



Application for Enrolment in Accredited Training

Monitoring Respirable Dust in Coal Mines, Mineral Mines and Quarries

Your personal details

We must obtain your USI number before we can issue your qualification or statement of attainment. If you do not yet have a USI you can apply for one at <https://www.usi.gov.au/students/create-your-usi/>. Please note we are required to submit your USI to NCVER. See the Privacy Statement on the back page of this form for more information.

Unique student identifier (USI)

Town/city of birth

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Dr Other ☐ ► _____

First name*

Middle name*

Last name*

Date of birth

 / /

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

Email

Phone number (landline)

Mobile phone number

Gender

☐ Male ☐ Female ☐ Other

Street address of your usual residence:

Building/property name

Number and street name

Suburb / locality / town

State

Postcode

Postal address:

Write 'as above' if applicable

Name of your employer / company

In which country were you born?

☐ Australia

Other ☐ ► please specify _____

Are you of Aboriginal or Torres Strait Islander origin?

If both, tick both yes boxes

☐ No ☐ Yes (Aboriginal) ☐ Yes (Torres Strait Islander)

Do you speak a language other than English at home?

☐ No, English only Other ☐ ► _____

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 family business)
☐ Unemployed (seeking full-time work)
☐ Unemployed (seeking part-time work)
☐ Not employed (not seeking employment)

Of the following, select the one which BEST describes the main reason you are undertaking this course?

Tick ONE box only

- ☐ To get a job
☐ To develop my existing business
☐ To try for a different career
☐ To get a better job or promotion
☐ It was a requirement of my job
☐ I wanted extra skills for my job
☐ To get into another course of study
☐ For personal interest or self-development
☐ To get skills for community/voluntary work
☐ Other reasons

What is your highest completed school level?

Tick ONE box only

- ☐ Completed year 12 or equivalent
☐ Completed year 11 or equivalent
☐ Completed year 10 or equivalent
☐ Completed year 9 or equivalent
☐ Completed year 8 or below
☐ Never attended school

Are you still attending secondary school?

☐ No ☐ Yes

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

☐ No

Yes ☐ ► please tick appropriate boxes

Tick all that apply

- ☐ Hearing / deaf ☐ Mental illness
☐ Physical ☐ Acquired brain impairment
☐ Intellectual ☐ Vision
☐ Learning ☐ Medical condition ☐ Other

Have you successfully completed any of the following qualifications?

☐ No

Yes ☐ ► please tick appropriate boxes

Tick all that apply

- ☐ 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)



Course details

Important note: prior to enrolling, you should read this information, and make a decision about whether this course suits your needs when taking into account your personal situation. You should also consult the Learner Handbook available on the Simtars website (simtars.com.au) for information about your rights and obligations, fees and refunds, Simtars' obligations, and your rights as a consumer.

Training product/s

- BSBWHS409 - Assist with workplace monitoring processes

Training product currency

☒ Current ☐ Superseded

Delivery location/s

As selected by the applicant in the next section of this form

Materials and equipment you will need to supply

- ☒ Personal protective equipment (PPE) ☐ Computer & internet access (at home/work)
- ☐ Laptop to bring to training, with wi-fi (training venue does not have wi-fi) ☐ Laptop to bring to training (venue has wi-fi)
- ☒ Other ► Covered shoes

The course consists of the following modes of delivery

- ☒ Pre-course readings ☒ Face-to-face training ☐ Mentoring program ☐ Logbook ☐ Workplace supervisor verification
- ☐ Assessments to be completed after face-to-face training ☐ Activities to be completed after face-to-face training ☐ RPL
- ☒ Other ► Pre-course readings, videos and activities

Delivery arrangements

This course is delivered by way of:

- Pre-course readings, videos and activities (30 hours) which must be completed prior to the day before face-to-face training
- Face-to-face training (13 hours) and assessment (3 hours) conducted at training venues across Queensland/Australia

Please note that the pre-course activities consist of formative questions for learners to answer, based on the information provided in the pre-course readings and videos. This formative questioning does not count towards the assessment for the unit of competency. The trainer will use the outcomes of the formative questioning to plan for the delivery for the face-to-face training.

Estimated course duration

46 hours

Date/s of face-to-face training

As selected by the applicant in the next section of this form

Details of workplace activities, assessments etc. to be completed after face-to-face training

There are no assessments or workplace activities to be completed after the face-to-face training, unless an extension of time (to complete assessment) is granted to an individual learner. See our Learner Handbook for more information about requesting extensions.

Third-party provider details (if any)

Marketing, recruitment, training, assessment and/or other services may be conducted by staff from the following third-party organisation/s:

Organisation name

Gregory Dean T/A 5 Sticks ABN 43 981 845 072

Contact phone

(07) 3810 6328

☐ Marketing / recruitment ☒ Training / assessment ☐ Other ► n/a

Organisation name

Dr. Ian James Ellison ABN 22 376 377 910

Contact phone

(07) 3810 6328

☐ Marketing / recruitment ☒ Training / assessment ☐ Other ► n/a

Organisation name

Tabitha Brennan T/A BLAQ Consulting Group ABN 21 890 455 832

Contact phone

(07) 3810 6328

☐ Marketing / recruitment ☒ Training / assessment ☐ Other ► n/a



Course fees

You should consult the Learner Handbook available on the Simtars website (simtars.com.au) for information about payment methods, your rights and obligations, fees and refunds, Simtars' obligations, and your rights as a consumer.

Course fees \$1,200 (GST exempt)

Course fees include the following

Training and assessment	Morning tea & lunch	Accommodation & travel	Other
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	n/a

Please indicate how you intend to pay for the training

☐ Credit card ☐ Purchase order

Please write the location and date of training that you wish to apply for

Date Location

Course entry requirements

As a registered training organisation, Simtars is required to assess your existing skills before we enrol you into an accredited training course. Please outline below how you meet the entry requirements for this course, and attach any relevant documentation in support of your application. We note that if you are excluded from enrolment, you have the right to appeal this decision. For a further explanation of your right to appeal and/ or further information about the enrolment process, please see Simtars Learner Handbook.

Requirement 1

For entry into this course you must demonstrate that you have experience with at least four (4) of the following:

- Preparing and presenting logically structured reports using format and language appropriate to the audience
- Working in a regulated environment (e.g. WHS, mining, construction etc.) where it is necessary to interpret and apply legal and technical texts
- Working with statistical data
- Collaborating with others to achieve individual and team outcomes
- Systematically following sequenced steps of procedures
- Managing and maintaining files so as to ensure integrity of data collected and reported
- An understanding of hazard identification and control, including the hierarchy of controls

Please outline how you meet the requirements for at least four (4) of the following (A-G)

A. Preparing and presenting logically structured reports using format and language appropriate to the audience

Provide an example where you have prepared and presented a report, and outline how the report was structured (i.e. format, language appropriate to the audience etc.).

Attach a separate page if required

B. Working in a regulated environment (e.g. WHS, mining, construction etc.) where it is necessary to interpret and apply legal and technical texts

Tick below the industry/s that you have worked in and provide information about the details and the length of time that you have worked in that industry

Industry	Details and length of time worked in that industry
<input type="checkbox"/> Coal mining	
<input type="checkbox"/> Metalliferous mining and/or quarrying	
<input type="checkbox"/> Construction	
Other <input type="checkbox"/> ►	

Attach a separate page if required



C. Working with statistical data

Which of the following is the correct method that you should employ when working with statistical data (*tick one box only*)?

- ☐ Represent, summarise, collect
- ☐ Collect, represent, summarise
- ☐ Summarise, collect, represent

D. Collaborating with others to achieve individual and team outcomes

Provide one (1) example where you have collaborated with others to achieve individual and team outcomes. Explain how you overcame difficulties during this process, and the outcomes achieved.

Attach a separate page if required

E. Systematically following sequence steps and procedures

Provide one (1) example of where you have systematically followed steps of a procedure, including the steps that were followed?

Attach a separate page if required

F. Managing and maintaining files so as to ensure integrity of data collected and reported

Provide an example of data that you have collected and reported, and outline the mechanisms you have used to ensure the integrity of data you have collected and reported.

Attach a separate page if required

G. An understanding of hazard identification and control, including the hierarchy of controls

Which of the following is the correct order for the hierarchy of controls (*tick one box only*)?

- ☐ Elimination, engineering, administrative, substitution, PPE
- ☐ Elimination, substitution, engineering, administrative, PPE
- ☐ Elimination, administrative, substitution, engineering, PPE

Other supporting information

Tell us any other relevant information that helps demonstrate that you have sufficient relevant experience to enrol in this course (e.g. details of other qualifications or training courses etc).

Attach a separate page if required



Language, literacy & numeracy (LLN) requirements

Prior to enrolment, it is important that we ensure you have the language, literacy and numeracy (LLN) skills to complete this course (or that you can meet those skills with assistance). At Simtars, we test LLN skills by way of either an online BKSB Initial Assessment (for longer courses) or a written test (for shorter courses). We note that if you are excluded from enrolment, you have the right to appeal this decision. For a further explanation of your right to appeal and/or further information about LLN and foundation skills, please see Simtars Learner Handbook.

How LLN is assessed for this course

☒ Written test ► please complete below

Background for Questions 1 & 2:

Calculating the concentration of results is fundamental when they are used to compare against an exposure standard. The formula for calculating the concentration is expressed below:

$$\text{Concentration (mg/m}^3\text{)} = \frac{\text{Mass (mg)}}{\text{Volume (L)}} \times \frac{1000}{1}$$

Where:

- Mass = net weight on filter (in mg)
- Volume = run time (in minutes) x average flow rate (L/minute)
- Multiply by 1000 for cubic metre conversion

Question 1:

If the run time is 480 minutes and the average flow rate is 2.2 L/minute, calculate the volume in Litres.

Write your answer below:

Question 2:

If the mass on the filter is 5 mg and the volume is 1050 Litres, calculate the concentration in mg/m³ (provide answer to two (2) decimal places).

Write your answer below:

Background for Question 3:

Exposure standards have been established on an eight-hour exposure timeframe, during work of normal intensity, under normal climatic conditions and where there is a sixteen-hour period between shifts to permit elimination of absorbed contaminants. When shifts greater than eight hours are performed, a reduction factor must be applied to the exposure standard to account for the decrease in potential exposures between shifts.

This reduction factor is multiplied by the applicable exposure standard to determine the Shift Adjusted Exposure Standard.

Question 3:

If a reduction factor of 0.7 has been calculated based on the shift length and the exposure standard is 0.1 mg/m³ calculate the Shift Adjusted Exposure Standard in mg/m³ (Provide result to two (2) decimal places).

Write your answer below:



Your authorisations

Upon successful completion of all training and assessment requirements (and upon payment of all fees), you will be issued with an original copy of your Statement of Attainment / Qualification. For more information see the Student Handbook on the Simtars website (simtars.com.au).

Do you authorise the following parties to receive a copy of your certificate for their records?

Third-party provider/s (listed on page 1 of this form) ☐ No ☐ Yes

Your employer ☐ No ☐ Yes

Other parties ☐ No ☐ Yes ☐ please specify _____

Credit transfer & RPL

Credit transfer (CT) is a process of obtaining credit for units of competency that you already hold. Recognition of prior learning (RPL) is an 'assessment-only' option which is available to people who already have the skills and knowledge required to pass this course. If you are interested in applying for RPL and/or CT, please consult the Student Handbook available on Simtars' website (simtars.com.au) for information about how to apply. Please note that for CT you will need to submit certified copies of your statement/s of attainment, we will contact your previous RTO to verify the authenticity of your statement/s of attainment, and we can only offer credit if units comply with the packaging rules set out on training.gov.au.

Do you wish to apply for credit transfer of any units?

☒ No ☐ Yes ☐ please specify unit/s below

Do you wish to apply for RPL for any units?

☐ No ☐ Yes ☐ please specify unit/s below

Simtars will not issue credit transfers for this course due to the Industry Regulator requiring that monitoring must be conducted by people who earn their statement of attainment from Simtars or Coal Services, and that they undertake the extra training

Attach a separate page if you run out of room

Your support needs

We are committed to helping you achieve your learning goals. We encourage you to tell us about any support needs that you have, so that we can make appropriate plans to support you.

Do you need support with reading, writing and/or maths?

☐ No ☐ Yes ☐ please give details below

Please provide further details so we can make appropriate plans to support you

Attach a separate page if you run out of room

Please tick any further support requirements you may have whilst studying with us

☐ Religious/cultural needs ☐ Learning difficulties ☐ Disability support needs ☐ Medical ☐ Other

Please provide further details so we can make appropriate plans to support you

Attach a separate page if you run out of room

Privacy

Simtars Privacy Notice: Personal information is collected on this form in order to record, administer and manage enrolment in training at Simtars RTO 1828. Personal information may be disclosed to third parties with consent or as permitted or required under a law. Personal information will be stored securely. If you wish to access or correct any of your personal information, discuss how it has been managed, or have a concern about the way your personal information has been collected, used, stored, or disclosed, please contact Simtars on (07) 3810 6328 or by email training@simtars.com.au.

National VET Data Policy Privacy Notice: Under the *Data Provision Requirements 2012*, Simtars RTO 1828 is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Simtars RTO 1828 for statistical, administrative, regulatory and research purposes. Simtars RTO 1828 may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).



Declaration and consent

By signing below, I declare as follows: I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above. I consent to enrol at Simtars and agree to abide by the rules of Simtars. I am making an informed decision about undertaking training with Simtars. I understand that Simtars does not offer student loans and/or government funding. I understand that by enrolling and completing training at Simtars, I may use up my entitlement to Queensland Government funding under the VET Investment Plan. I have read the information contained in this form and/or in the Learner Handbook on the Simtars website (simtars.com.au) relating to the following:

- the code, title and currency of the training product to which I am to be enrolled,
- the training and assessment, and related educational and support services Simtars will provide to me including the estimated duration, expected location/s at which training will be provided, expected mode/s of delivery, name and contact details of any third party that will provide training and/or assessment, and related educational and support services on Simtars' behalf, any work placement arrangements,
- Simtars' obligations to me, including that Simtars is responsible for the quality of the training and assessment in compliance with the *Standards for Registered Training Organisations (RTOs) 2015 (Cth)*, and for the issuance of the AQF certification documentation,
- my rights including details of Simtars' complaints, feedback, and appeals process, and my rights if Simtars – or a third-party delivering training/assessment on its behalf – closes or ceases to deliver any part of the training product that I am enrolled in,
- my obligations in relation to any requirements Simtars requires me to meet to enter and successfully complete my chosen training product, and any materials and equipment that I must provide,
- all relevant fee information including fees that must be paid, and payment terms and conditions including deposits and refunds,
- my rights as a consumer, including but not limited to any statutory cooling-off period, if one applies, and
- my right to obtain a refund for services not provided by Simtars in the event the arrangement is terminated early, or Simtars fails to provide the agreed services.

Learner signature

Date

Parental/guardian consent is required for all learners under the age of 18.

Parent/guardian signature

Date

Office use

Checked by Simtars staff (name):

Signature:

Date:

☐ Page 3 – Payment method selected

☐ Page 3 – Location and dates of training selected

☐ Pages 3-4 – Requirement 1 (Simtars staff comments):

LLN completed correctly? ☐ Yes ☐ No

Offer a place in the course? ☐ Yes ☐ No

☐ RPL checked

☐ Support needs plan:
