

NATIONAL TRADES INSTITUTE

ENROLMENT FORM

National Trades Institute Course Information and Application

Prices valid for all starts dates up to and including 31 December 2013

The UEE20111 Certificate II in Split Air-conditioning and Heat Pump Systems is a Nationally Recognised Course. It takes a competency based approach to training, which ensures that it is clearly focused on the skills, knowledge and attitudes required.

This qualification is focused on the installation, commissioning and de-commissioning of single head, split air conditioning and heat pumps systems to a prescribed routine where the maximum plant capacity for each system does not exceed 18 kW.

This includes wall hung, floor and ceiling suspended, cassette and ducted fan coil split systems and water heating heat pump systems. This qualification excludes competencies required for service, repair, maintenance, diagnostic/fault finding and electrical work or the safe and proper installation of commercial refrigeration, air

COURSE FEES and DATES	FEES (\$AUD)
Application Fee	Free
UEE20111 Certificate II in Split Air-conditioning and Heat Pump Systems Course Length: 3 days full time contact + pre-course RPL application + pre-course theory assessments	Tuition \$1600 (including learning materials)
Incidental Fees Issue of progressive Statement of Attainment Replacement Statement of Results and Testamur Academic Administration Fee Course Extension Administration Fee Course Repeat Fee	\$15 \$55 \$50 \$110 Pro rata on uncompleted Units

See website for scheduled contact course dates
www.nti.edu.au

Entry Requirements For the 3 day contact Certificate II in Split Air-conditioning and Heat Pump Systems

Due to the intensive learning involved and Units assessed for Recognised Prior Learning with this course it is only offered to persons from a relevant trade background who meet the following entry requirements for the course.

- Candidates **MUST** have a relevant trade background. (eg Electrician, Plumber, Carpenter, Gas fitter, 2nd Year Apprentices or Trade assistants with 2 years industry experience installing air con systems).
- Candidates must have a Construction Induction Blue Card as a minimum, but preferably the new Construction Induction White Card or a transcript with unit code CPCCOHS1001A Work safely in the construction industry.
- Candidates must have a current CPR Certificate or statement of result. If you don't have this please arrange to participate in a course prior to commencing our course.
- **Candidates must obtain an ARCTick Trainee Licence before the commencement of the course contact.**
- Candidates **MUST** bring all original qualifications and trade papers with them to the 3 day course contact for verification by NTI.

If you are unsure of your suitability for entry into this course please phone National Trades Institute. We are happy to assist and may request that you also speak to our qualified trainer to see if your industry knowledge is such that you may be a suitable candidate to undertake the RPL application and assessment for this course.

Participants from a non-English speaking background must provide proof of their English language level. One of the following accepted as proof:

- A recognised English Language proficiency score. For example IELTS 5.0 certificate
- Completion of English Language study at Upper Intermediate or higher levels
- Completion of high school or tertiary study in Australia of 1 year or longer
- Sit the free test for English Language level at the Brisbane Campus free of charge

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Course Information

Career Outcomes: Air Conditioning Installer

Delivery Mode: Pre-course reading and workbook assessments and 3 days full time course contact involving theory and practical learning and assessment. Course dates as shown on at <http://www.nti.edu.au/enrolment/dates-and-fees.html>

Brisbane Class Location: 46 Thorn Street, Kangaroo Point

Contact Hours: Contact class starts at 7:45am until 4:00pm each day

Compulsory Contact: Full attendance and participation is required at all 3 contact days. Regardless of your entry pre-requisites the 3 day contact classes are required.

Required Resources: Work wear and safety boots must be worn. Basic stationary must be brought to class (ie. Pens, note pad, calculator)

Pre- Course Assessment: Candidates will be required to also complete and submit 2 Workbook assessment items prior to commencement of the contact classes. The leaning in these workbooks forms part of the pre-requisites and holistic learning.

Pre- Course RPL Application: Candidates will be required to complete an RPL application and assessment. Candidates are required to gather evidence of their Trade Qualifications and Experience. Non Qualified Trades with 2 years industry experience installing split systems will also be required to complete a 'scope of works form' and employer declaration of these works by a Qualified Trades person.

Number of Units covered: 12 Units in Total. 10 Core Units and 2 Elective Units

Complete Qualification - NTI Program Structure:

NATIONAL CODE AND UNIT OF COMPETENCY TITLE	RESULT CANDIDATE IS TRYING TO ACHIEVE
Pre Course Contact Assessment and RPL Units from Trades Qualifications and Experience	
CPCCOHS1001A Work safely in the construction industry (Elective)	Credit Transfer or RPL
HLTAID001 Provide cardiopulmonary resuscitation (Elective)	Credit Transfer
UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace	Competent (Gap Assessment)
UEENEEK142A Apply environmentally and sustainable energy procedures in the energy sector	Competent (Gap and Holistic Assessment)
UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications	RPL
UEENEE105A Fix and secure electrotechnology equipment	RPL
UEENEE102A Fabricate, assemble and dismantle utilities industry components	RPL
Delivered and Assessed Units during Course Contact	
UEENEE038B Participate in development and follow a personal competency development plan	Competent
UEENEE137A Document and apply measures to control OHS risks associated with electrotechnology work	Competent (Gap Assessment)
UEENEEJ102A Prepare and connect refrigerant tubing and fittings	Competent
UEENEEJ172A Recover, pressure test, evacuate, charge and leak test refrigerants - split systems	Competent
UEENEEJ105A Position, assemble and start up single head split air conditioning and water heating heat pump systems	Competent

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APPLICATION

PERSONAL DETAILS

Family Name _____ Given Names: _____

Date of Birth: _____ Town of Birth: _____ Sex: Male Female

Address: _____
 _____ Postcode _____

Postal Address: _____

Phone: _____ Fax: _____ Email: _____

Unique Student Identifier Number (USI) _____ Please create my USI

COURSE DETAILS

UEE20111 Certificate II in Split Air-conditioning and Heat Pump Systems

Preferred Start Date: _____ Total fees Payable: _____ Deposit Required: \$500

COURSE PRE-REQUISITES:

Please provide/attach the below supporting documentation:

- Construction White Card or Blue Card Current CPR certificate Trade papers/certificates/qualifications
 Statements of results or attainment of related study Licence or Passport for Identification

SCHOOLING

What is your highest COMPLETED school level? (Tick ONE box only)

- Year 12 or equivalent Year 11 or equivalent Year 10 or equivalent
 Year 9 or equivalent Year 8 or below Never attended school (Never attended school - Go to Question 21)

In which YEAR did you complete that school level? _____

Are you still attending secondary school? _____

PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications? Yes No (No - Go to Question 24)

If YES, then tick ANY applicable boxes.

- 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 Certificates other than the above

Please provide details for your qualifications below:

Qualification Gained: _____

Institution Attended: _____ Year Qualified: _____

Qualification Gained: _____

Institution Attended: _____ Year Qualified: _____

Qualification Gained: _____

Institution Attended: _____ Year Qualified: _____

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APPLICATION

LANGUAGE AND CULTURAL DIVERSITY

Nationality? _____

In which country were you born? _____

Do you speak a language other than English at home? *(If more than one language, indicate the one that is spoken most often)*

No, English only Yes, please specify: _____ **(English Only - Go to Question 15)**

How well do you speak English?

Very well Well Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin? *(For persons of both Aboriginal and Torres Strait Islander origin, mark both "Yes" boxes)*

No Yes, Aboriginal Yes, Torres Strait Islander

DISABILITY

Do you consider yourself to have a disability, impairment or long-term condition? Yes No **(No - Go to Question 18)**

If YES, then please indicate the areas of disability impairment or long-term condition: *(You may indicate more than one area)*

Hearing/Deaf Physical Intellectual Learning Mental Illness
 Acquired Brain Impairment Vision Medical Condition Other (Please Specify) _____

Please provide/attach below supporting documentation (if obtained):

CPR (Cardiopulmonary Resuscitation) Trades Papers/Certificate White Card (Formally known as Blue Card) Licence or Passport
 ARCTick training license before commencement date

EMPLOYMENT DETAILS

Of the following categories, which BEST describes your current employment status?

Full-time employee Part-time employee Self employed - not employing others
 Employer Employed - unpaid worker in a family business Unemployed - seeking full-time work
 Unemployed - seeking part-time work Not employed - not seeking employment

Employer: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

REASON FOR STUDY

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

To get a job To develop my existing business To start my own 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
 Personal interest/self-development Other reasons

How did you hear about National Trades Institute? *(Tick ONE box only)*

ARCTick Website Word of Mouth Search Engine (eg. Google) Colleague
 Other (Please Specify) _____

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TERMS AND CONDITIONS with National Trades Institute Pty Ltd - 110075

1. On acceptance of the below Terms and Conditions please complete and submit the Application Form, a copy of any pre-requisites and sign that you have read and understood these Terms and Conditions of Enrolment.
2. You understand that you are enrolling into a Nationally Recognised UEE20111 Certificate II in Split Air-conditioning and Heat Pump Systems course
3. Acceptance and confirmation of your offer of a place is to be formalised by completing and submitting the Offer Accepted Advise that you will receive with your Offer of a Place Letter. This accepted offer of a place will state your agreed program/course start date and program/course finish date.
4. On signing these terms and conditions you agree that it is a condition of acceptance of an offer of a place that you commence on the agreed program/course start date as advised on your Offer of a Place and achieve satisfactory academic progress throughout your course at a rate that will enable you to complete the course by the program/course end date as advised on your Offer of a Place. You understand you are also required to use your best endeavours to meet the requirements of the course selected and to abide by the rules and regulations of the course.
5. It is your responsibility to be aware of your course completion date and to attend and submit all assessment or apply for an extension prior to this date.
6. You agree that it is a condition of your acceptance of an offer of a place that all required Course fees including Learning Resources and any incurred incidental fees will be paid by the invoiced due dates.
7. The course is required to be paid in full the week before course commencement. Students who have fees remaining outstanding on the first day of the course will not be permitted to commence.
8. Notification of cancellation or withdrawal from the courses must be made in writing to National Trades Institute prior to the start date of the course.
9. All courses offered are subject to minimum numbers.
10. Upon course completion students are eligible for a Statement of Attainment or if successful completion of all course requirements a Statement of Results and Certificate of Qualification free of charge.

Fees and Refunds

11. Cancellation by the student in writing before the student's offered course start date attracts a full refund of fees paid minus the \$500 deposit. No transcript of results will be issued.
12. Cancellation by the student in writing after the student's offered course start date will not attract a refund and any prepaid fees will be forfeited. The exception to this is noted in point 14 and 15. Statement of Attainment will be issued for any course results achieved.
13. Application fees and deposits are non-refundable
14. Additional Incidental fees are non-refundable.
15. Once training has commenced and/or the student's offered course start date has passed no refund is available to participants who leave before finalising the course of study unless the student can provide a medical certificate that proves exceptional circumstances or you show extreme personal hardship. You must provide independent supporting documentation to support your claims. It is not sufficient to provide only a personal statement outlining your special circumstances. In the case that exceptional circumstances or extreme personal hardship have been established, fees may be refunded on a pro-rata basis, minus any incidental fees and a \$500 cancellation fee. The decision in granting a refund due to exceptional circumstances or extreme personal hardship are wholly at the discretion of National Trades Institute.
16. In limited circumstance where a refund is not applicable National Trades Institute may offer to hold the students fees in credit for the student to resume study within 12 months.
17. All fees and charges are payable by the invoiced due date. Students may be precluded from sitting exams, receiving results or attending classes if any amount of due fees are not paid by the course start date.
18. Any refund will be paid to the person or entity that originally paid the course fees and, where possible, in the same currency in which the fees were paid.
19. If you notify us of your cancellation and formal withdrawal in writing before the Course Start Date and on submission of the completed NTI Student Refund Form, your refund will be paid to you within four weeks of the receipt of the completed NTI Student Refund Form.
20. No refunds will be given to students who are expelled for unacceptable behaviour or academic misconduct.
21. If the student is no longer enrolled in the course of study because National Trades Institute has ceased to provide the unit/s or course of study, in this circumstance, students will be transferred to another available course start date or entitled to a full refund of prepaid course fees, no academic transcript will be issued. For students who have commenced the RPL and pre-assessment process that do not want to accept an alternative course date but would like a transcript of their RPL results will forfeit the \$500 deposit and balance of fees if any will be refunded.

Suspension and Deferral or Extension of Study

22. Students may request in writing to defer their course prior to the offered course start date. Prepaid fees will be transferred to the deferred course start date. Deferrals requests need to re-commence within 12 months of the original offered course start date.
23. Students requesting to suspend their course or defer their course after the course start date has passed will be required to show exceptional circumstances or show extreme personal hardship; supported by independent documentation before National Trades Institute may approve a course suspension or deferred course start date. Approval of a deferral or suspension of studies is wholly at the discretion of National Trades Institute.
24. A student may at any time during a course of study, cancel enrolment for the course or amend it by withdrawing from one or more Units of study. However, the cancellation of enrolment will be subject to academic penalty for units of study commenced.
25. Withdrawal from VET unit/s of study or change of enrolment prior to the commencement of a unit of study will result in no academic penalty for Units not yet commenced.
26. Students may request in writing to extend their course of study prior to their course end date if they have compassionate and compelling circumstances. An Administration Fee of \$110 will apply for course extension requests. The decision to extend a course of study is wholly at the discretion of National Trades Institute.
27. Students who do not request a course extension prior to the course end date will be required to re-enrol and repeat the course or Units of study not completed. The cost of repeat course or Units will be calculated on a Pro-Rata basis of Units not completed.

Complaints and Appeals

28. National Trades Institute Complaints and Appeals Policy and Procedure are published at www.nti.edu.au
29. National Trades Institute encourages students to first seek to resolve grievances or appeals directly with the parties concerned.
30. Where the case is not resolved, students may request to appeal a decision made or make a complaint to National Trades Institution by submitting a 'complaints and appeals form' available at www.nti.edu.au.
31. National Trades Institute director will investigate the complaint or appeal and a formal written response will be given.
32. Students will be notified of their right to a further appeal or an independent body for external review.

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TERMS AND CONDITIONS with National Trades Institute Pty Ltd - 110075 cont.

CONFIDENTIALITY

National Trades Institute are not permitted or authorised to give out your private addresses or the address of other students unless requested within the law. Your personal information may be made available by the provider (National Trades Institute) to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme. This information includes personal and contact details, course enrolment details and changes. The College is not permitted to give out personal information or the contact addresses of staff members.

DECLARATION

I declare that the information I have supplied on this form is, to the best of my understanding and belief, complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation of enrolment. I give permission to obtain official records from any educational institution attended by me. I also authorise NTI to supply any relevant official records to educational institutions to which I am seeking admission and to government bodies. I have contacted my relevant state licensing organisation prior to enrolment in this course. I accept liability for payment of all fees as explained in the NTI Application Form and I agree to abide by the Terms and Conditions of enrolment in this course as mentioned above.

SIGNATURES

Applicants Signature: _____ Date: _____

NTI Representative: _____ Date: _____

National Trades Institute may refuse to enrol a student who has not read, understood and signed the above declaration and completed the NTI application form.

COMPLETE AND APPLY BY

PLEASE FAX, POST or EMAIL THE ENROLMENT FORM and SIGNED TERMS AND CONDITIONS to:

BY POST:

National Trades Institute,
46 Thorn Street,
Kangaroo Point QLD 4169

BY FAX: 07 3391 0943

BY EMAIL: SCAN AND SEND TO: info@nti.edu.au

HOW TO PAY

BY CREDIT CARD (1.5% bank fee charge applies)

MasterCard VISA Deposit (\$500) Full Payment

Name on Card: _____

Card Number: _____

Expiry Date: _____

Signature: _____

BY TELEGRAPHIC TRANSFER TO OUR BANK ACCOUNT (EFT)

Bank Name: Commonwealth Bank
Account Name: National Trades Institute PTY LTD
Account Number: 1245 6825
Branch Number: 064 000
Bank Address: Brisbane QLD
Swift Number: CTBAAU2S
Reference: Your name & date of birth

BY MAIL

Mail your cheque to:

*National Trades Institute
46 Thorn Street, Kangaroo Point
Brisbane, QLD 4169*

Cheques should be made payable to: National Trades Institute PTY LTD
Please write your name & date of birth on the back of cheque