer Nationally Recognised units of competence and the Certificate III in Urban Pest Management as specified on our Scope of Registration. This information is publicly available at any time on [www.training.gov.au](http://www.training.gov.au)

We are pleased to take part in your learning journey. Together we will aim for an outcome that provides the best experience possible to attain your learning goals. We will achieve this by both parties working together.

#### **OUR COMMITMENT TO YOUR TRAINING AND ASSESSMENT**

PEST is committed to providing quality training and assessment services. We are responsive to needs and continue to develop products and services to meet those diverse needs of clients by providing flexible learning opportunities. We achieve this by:

1. Providing training and assessment services that;
  - a. Are developed in consultation with industry
  - b. Are based on the criteria specified in the Nationally recognised units of competency.
  - c. Incorporate relevant Laws, Regulations and Australian Standards.
2. Ensuring training and assessment is delivered by trainers and assessors who:
  - a. Have the necessary training and assessment competencies as determined by the Standards for RTO's 2015, and
  - b. Have the relevant vocational competencies at least to the level being delivered or assessed, and
  - c. Can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and
  - d. Continue to develop VET knowledge and skills as well as their industry currency and trainer/assessor competence.
3. Delivery and assessment methods are client focussed. We meet the specific training requirements to best suit the unit of competency, while giving full consideration to the learning style of the learner. A number of delivery methods will be used throughout the training to help you achieve the necessary skills. Learning is a partnership that involves participation from all involved. Delivery methods will be outlined on the course information flyer.
4. PEST offers flexible delivery in various forms of delivery to accommodate the varying needs of learners. Most current courses and all new courses are offered in a face-to-face environment, via correspondence, or Recognition of Prior Learning (RPL) or a combination of these.
5. The assessment process is flexible, with adjustments made to suit the context and/or specific needs of the learner.
6. Assessments are participatory and respect learners rights by allowing them to decide if they are ready to be assessed, to appeal the assessment decision if needed, to a confidential assessment and to access their own assessment records.
7. Ensuring assessment including Recognition of Prior Learning (RPL):
  - a. Meets the requirements of the relevant Training Package or accredited course.
  - b. Is conducted in accordance with the principles of assessment and the rules of evidence.
  - c. Meets workplace and, where relevant, regulatory requirements.
  - d. Is systematically validated.

#### **Recognition of Prior Learning (RPL)**

Students who consider they already possess the competencies identified in all or part of any course/qualification offered by PEST may seek recognition. RPL is a method of assessing if you have evidence of competency for a particular unit of competency that you are enrolled in. It is important to remember that RPL is an assessment process not an assumption of competence.

RPL is the determination, on an individual basis, of the competencies obtained by a client through previous formal training, work experience, and/or life experience. RPL therefore determines the consequent advanced standing to which the client is entitled in relation to a course/qualification. The main focus of RPL is what has been learned rather than how, where or when it was learned. RPL focuses on both the demonstration of competence and the currency of that competence to industry standards. Students wishing to undertake RPL should contact our office to obtain an application form.

#### **National Recognition**

PEST is committed to recognising the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTOs). National recognition comes into effect when a Statement of Attainment or qualification provided by a learner has the same national competency codes as those that form part of the training and assessment program within which the learner is enrolled or is intending to enrol. Students are required to formally apply for National Recognition. Students wishing to apply for National Recognition should contact our office to obtain an application form.

#### **Client Needs**

PEST establishes the needs of clients, and delivers services to meet these needs.

##### **1. Licencing**

All competency based training provided by PEST leads to licencing. The Department of Health, Western Australia, Pesticide Safety Section is responsible for all licencing of pesticide operators in Western Australia. On occasion the Department of Health will request, and we will supply information on Candidates enrolment status. Please advise us if you do not wish this to occur. For more information on courses for licencing please visit our website, [www.pesteducation.com.au](http://www.pesteducation.com.au)

##### **2. Language, Literacy and Numeracy**

PEST assesses the Language, Literacy and Numeracy (LLN) needs of all learners and makes appropriate concessions for language, literacy and numeracy issues of clients where these concessions do not compromise the requirements of the relevant Training Package and the integrity, equity and fairness of assessment. Advice is given to all clients on the appropriate action if there is a need to update literacy and

numeracy skills. PEST can assist in providing additional development prior to completing your enrolment. CPSISC has used the Department of Industry's Workplace English Language and Literacy (WELL) Program to develop a number of Training Package resources to support learners who may require some assistance with language, literacy and numeracy (LLN). The aim of the WELL Program is to provide workers with English language, literacy and numeracy skills to meet their employment and training needs. Students who require more information should contact our CEO.

### 3. Special Needs

Students intending to enrol for training with PEST are requested to advise us if they have any physical or other impairment (e.g. English language, literacy or numeracy difficulties, dyslexia, etc) which may adversely affect their ability to successfully undertake training and assessment, prior to enrolment. Students with disabilities or impairments are encouraged to discuss with the CEO any 'special needs' and/or 'reasonable adjustments' to the study environment which they consider are necessary or would assist them in the performance of their studies. The CEO, in collaboration with the learner, will assess the potential for the participant to successfully complete the training which may include flexible delivery options to optimise the ease and benefit of the participants learning.

### Assessment

Assessment is an integral part of your learning if you wish to successfully complete training and be awarded competence in a unit of competence or qualification. PEST is committed to ensuring valid and reliable assessment methods. Throughout the training program you will be assessed to see if you have gained the necessary skills and knowledge to achieve the unit of competence or qualification. Assessments are evidence based requiring a learner to demonstrate their competence. Your trainer/assessor is required to ensure that the assessment tasks you undertake meet the national principles of assessment and rules of evidence and must base their assessment decision solely on the evidence provided. Assessment methods will be outlined on the course information flyer.

**Please note:** Certificates and Statement of Attainment will only be awarded to those candidates who successfully complete all assessment requirements for a course.

### Record Keeping

Pest Education Services & Training keeps complete and accurate records of the attendance and progress of clients, as well as financial records that reflect all payments and charges and the balance due and provides copies of these records to clients on request. Candidates are required to keep a copy of all work submitted for assessment. No responsibility is taken for lost work.

### Certificates

There are three types of certificates issued by PEST. Certificates can only be awarded in accordance with our approved scope.

#### 1. Qualification

Issued under the Australian Qualification Framework (AQF) for nationally recognised training. This qualification is the Certificate III in Urban Pest Management.

#### 2. Record of Results

Accompanies a qualification issued under the Australian

Qualification Framework (AQF) for nationally recognised training. This document supplements the qualification listing all units of competency achieved.

### 3. Statement of Attainment (SOA)

Issued under the Australian Qualification Framework (AQF) for nationally recognised training. Issued when a client is deemed competent in specific units of competency but where not all units making up a full qualification have been achieved. Minimum achievement for a SOA is one unit of competency. You can request a SOA at any time during your training.

### 4. Authenticity of documents

All certificates are created and printed only once and are individually signed by the CEO. We do not copy, pdf or email certificates under any circumstances. If a certificate is lost, a client must complete Form C7-5 Certificate Request. Charges apply.

PEST will issue Certificates and Statements of Attainment within thirty (30) days of being deemed competent in the units you have studied. Certificates will only be posted to the person or entity that is nominated as financing the course at the nominated postal address, as advised in Section 8 of this enrolment form. The onus is on the learner to ensure their address details are correct and current. Certificates will not be sent to other parties, without the expressed prior written permission from the financier.

### Course Fees

PEST has developed a fair and equitable process for determining course cost, fee refunds and payment options. Course fees and other charges are outlined in the course information flyer or as negotiated for remote work. Once your enrolment has been accepted and an invoice raised, fees are payable. All remote training must be paid before training dates are confirmed. Payment may be made by cash or electronic funds transfer. Certificates are not released until payment is made in full. Additional fees may be charged for additional assessments if required.

### Refund Policy

Clients have fourteen (14) days from the receipt of payment to apply for a refund. Applications must be made in writing stating the reasons for terminating the course. A full refund will apply to course materials if these are returned in the exact condition they were provided. No refund will be granted for materials that are damaged or marked. Only a portion of your training and assessment fees will be refunded. This amount will be determined once the hourly rate of \$195 plus GST is deducted for all work undertaken on your behalf. No refunds will be granted once a course has commenced or for work negotiated and contracted at remote sites. Should PEST be unable to complete training and assessment for any reason, a full refund will apply.

### RTO Cancellation of courses

PEST reserves the right to cancel a scheduled course if insufficient enrolments are received prior to course commencement. In these cases, courses will not be confirmed and invoices for training will not be raised. Students already booked in these courses will be notified in writing.

### Training Guarantee

Once a learner has been enrolled on a course and commenced study in their chosen qualification or course, we then provide a

guarantee to the learner that they will be able to finish the course. If required, employers funding learner training must make their own arrangements with regard to reimbursement of training costs with the individual learner should they leave their employment during or after training. Should additional services be required, an hourly rate of \$198 plus GST will apply.

### **Student Records**

PEST maintains an individual learner file for every learner who undertakes any form of training and assessment with us. This file contains records regarding your personal details provided to us, any training and assessment undertaken and completed. This file is available to you.

In accordance with Privacy laws and confidentiality requirements, your file is kept in a secure electronic file. Those who can access your information include PEST personnel for training and assessment purposes and Auditors assigned by the TAC for quality auditing purposes. No other person/learner can and will have access to your personal learner file without your prior written permission. If you would like access to your personal records simply contact the CEO in writing at any time.

### **Privacy**

PEST is bound by the Privacy Act and respects learners, staff and trainers' right to privacy. Information is collected from learners upon initial enquiry in order to send out course information, and is collected at enrolment and during the provision of the training and assessment services. PEST may use personal information to advise learners of upcoming events and training course, for marketing and research purposes.

PEST collects, analyses and acts on relevant feedback on services provided through surveys is collected. This feedback assists us improve the quality of the services and training. This information is treated confidentially. PEST will only disclose information to other parties as stated above, or as otherwise allowed under the Privacy Act 1988. Our privacy statement may be revised from time to time and is available on our website; [www.pesteducation.com.au](http://www.pesteducation.com.au)

### **Student Complaints and Appeals**

All learners have the right to express a concern or problem they may be experiencing when undergoing training. PEST provides the appropriate mechanisms and services for learners to have complaints and appeals addressed efficiently and effectively. All complaints and appeals are recorded, acknowledged and dealt with fairly, efficiently and effectively.

If you have a complaint against the RTO, its trainers, assessors, other staff or another learner of the RTO, please notify the CEO, Mark Sheppard. Complaints will be handled according to the B2.1 Complaints Policy which is available in the reception area of our training room. A copy of this policy is available from the CEO at any time.

If you require a review of decisions, including assessment decisions, we will provide a referral to an appropriate third party where you can seek further assistance. Appeals will be handled according to the B2.2 Appeals Policy which is available in the reception area of our training room. A copy of this policy is available from the CEO at any time.

### **Legislation in Training**

PEST monitors relevant legislation which impacts on all training programs. PEST includes information regarding legislation to learners in their learner manuals for a particular course. PEST maintains a healthy and effective learning environment for learners by;

- Treating all persons with respect
- Displaying courtesy and consideration to all
- Treating all persons professionally, fairly and equally
- Acting with integrity

Located in the reception of our training room are PEST's policies relating to:

- Access and Equity
- Duty of Care
- Equal Opportunity
- Anti-discrimination
- Prevention of Harassment, Vilification and Bullying
- Sexual harassment
- Complaints and Appeals

Copies of these policies are available from the CEO.

### **Occupational Safety and Health (OSH)**

PEST is committed to providing a safe and healthy learning and work environment. PEST encourages all persons to regard accident prevention and safety as a collective and individual responsibility.

PEST recognises its responsibility under the Occupational Safety and Health Act and related Regulations. The CEO has responsibility for ensuring the health and safety of staff, learners, contractors and visitors. This includes:

- Provide and maintain safe plant, equipment and systems of work.
- Provide, monitor and maintain systems for safe use, handling, storage and transportation of plant, equipment and substances.
- Maintain the workplace in a safe and healthy condition.
- Provide adequate facilities to protect the welfare of all employees.
- Provide information, training and supervision for all staff and contractors, helping them to integrate OSH into their work areas and roles.
- Provide information, where relevant, to learners, allowing them to learn in a safe and healthy manner.
- Check OSH system compliance via ongoing auditing.
- Integrate continuous improvement into OSH performance.

PEST's full Occupational Safety and Health Policy is located in the reception of our training room. A copy of this policy is available from the CEO at any time.

### **Duty of Care**

Under Occupational Safety and Health legislation learners have a duty of care to maintain a safe environment for both themselves and their fellow learners. Should you be involved in an accident which results in personal injury and/or damage to equipment or facilities, notify your trainer immediately. If you have a personal health condition which may become critical while attending the course, please advise PEST so we can provide support or treatment should an emergency arise. Emergency procedures and exit plans must be followed. Please see the plan detailed in this document.

## **COVID-19 coronavirus: COVID Safe Principles and Safety Precautions (WA Only)**

PEST will provide training facilities good hygiene, additional sanitisation, 1.5m physical distancing and contact tracing registers. This will ensure that if new cases do occur, the risk of the transmission of the COVID-19 infection is minimised. Prior to training, learners will be required to complete an Individual Declaration for COVID-19, comply with our physical distancing requirements and agree to having a temperature reading prior to entering the training room. If a learner refuses to comply, they will not be able to attend training. PEST will periodically update our COVID Policy and Procedure in line with the Government of Western Australia guidelines. Should this information outdate our Policy and Procedure at any point in time, the Government of Western Australia guidelines will prevail.

## **YOUR COMMITMENT TO YOUR TRAINING AND ASSESSMENT**

### **Completing this Form**

You are required to complete this form in full. You will be responsible for the accuracy of the information provided. If you are unable to do so, we may be unable to provide training to you.

### **Unique Student Identifier (USI)**

In 2012 Commonwealth, State and Territory governments agreed to introduce a Unique Student Identifier (USI) linked to the national VET data collection. This will provide learners will access to and control over their future training records and help streamline data exchange between learners, training providers and other relevant stakeholders. All learners must obtain a USI when enrolling after 1 October 2014. You only need to apply once in your lifetime. Your USI statement must be provided to us before we can issue a statement of attainment or qualification. For more information please visit:  
<http://www.usi.gov.au/Pages/default.aspx>

### **Payment of Fees**

If the required number of learners for the course are reached, a course will be confirmed and an invoice will be raised. Your payment is required to confirm your attendance. You will then receive a confirmation in writing. A learner is not enrolled on a course until payment is received.

### **Government Funding**

You may qualify for government training entitlements and subsidy arrangements in relation to the delivery of our services. It is up to the individual learner to assess if this arrangement suits their needs. PEST will provide assistance to those wanting to know more about government training entitlements and subsidy arrangements.

### **Training Details**

Unless arranged otherwise, all classroom training is conducted at our purpose built training room located at:

85 Brown Street,  
East Perth WA 6004

Please see locality and parking map at the end of this document.

Our normal office hours are 8.30am to 5pm unless otherwise stated on the information flyer provided for the course.

Your trainer and assessor contact details are:

Mark Sheppard

Pest Education Services & Training Form C4-3a

Office: 9255 7007

Mobile: 0412 442 265

Email: [mark@pesteducation.com.au](mailto:mark@pesteducation.com.au)

### **Change of personal details**

If during the course of study, you change your name or your address, you are required to notify PEST in writing as soon as possible.

### **Dress and Hygiene**

- Neat, comfortable clothing is considered appropriate for training in a classroom environment at PEST.
- Appropriate footwear must be worn at all times.
- You will be working in close proximity with others, therefore, care with your personal hygiene (clothing, hair, deodorant etc) is required.
- You must wear personal protective clothing and equipment as required for onsite training.

### **Mobile Phones**

All phones must be turned off during the training course, as a courtesy to the Trainer and other learners. Mobile calls can be retrieved during breaks. In an emergency where you need to be contacted, please advise your trainer so that arrangements can be made.

### **Duty of Care**

You have a duty to:

- Protect your own health and safety and to avoid adversely affecting the health and safety of any other person.
- Not wilfully or recklessly interfere or misuse anything provided by PEST.
- Cooperate with health and safety directives given by PEST and its staff.
- Ensure that you are not affected by the consumption of drugs or alcohol.

### **Respect for others**

It is expected that the behaviour of all persons in the learning environment is positive. Respect for other Learners, the trainer and/or assessor and administrative staff is expected. Employers of learners and learners are expected to behave in a professional manner at all times, taking others into consideration. Company and/or learner discipline will be enforced where a Company representative or a Learner is acting inappropriately, behaving in a manner which is abusive, threatening or disrupts training or in a manner deemed to be dangerous to others.

- You are required to respect the rights of others and treat others in a manner which is fair and non-discriminatory
- No derogatory or prejudicial comments are acceptable with reference to a person's culture, disability, ages, gender, sexuality, or religion as prescribed in Equal Opportunity and Discrimination laws.
- Harassment, bullying and intimidation of staff or fellow learners will not be tolerated.
- Inappropriate language and actions will not be tolerated.
- Treat facilities and equipment with due care and respect.

### **Equal Opportunity**

As a learner at PEST, you have the responsibility to:

- Act to prevent harassment, discrimination and victimization against others.

- Respect differences among other staff, learners and contractors, such as cultural and social diversity.
- Treat people fairly, without discrimination, harassment or victimization.
- Refuse to join in with these behaviours.
- Supporting the person in saying no to these behaviours.
- Acting as a witness if the person being harassed decides to lodge a complaint.

### **Company/Learner Discipline**

PEST may implement Company and/or learner discipline processes which may include:

- Suspension from the training room or onsite training session.
- Expulsion from the training room or onsite training session
- Expulsion from the Training Course.
- Denial of future enrolments.

### **Security**

Do not leave handbags or other valuables unattended. Although building may be reasonably secure, you are ultimately responsible for your own belongings. PEST accepts no responsibility for any belongings which may be stolen or go missing.

### **Student Attendance**

Student attendance is recorded on your Student Attendance Record. These records are required for learning and OSH reasons. Student attendance in class is paramount to successful completion of learning and assessment outcomes. Students are expected to be in attendance for all training sessions.

You are required to arrive to class on time and stay for the full duration of the class. Should it be necessary to leave a class early, you must advise the trainer before the class commences. If you are absent from class, it is your responsibility to catch up on work missed. If you are going to be absent from a scheduled class or activity, please advise your trainer. Additional fees may be incurred.

### **Punctuality**

As a courtesy to other learner and the trainer, all learners must be punctual both at the start of the day and when returning from breaks. Punctuality is essential to avoid disruption to other learners and the trainer.

### **Assessment**

It is the candidates responsibility to provide evidence of their competency. All assessment items must be submitted as directed by your trainer and assessor. If you are posting in your assessments, always keep a copy of these as we take no responsibility for mail lost by Australia Post. If you are unable to retrieve your work you will be required to complete it again. All assessments must be submitted and completed within twelve months of the course commencement date. If you are having difficulty completing an assessment item, you should discuss it with your trainer as soon as possible. This way the trainer may be able to offer support or grant additional time. Please note that the Training Package is being continually improved and replaced. Should you be unable to complete the course within the time allocated we may not be able to issue a statement of attainment

or qualification for the course you have enrolled in if there is a change in the training package and the superseded packaged is removed from our scope. In accordance with our Training Guarantee, we will advise you of any changes.

For the written assessments, plagiarised answers will not be accepted. Plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. Written answers must be in your own words. If you are taking your answer, whether written or in picture form, from published or unpublished sources they must be clearly identified and acknowledged.

If your course assessment involves a face to face / interview assessment component, the course fee only covers one interview. Interview assessments are only scheduled once a Candidate has completed all course training and assessments they advise us they are adequately prepared for the assessment. Candidates who arrange an interview assessment and are not adequately prepared and deemed not yet competent may incur additional fees at \$198 plus GST per hour for subsequent assessments.

All practical assessments are conducted on a fee for service basis at \$198 plus GST per hour. As practical assessments will take place in the workplace and on a third-party site, if, at any time, the candidate is working in a manner which will endanger their own safety, the safety of others or cause damage to the property, then the assessor must terminate the assessment immediately. Candidates will incur additional fees for subsequent assessments.

### **Mentor**

Applicants for Certificate III in Urban Pest Management must have a mentor and must either be . Your mentor will play an important part in gaining your qualification. The person you choose must be a fully licenced pest management technician with a minimum of two (2) years' experience and be currently working in a licenced pest management company. If your mentor is a sub-contractor, they must have a registered pest management business. Your mentor must be someone who can provide quality support, guidance and advice in the workplace to assist you reach your educational goals.

### **Replacement of Qualifications**

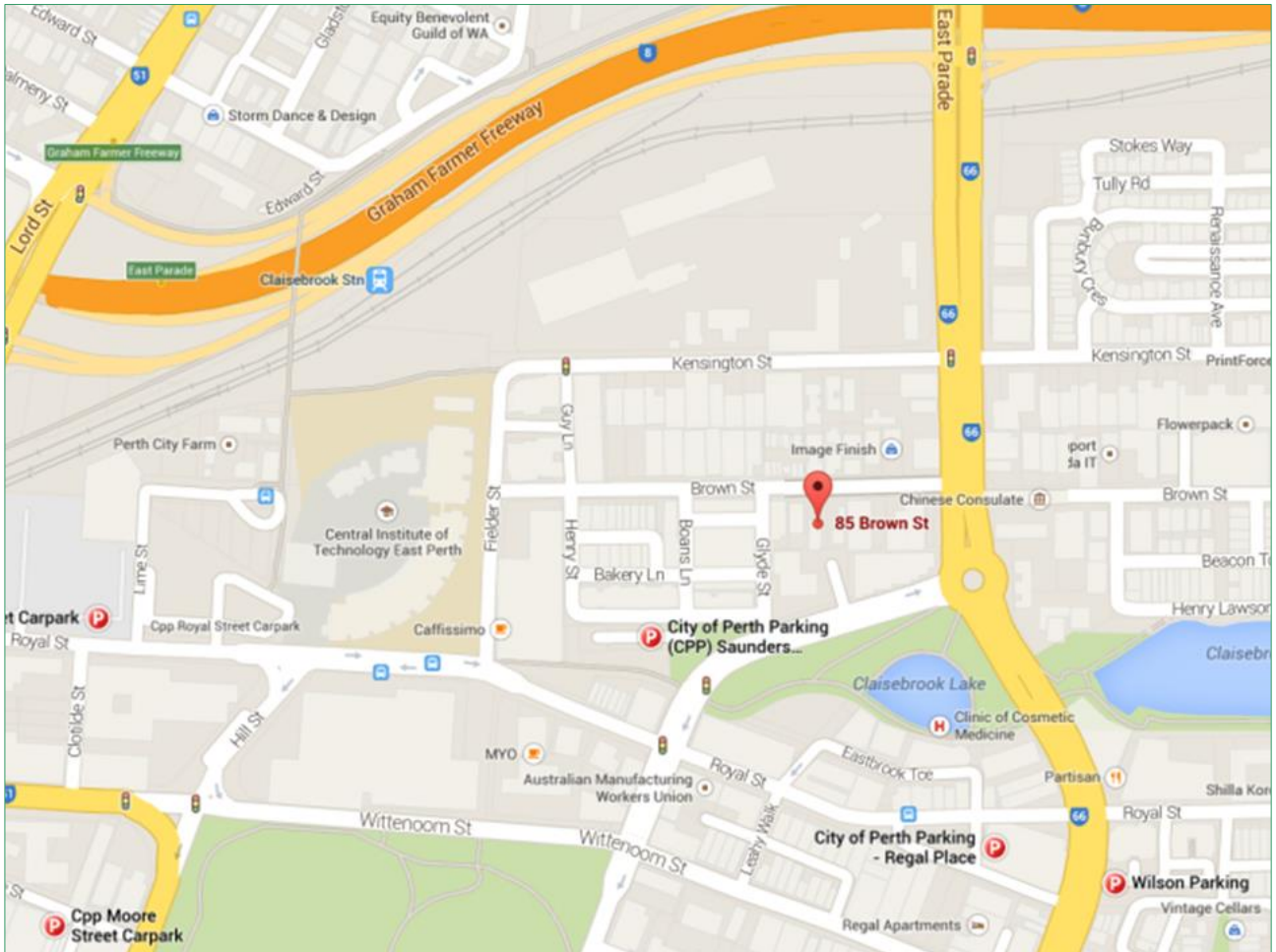
Candidates must complete Form C7-5 Certificate Request stating the reasons for the request. A certificate reissue fee of \$75 will apply.

### **Evaluation and Feedback**

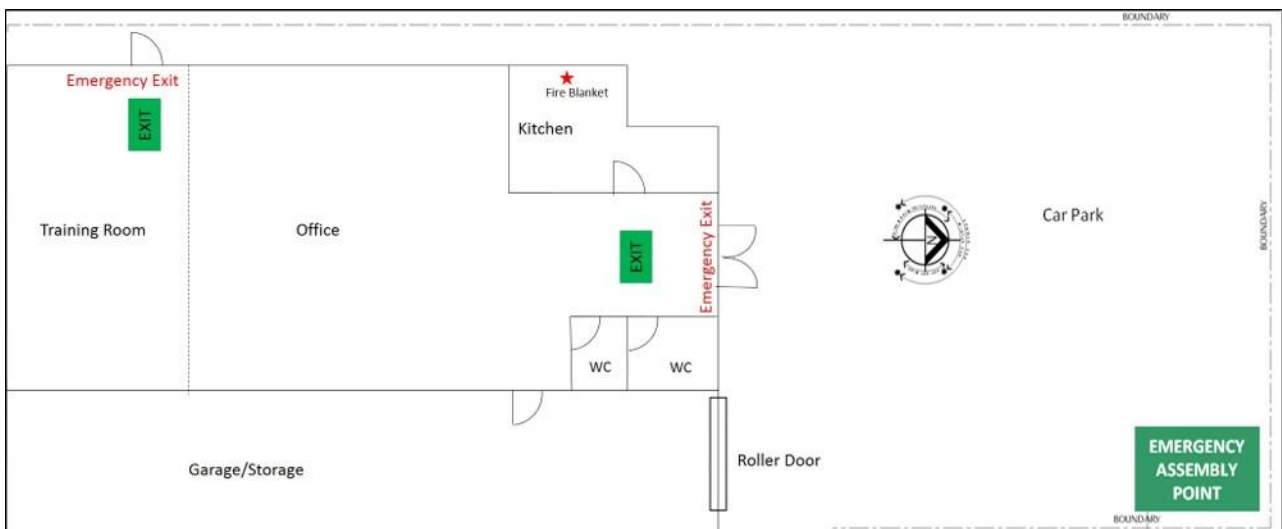
PEST is required to collect feedback under the AQTF Quality Indicators and has developed feedback forms for you to provide feedback at the end of this course.

PEST values all feedback from learners as it assists us to continuously improve the products and services we offer. Students are encouraged to provide us with feedback, both positive and constructive. Should you wish to provide additional feedback, feedback forms and a feedback box is located at reception.

## Pest Education Services and Training Locality and Parking Map



## Pest Education Services and Training Site Evacuation Map



### INSTRUCTIONS:

Exit the building by the nearest exit. Walk. Do not run. Close, but do not lock, doors and windows if safe to do so to contain the fire. Proceed to the emergency assembly point if safe to do so. Ensure the driveway is not blocked. Contact Emergency Service by telephoning 000. Do not attempt to use fire extinguishers or put out the fire unless you have received specific training. Do not re-enter the building until given the "All Clear" by Emergency Services.

# IMPORTANT NOTES

## for completing Enrolment Form

### Qualification Title, Course or Subject

Please ensure you use the correct Qualification Title, Course or Subject when filling in your Enrolment Form:

- Certificate III in Urban Pest Management
- Crops & Pastures, Forestry, Pest & Weed Control Non-Cropping Situations & Turf Management
- Professional Fumigation Course for Licencing
- Bridge Maintenance and Chemical Application
- Termite Treatment to Power Poles
- Lawn and Garden, Landscaping, Bushland and Mine Site Rehabilitation

### All Sections must be completed

- in full
- in **BLOCK LETTERS**
- in black ink
- email as a PDF
- photographs/JPEGs of the form are **not** accepted
- email to [action@pesteducation.com.au](mailto:action@pesteducation.com.au)



## TRAINING ENROLMENT FORM

Fill in all sections clearly and carefully by writing in **BLOCK** letters.

Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required. All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to comply with the Total Vet Activity reporting for RTOs. Please write clearly and accurately as errors may incur additional administration fees.

### PART A

You need a Unique Student Identifier prior to the commencement of the course. If you do not have one, you can apply for a USI at <http://www.usi.gov.au> If you already have a USI, please log on to your account and view your USI number online. Take a screen shot with your phone or computer.

#### UNIQUE STUDENT IDENTIFIER

Please attach a copy of your USI confirmation email to this form when emailing it back to us or paste your phone or computer screenshot below. Please ensure the USI is legible.

This information must be generated from the USI Office. Handwritten USI's will not be accepted.

I have completed Part A

Yes. Please proceed to Part B and attach Part A to the email or hard copy of this form when submitting it for review.\*

No. Do not continue as your enrolment will be rejected.

\*Enrolments cannot be processed without a USI that has been authenticated by the USI Office.

Paste your phone or computer screenshot here.  
PLEASE ENSURE YOU CAN READ THE USI BEFORE SUBMITTING THIS FORM.

# PART B

## 1 COURSE DETAILS Sections 1.1 – 1.4

1.1 Qualification Title, Course or Subject:

1.2 Date of enrolment:

1.3 Training Agreement No.  
*(Traineeships Only)*

1.4 Delivery Mode:

Classroom  Remote  RPL  Traineeship  Online

## 2 PERSONAL DETAILS Sections 2.1 - 2.28

2.1 Title: *(Please tick)*

Mr  Mrs  Miss  Ms  Dr   Other

2.2 Given Names:

*(As registered with the USI office. This will be shown on your certificate)*

2.3 Surname:

*(As registered with the USI office. This will be shown on your certificate)*

2.4 Preferred Name:

*(The name we will use in correspondence and in class)*

2.5 Date of Birth *(Day/Month/Year)*

2.6 Gender *(Tick one box only)*

Male  Female

### Contact Details:

2.7 Email address:

2.8 Alternate email address:

2.9 Mobile Telephone:

2.10 Work Telephone:

2.11 Home Telephone:

### Emergency Contact Details:

2.12 Emergency Contact Name:

2.13 Relationship:

2.14 Telephone:

**Residential Address:** *(Please provide your usual place of residence)*

2.15 Building name:

2.16 Flat/Unit details:

<input type="text"/>	<b>2.17 Street Number:</b>	<input type="text"/>
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2.18 Street Name:

2.19 Suburb/Town/City:

2.20 State/Territory:

<input type="text"/>	<b>2.21 Postcode:</b>	<input type="text"/>
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**Postal Address:**

*same as above*

**OR**

2.22 Building name:

2.23 Flat/Unit details:

<input type="text"/>	<b>2.24 Street Number:</b>	<input type="text"/>
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2.25 Street Name:

2.26 Postal Delivery Information:  
*(i.e. PO Box)*

2.27 Suburb/Town/City:

2.28 State/Territory:

<input type="text"/>	<b>2.29 Postcode:</b>	<input type="text"/>
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**3 EMAIL UPDATES** Section 3.1

**3.1 I would like to subscribe to email updates.**  
*(Email addresses are kept in accordance with our privacy policy. Learners can unsubscribe to email updates at any time. )*

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

## 4 EMPLOYMENT Sections 4.1 – 4.7

4.1 Of the following categories, which best describes your current employment status? (Tick ONE box only)

Full-time employee  
Part-time employee  
Self employed – not employing others  
Self employed – employing others

Employed – unpaid worker in a family business  
Unemployed – seeking full-time work  
Unemployed – seeking part-time work  
Not employed – not seeking employment

### Employer details:

4.2 Company Name:

4.3 Contact Name: (Owner or Supervisor)

4.4 Street Number and Name:

4.5 Postal Delivery Information:  
(i.e. PO Box)

4.6 Suburb/ Town/City:

4.7 State/Territory:

4.8 Postcode:

## 5 MENTOR Sections 5.1 – 5.3

5.1 I have chosen a fully licenced pest management technician as my Mentor

No

Yes – please specify below

5.2 Mentor Name:

5.3 Pest Management Licence Number:

## 6 NATIONAL RECOGNITION Section 6.1

PEST accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by AQF certification documentation issued by any other RTO or AQF authorised issuing organisation, or authenticated VET transcripts issued by the Registrar.

6.1 I would like to apply for National Recognition  
(Please attach your statement of attainment to this form  
Must be within the last two (2) years)

Yes  
No

## 7 RECOGNISED PRIOR LEARNING (RPL) Section 7.1

RPL is an assessment process that involves assessment of an individual's relevant prior learning (including formal, informal and non-formal learning) to determine the credit outcomes of an individual application for credit. PEST uses a mapping process to identify which components of assessment have been addressed by awarding RPL for the unit and which tasks are still required to be completed.

7.1 I would like to apply for recognised prior learning  
(If yes, learners will be contacted by an assessor  
and must be able to supply relevant documentation)

Yes  
No

## 8 FEES AND PAYMENT Sections 8.1 – 8.13

**PLEASE NOTE: THIS SECTION TELLS US WHERE TO SEND YOUR CERTIFICATE. PLEASE COMPLETE IN FULL.**

Certificates will be sent to the person or entity nominated here unless prior written advice is provided by the person nominated in 8.2 to redirect the certificate to another person or address.

Certificates are not released until payment is received in full.

### Invoice details:

8.1 Company Name:

8.2 Contact Name: *(Owner or Supervisor)*

8.3 Street Number and Name:

8.4 Postal Delivery Information:

*(i.e. PO Box)*

8.5 Suburb /Town/City:

8.6 State/Territory:

8.7 Postcode:

### Contact Details:

8.8 Work Telephone:

8.9 Mobile:

8.10 Work Email:

### Fee Payment Schedule:

8.11 Fee payable:

\$	Due By:	On receipt of invoice
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8.12 Fee payable:

\$	Due By:	Before course commencement
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8.13 Method of payment:

*(Please do not pay on registration. An invoice will be issued when the course is confirmed. Payment is required before or on the day of commencing the course)*

<input type="checkbox"/>
<input type="checkbox"/>

Cash

Electronic Funds Transfer (EFT)

## 9 EDUCATION Sections 9.1 – 9.5

### 9.1 What is your highest completed school level?

<input type="checkbox"/>	Year 12 or equivalent
<input type="checkbox"/>	Year 11 or equivalent
<input type="checkbox"/>	Year 10 or equivalent

<input type="checkbox"/>	Year 9 or equivalent
<input type="checkbox"/>	Year 8 or below
<input type="checkbox"/>	Never attended school

### 9.2 In which year did you complete that school level?

### 9.3 Are you still attending secondary school?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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### 9.4 Have you successfully completed any of the following qualifications?

<input type="checkbox"/>	<b>Yes</b> (please tick ANY applicable boxes)
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<input type="checkbox"/>	<b>No</b> (Go to the Section 10)
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<input type="checkbox"/>	Bachelor Degree or Higher Degree
<input type="checkbox"/>	Advanced Diploma or Associate Degree
<input type="checkbox"/>	Diploma
<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)

<input type="checkbox"/>	Certificate III (or Trade Certificate)
<input type="checkbox"/>	Certificate II
<input type="checkbox"/>	Certificate I
<input type="checkbox"/>	Certificates other than the above

## 10 LANGUAGE AND CULTURAL DIVERSITY Sections 10.1 – 10.4

### 10.1 Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes, Aboriginal
<input type="checkbox"/>	Yes, Torres Strait Islander

### 10.2 Country of Birth:

### 10.3 Main language other than English spoken by Learner at home

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

## 11 DISABILITY Sections 11.1 – 11.2

### 11.1 Do you consider yourself to have a disability, impairment or long term condition?

<input type="checkbox"/>	No (Go to Section 12)	<input type="checkbox"/>	Yes - please select the area(s) in the following list:
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### 11.2 If you answered YES to the above, please select the area(s) in the following list:

(You may indicate more than one area)

<input type="checkbox"/>	Hearing/Deaf	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Intellectual
<input type="checkbox"/>	Learning	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>	Acquired Brain Impairment
<input type="checkbox"/>	Vision	<input type="checkbox"/>	Medical Condition	<input type="checkbox"/>	Other

## 12 STUDY REASON Section 12.1

12.1 Of the following categories, which best describes your main reason for undertaking this course/traineeship /apprenticeship? (Tick ONE box only)

<input type="checkbox"/>	To get a job	<input type="checkbox"/>	It was a requirement of my job
<input type="checkbox"/>	To develop my existing business	<input type="checkbox"/>	I wanted extra skills for my job
<input type="checkbox"/>	To start my own business	<input type="checkbox"/>	To get into another course of study
<input type="checkbox"/>	To try for a different career	<input type="checkbox"/>	For personal interest or self development
<input type="checkbox"/>	To get a better job or promotion	<input type="checkbox"/>	Other reasons

## 13 VET STUDENT EXPERIENCE SURVEY Section 13.1

13.1 Do you agree for PEST to supply your telephone number, email address, date of birth, gender and USI to Social Research Centre to contact you to participate in VET Student Experience Survey?

Yes

No

## 14 DECLARATION

In signing this Declaration, I confirm, having read all details stated in this Enrolment Information Form, that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I certify that all details provided on these forms are correct.

Learner Name:

Learner Signature:

Date:

RTO Representative:

RTO Representative Signature:

Date:

**OFFICE USE ONLY**

PAYMENT PLAN DETAILS:

**Invoice Date:**

**Amount:**

**Date Received:**

**Invoice Date:**

**Amount:**

**Date Received:**

**RTO Representative:**

**Signed:**

**Date:**