



Welcome to Training For Me

Enrolment Information at a Glance

How do I apply for a place on a course?

You can apply for a place anytime during the year and do not have to wait until the beginning of a semester. You can submit your enrolment form online by completing our online enrolment form through our website www.trainingforme.edu.au/enrolment

or by email to: enrolments@trainingforme.edu.au

or post to: Training For Me, Shop 201, 36 Ocean Keys Boulevard, Clarkson WA 6030

Enrolment Process

1. Please ensure that you have read the Student Handbook, detailed course information and relevant fees and charges
2. Seek further information through making contact via telephone with our Education Consultant, completing online contact form or visiting to discuss course suitability and discuss any prior learning and availability
3. Complete online enrolment and will then receive contact from our Admissions Team within 48 hours
4. Our Admissions Team will then discuss payment options and book you into our next Induction Session
5. Student meets trainer (except online only option) which will be a telephone conversation to create an individual training plan and course commences.

Enrolment*	Enrolment form completed via website ID:- (driving licence, medicare card, passport) Evidence of prior qualifications USI number (can be obtained from
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	<p>www.usi.gov.au)</p> <p>Additional evidence if job seeker:-</p> <p>Job seeker ID no, Centrelink income statement, bank statement</p>
RPL Application*	Completed RPL application form, prior qualifications, resume, references
Fee Waiver Application*	Completed fee waiver application form, evidence of severe financial hardship, utility bill (gas, electricity, rental), low income concession card holder
Concession Application	Concession card: Health Care Concession Card or Pension Card or Austudy/Abstudy or Youth Allowance recipient

*documents available for download from our website www.trainingforme.edu.au.

Traineeships are available for some of our courses, please contact us regarding this study option or by calling Apprenticentre on 13 19 54.

Please feel free to contact us with any questions or queries you may have prior to enrolment.

Please read the Student Recruitment and Selection Policy contained in this document.

How much is my course going to cost?

Please see the relevant fees and charges on our website by clicking on the course you are interested in and then selecting 'course costs' at the top of the screen.

Payment Options

1. Upfront fees can be paid to a maximum of \$1500
2. Weekly or fortnightly payment plan *charges do apply for this option for the initial set up please contact us regarding fees payable

There are several ways students can apply for assistance with fees.



- Please let us know if you are the holder of a concession card (as listed on our website in the 'Course costs' tab of each course).
- If students experience severe financial difficulties, training providers can also choose to waive the fees. Students should talk to us regarding this.

Work placements

Work placements are an integral part of the most VET courses. The purpose of the work placement is to give students the opportunity to undertake training and assessment activities in a real-world environment.

Some qualifications require practical hours to be completed as a component of the qualification.

Candidates are required to source their own work place facilities, however support will be provided by Training For Me if required.

Your assessor will discuss this with you on enrolment.

Induction

Participants will be given further information after enrolment at the course induction. This will guide them through their studies and outline in detail their rights and responsibilities.

Participants will receive appropriate induction to ensure they:

- Understand the information contained in the Candidate Handbook and course content
- Have identified the key training, administration and support people
- Have necessary course materials
- Are familiar with services and resources available to them
- Know their study schedules
- Know where to access further information and
- Understand the candidate responsibilities

Participants will be required to sign an acknowledgement form to indicate they have completed the induction and that they understand and accept the Candidate Responsibilities.

Inductions are held weekly on a Monday 9am to 12pm. Further enquiries, please call (08) 6267 9062 Monday to Friday 8.30am to 5pm (except public holidays).