



PRIORITY EDUCATION & TRAINING PROGRAM 2009

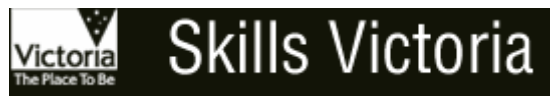
Information Booklet

Student Name:	
Address:	
Qualification:	



“The Priority Education and Training Program (PETP) is a Commonwealth & Victorian Government initiative”

www.skills.vic.gov.au



Introduction

MATRIX TRAINING GROUP (MTG)

Matrix Training Group (MTG) is a Registered Training Organization (**RTO - Registration Number 21471**) providing nationally recognised training for individuals and businesses under section 23 of the Victorian Qualification Authority Act 2000.

MTG is a "Private Based Organisaion" that offer consultation and customised training programs for your personal and business needs.

Training courses and customised training programs are available either through on-the job training or at our training centre in Melbourne CBD and various training centers nationally and globally.

Since 1999, MTG have provided personalised training programs to companies and individuals across a broad range of industries, including telecommunications, retail, trade and government.

Our Promise to You

MTG recruit the very best trainers and business consultants who deliver the ultimate learning and development experience. The high caliber of trainers and consultants on board today have previously worked as University Lecturers, organization CEO's, Primary/Secondary Teachers, General Managers and Sales Executives.

Our Mission is to provide all clients the ultimate training & development experience in any course that is delivered with the best possible service, knowledge and consulting advice.


With adherence to the principles of leadership, integrity and passion, we will maintain the reputation of a company who loves educating anyone who wants to reap the rewards of knowledge.

We live and operate by the MATRIX credo:

- M** Maintain a reputation for love of educating
- A** Adherence to principles of leadership
- T** Trust and teamwork
- R** Relationships
- I** Integrity
- X** Exceed expectation

Every individual and organization should understand the importance of skill enhancement. Go ahead and visit our Why Train? Page to see how training can benefit you. <http://matrixtraininggroup.com/benefits.php>

MTG is approved to provide the following courses under the Priority Education and Training Program.

Course Code	Course Name	Course Outline – What will I Learn?
CHC30108	Certificate III in Aged Care Work	

As one of Australia’s leading training organisations providing professional training programs and packages, MTG is pleased to deliver training services to you, services that are designed to give you a competitive edge in today’s job market.

This Student Induction Pack provides you with some answers to the most commonly asked questions in relation to the Priority Education and Training Program and Certificate Qualification. It is important you take time to read through this document to familiarise yourself with this information, prior to commencing training for your chosen qualification. It will assist you with your course progression and make your experience with us an even more enjoyable one!

What is Priority Education and Training Program (PETP)?

The Priority Education and Training Program (PETP) is a Victorian Government initiative that supports training and assessment in skills and regions that have been identified as industry and/or Victorian Government priorities.

The 2009 PETP aims to support the delivery of training for the development of skills and knowledge to enable participation in the workforce, specifically:

1. in industries where there is unmet demand for training of pre-entrants/ existing workers;
2. for equity groups, such as people with disabilities and disengaged youth;
3. for Indigenous learners; and
4. in innovation (innovative training).

Students involved in PETP are expected to progress towards achieving units of competency or qualifications.

Why do we need to focus on skill shortage areas?

Over the last decade Victoria has performed well against Australian and international economic benchmarks. We have enjoyed strong economic and population growth. However, we face some significant challenges in securing this prosperity for the long term.

There is now a shortage of skilled workers across a range of industries, to include the aged care sector. This constrains economic capacity, slows growth and restricts the ability of businesses to stay competitive. Skills shortages also limit industries' capacity to keep pace with the demand of operating in a global economy.

Businesses continue to report that the lack of access to skilled workers is a significant barrier to their success. It is vital we address these shortages through improving the skills of new entrants, existing workers and people currently outside the labour market and through effective transition training for the many people attracted here through our skilled migration program *Global Skills for Victoria*. Beyond immediate shortages, Victoria's future depends on a workforce with skills in the right areas and at the right levels to meet changing industry needs and the demands of businesses operating in a global market.

The Certificate III in Aged Care will be funded through demand driven funding arrangements under the Victorian Government initiative, *Securing Jobs for Your Future – Skills for Victoria*.

How do I apply?

If you are registered with an employment service provider, such as a Job Network member or Disability Employment Network, you need to contact your employment consultant to discuss your interest and obtain a referral to be trained with Matrix Training Group by calling 1300733466

If you are not registered with an employment service provider, you need to apply directly to Matrix Training Group.

Rights and Responsibilities

When participating in the Priority Education and Training Program, you are expected

to:

- ✓ attend any scheduled appointment with your training provider or, if unable to attend, provide adequate notice and explanation
- ✓ with the training provider, complete the Confirmation of Enrolment form and provide evidence of eligibility (applications will not be processed until all eligibility evidence has been provided)
- ✓ attend and complete training (so that you gain your qualification).

Matrix Training Group will:

- ✓ provide information about and explain the program;
- ✓ inform you of the choices available for your training;
- ✓ provide you with a detailed description of the training to be undertaken and what you are required to do to gain the qualification;

- ✓ conduct an assessment of the your literacy and numeracy skills prior to enrolment;
- ✓ offer and, if needed, conduct an assessment of Recognition of Prior Learning;
- ✓ provide information about the facilities available to support your training and assessment and provide support services that meet your needs;
- ✓ respond to requests for information from you in a timely way;
- ✓ provide information about their Complaints Process and ensure that all complaints and appeals are addressed efficiently and effectively where appropriate, advise your employment service provider of your progress in training including if you fail to attend training.

If you need to change your training:

- ✓ You are entitled to change your qualification or training provider, provided it is **before** the expected commencement date of the training (if your training is organised through an employment service provider you must discuss this with them directly).
- ✓ Your enrolment for training is valid for up to 3 weeks after the expected commencement date. After this date if you have not contacted your training provider your training place will no longer be valid and you will need to reapply (your training provider will advise your employment service provider if your training place is cancelled)
- ✓ If you wish to make changes to your training arrangements you must advise your training provider in writing of any cancellation, withdrawal or a request to defer at least **three** working days prior to the commencement date (if your training is organised through an employment service provider you must discuss this with them directly).

Complaints or concerns

If you have complaints or concerns about MTG or quality of service:

you should first make contact with your trainer or training manager by calling 1300733466. You should do this as soon as possible so MTG has a better chance of helping you resolve the matter within a reasonable timeframe;

If your training is organised through an employment service provider, you must also advise your provider of your complaint and action taken;

Depending on the nature and seriousness of your complaint or concern, you may be requested to put the matter in writing;

Dress Code

Your presentation is important. As this course is leading you in the vocational pathway, we request that you attend all courses in neat casual/professional attire.

Recognition of Prior Learning (RPL)

RPL provides an opportunity for you to have previously acquired skills formally recognised. RPL skills may have been acquired through practical work, life experience, or formal education. In order to have these skills recognised you need to be able to clearly define these skills and provide evidence of your experience and ability. This evidence may take the form of official certificate, demonstration of skill or previous work samples.

All RPL applications should be submitted within four (4) weeks of course commencement.

Your trainer/assessor will contact you within 2 weeks to issue discuss your application and assessment through RPL.

To formally apply for RPL, you will be required to fill out the RPL Application Kit, submit evidence documentation and send by mail (registered mail recommended) or hand deliver to Matrix Training Group, or to an Matrix Training Group representative. You will be required to submit evidence which is related to the competencies being assessed so the assessor is able to make a valid judgment of your ability. This evidence must be valid, authentic, current, sufficient and consistent. Faxed evidence is not recommended due to the risk of unclear data or lost data.

Original information is preferred but not essential. A mutually agreeable time will be arranged between you and an Matrix Training Group Trainer to discuss the assessment process, methods that could be used to assess your competency and/or to discuss the results.

NB: Any documentation submitted for RPL will not be returned to the applicant, please ensure that you send copies and not originals.

National Recognition/Credit Transfer

Matrix Training Group recognises the AQF qualifications and Statements of Attainment issued by other Registered Training Organisations (RTO). Students who have already acquired an officially recognised Statement of Attainment for one or more

Units of Competency may apply for credit transfer for those units. Students who wish to gain credit for already acquired training must bring their Statements of Attainment or Statement of Results, or other evidence to Matrix Training Group to be evaluated and sighted as a true copy by an authorised Matrix Training Group representative. Credit may be given for unit/s of competency that has been attained through other training programs where evidence may map directly into the unit/s enrolled in. Once the credit transfer is approved, these units will not need to be undertaken.

Interruption of Studies - Program Deferment

Students may only apply for deferments under the following circumstances:

- ✓ Medical grounds;
- ✓ Special compassionate grounds;
- ✓ Problems associated with employment; or
- ✓ Other special unforeseen circumstances.

Under the Priority Education and Training Program you will be able to defer your nominated qualification **once** for a maximum period of 6 weeks **prior** to the commencement date of your chosen course.

If you wish to make changes to your training arrangements you must advise your training provider in writing of any cancellation, withdrawal or a request to defer at least **three** working days prior to the commencement date (if your training is organised through an employment service provider you must discuss this with them directly) on to.

Complaint/Grievance and Appeal Process

Matrix Training Group has a fair and equitable process for dealing with client complaints.

The following policy and procedures are designed to allow for the effective and timely reporting and follow up of complaints from clients of training courses, training programs and assessments conducted by Matrix Training Group.

Matrix Training Group will meet the needs of all clients and will actively seek feedback on the range of services provided via a range of methods. However, if we fail to satisfy a client in any area of service, then we are happy to discuss their issue and concerns and take appropriate steps to rectify the area of concern to a level mutually agreed by the client and the management of Matrix Training Group. If a client is dissatisfied with a decision made by a Matrix Training Group staff member or contractor, then we are happy to consider their issues, offer feedback, seek additional information, and if appropriate amend the original decision based on the new information. Please refer to Matrix Training Group's Appeal policy for policy and procedures relating to lodging appeals

Matrix Training Group will treat these matters in an urgent and confidential manner

Course Descriptions



Priority Education Training Program (PETP) - reflects the Victorian Government's commitment to industry priorities, life-long learning and the need for customised, flexible and readily available training. Through the PETP, Matrix Training Group can deliver training that meets the skill needs of priority industry sectors and the general community.

PETP & the CHC30208 Certificate III in Aged Care Qualification

This **15 Week** qualification provides the knowledge and skills necessary to gain employment in Aged Care residential and day care facilities. These workers carry out activities related to the maintenance of an individual's personal care and/or other activities of living. There are many jobs available in this industry.

Matrix Training Group offers **FREE** training in the Certificate III in Aged Care Work for Victorian residents choosing to study in the field of Aged Care/Community Services. This program is jointly funded by the Department of Innovation, Industry and Regional Development (Skills Victoria).

10 x Compulsory units

No	National Code	Unit of Competency	No min al HRS
1	CHCAC317A	Support older people to maintain their independence	20
2	CHCAC318A	Work effectively with older people	30
3	CHCAC319A	Provide support to people living with dementia	55
4	CHCCS411A	Work effectively in the community sector	40
5	CHCICS301A	Provide support to meet personal care needs	50
6	CHCICS302A	Participate in the implementation of individualised plans	15
7	CHCICS303A	Support individual health and emotional well being	30
8	CHCOHS312A	Follow safety procedures for direct care work	30
9	CHCPA301B	Deliver care services using a palliative approach	55
10	HLTAP301A	Recognise healthy body systems in a health care context	70

4 x Elective Units

11	CHCDIS301A	Work effectively with people with a disability	50
12	CHCHC311A	Work effectively in home and community care	45
13	CHCCS305A	Assist clients with medication	40
14	HLTHIR403B	Work effectively with culturally diverse clients and co-workers	20
TOTAL NOMINAL HOURS			550

Entry Criteria

This is an open entry program for people working in, or who wish to work in the Aged Care industry. Participants need oral, written and numeracy skills in English to a level required by the workplace. Participants less than 18 years of age must have parental/guardian approval. Training must be delivered within the State of Victoria to ordinarily Victorian residents who are:

- Australian citizens; or
- Permanent residents of Australia; or
- Temporary Protection Visa holders; or
- East Timorese Asylum seekers; and
- People whose training is not funded under any other State or Commonwealth Government program.



Assessment

Exercises, questions, case scenarios, portfolios and workplace competency.

Vocational Placement

In addition to your study time participants who are not currently working within the industry are required to complete a minimum of 100 hours of volunteer work with a local Aged Care service provider. This volunteer work is called "Vocational Placement".

Prospective participants will need to complete an Interview Questionnaire and be interviewed (by phone) to ascertain their availability for Vocational Placement. Participants will be required to obtain a Police Check.

On-going Education Options

Completion of this course will provide partial Direct Credit Transfer into the following: Certificate III in Disability Work, Certificate III in Home and Community Care, Certificate IV in Aged Care Work and a range of other nationally recognised qualifications.

**Productivity Placements Program
TRAINEE ENROLMENT FORM**

Course name _____ Today's Date _____
 Course code _____ Commencement date _____

Mode of training: **Part-time**

1 Trainee Details

Title (please circle) Mr Mrs Miss Ms Dr
 JSID or CRN _____
 Surname _____ Given Name(s) _____
 Date of birth _____ Country of birth _____
 Language(s) spoken at home _____ E-mail (personal) _____
 How well do you speak English?
 Very well Well Not well Not at all
 Are you of Aboriginal, or Torres Strait Islander origin?
 No Yes, Aboriginal Yes, Torres Strait Islander

2 Home Address

Address _____
 Telephone (Home) _____ (Mobile) _____ (Work) _____

3 Employment Service Provider Details (if you are not registered with an ESP please complete section 6)

Name of Employment Service Provider _____
 Address _____
 Tel _____ Fax _____ E-mail _____
 Referring Consultant Name: _____

Of the following categories, which best describes your Employment Services Provider assistance:
 JPET Personal Support Programme (PSP) Disability Employment Network (DEN)
 Vocational Rehab Service (VRS) Job Network (Customised Assistance)
 Job Network (Highly Disadvantaged) Job Network (unemployed for less than 12 months)

4 Education Details

Highest school level completed _____ Year completed _____
 Still at school Yes No
 Have you successfully completed any of the following qualifications?
 Bachelor Degree or Higher Degree Level Advanced Diploma or Associate Degree
 Diploma Certificate IV Certificate III Certificate II
 Miscellaneous Education (Please specify _____)

5 Additional (Optional) Details

Special needs E.g Language, numeracy, and literacy
 Please give details _____
 Do you have any of the following disabilities?
 Hearing Physical Intellectual Learning Mental Illness
 Vision Medical Condition Acquired Brain Impairment Other (please specify) _____

Job Seekers not registered with an Employment Service Provider (Please tick all that apply)

Not completed year 12 or any other formal qualification Self Disclosed Ex-offender
 Homeless Out of the workforce for 12mths or more Aged 45 years or over
 Sole Parent

Overview of Client Services

Access and equity is about making sure that everyone can access the training, information and support they need to successfully participate in courses offered at MTG. MTG is aware that it is harder for some groups of people to take part in training than others. Some people may not have the skills they need to complete training, they may need extra support to stay in training, they may need training tailored to fit their needs, or the training may need to be taught in a certain way for them to be successful.

1. Course Information

Course information including content and vocational outcomes can be viewed on our website (www.matrixtraininggroup.com) or by calling our office on 1300 733 466 and asking for course information to be sent to you.

2. Trainee Selection, Enrolment and Induction/Orientation

To be accepted into a course, you must complete an enrolment form, fulfil the prerequisites (if applicable) and pay the relevant fees. Once the enrolment fee has been accepted you officially have a place in the course. Your induction/orientation will occur during the first session of training.

3. Fees, Charges and Refund Policies

Matrix Training Group reserves the right to cancel/postpone a course in the event of unforeseen circumstances or insufficient numbers. Every effort will be made to ensure that participants of cancelled/postponed courses receive placement in the next available course. Where a course is cancelled/postponed by Matrix Training Group and the participant elects not to receive placement in the next available course, or an alternative course, a full refund will be made. Written cancellation must be received **up to** two working days prior to the commencement of the course. Written advice should be directed to the Training Manager. The trainee will be refunded the course fee less an administration fee of \$40. It is regretted that **NO REFUND** can be made for cancellations received **within two working** days of commencement or after the commencement of the course. No refunds will be given for partial cancellation of enrolments. A transfer of course registration can be made **up to** two working days prior to commencement of the course. Advice must be in writing and directed to the Training Manager.

4. Recognition of Prior Learning

RPL is the recognition given to the knowledge and skills a trainee has acquired through work experience, education, training, and life experiences. RPL assessed by MTG may be used to satisfy, or partially satisfy, course admission criteria, and/or may be used to gain exemptions as part of some programs. An applicant for RPL must submit detailed supporting documentation. For more information please contact our office on 1300733466. Matrix Training Group recognises and accepts Statements of Attainment and qualifications issued by any other RTO.

5. Language, Literacy and Numeracy (LLN)

Access to training must be equal for all trainees and MTG will not discriminate based upon LLN. Where LLN levels are low, MTG will provide information on where a trainee can obtain assistance.

6. Client Support, Welfare and Guidance Services

MTG will help trainees access support, welfare or guidance services when an issue arises that is outside the expertise of MTG staff. Any referral made in this instance will be in accordance with our privacy policy that aims to protect the interests of all parties including the trainee.

7. Flexible Learning and Assessment

MTG recognises that some trainees may have individual needs that affect the process of learning and assessment. When a student has requested an alternative method of learning and/or assessment, the Training Manager will consider the request and advise the trainee in writing of the outcome. Any variation to the usual delivery or assessment strategy will be incorporated into the trainee's file.

8. Appeals, Complaints and Grievances

It is encouraged to initially raise the complaint directly with the person concerned. This is appropriate in matters where the trainee feels comfortable making a direct approach, or where the complaint does not relate to allegations of unlawful behaviour (e.g. assault, illegal discrimination or harassment). If you have discussed the issue directly with the person involved and are still not satisfied with the outcome, you must write to the Training Manager and outline the reason for the appeal, complaint or grievance.

9. Discipline

Trainees are expected to dress and act in an appropriate manner whilst attending MTG training sessions. This means respecting and being courteous towards other people and not using offensive language or making derogatory comments towards or in the presence of others. Incidents of serious misconduct will result in exclusion from training and will be dealt with in accordance with relevant State or Commonwealth law. Serious misconduct means theft, assault, being under the influence of alcohol or drugs, or causing risk of injury or risk of a dangerous event happening.

For more information visit our website (www.matrixtraininggroup.com) or contact reception on 1300 733 466

Language, Literacy and Numeracy Assessment

As stated in Matrix Training Group's student handbook, where a pre-requisite for training requires a particular level of literacy and numeracy, or other entry skills, an assessment will be undertaken.

This initial assessment is designed to be a non-threatening experience. It will be conducted by a Matrix Training Group staff member who has special skills in the area.

For assessing literacy and numeracy the staff member will have experience in conducting assessments and providing training.

The assessment will help to establish entry to a course/training program or to employment and where special training and support resources will be required prior to or during the program.

Steps Involved

Step 1 – at the time of enrolment, MTG staff are to sit with the learner and discuss the rationale behind conducting an assessment of language, literacy and numeracy (L,L&N).

Step 2 – still at the time of enrolment, the MTG staff will ascertain whether it is necessary to ask the learner to complete the Language, Literacy and Numeracy Assessment Form in order to best gauge whether the learner has the L,L&N abilities required to complete the training.

Step 3 – If the MTG staff member concludes that the learner's L,L& N abilities are adequate for the training about to be undertaken, then the MTG staff may indicate the reasons why on this form, and need not ask the learner to complete the L,L&N assessment. If the learner completes the assessment and it is apparent that the learner does not have the level of L,L&N required to complete the training, the MTG staff are to offer assistance, either by providing L,L&N training or referring the learner onto an organisation that can assist.

Step 4 – Place this form and the assessment (if relevant) in the learner's file.

Please complete the **LANGUAGE, LITERACY AND NUMERACY PROCESS FORM** on page 2

LANGUAGE, LITERACY AND NUMERACY PROCESS FORM

I, _____ (staff member), have assessed
_____ (learner) in terms of the Language,
Literacy and Numeracy abilities required to complete
_____ (training).

OUTCOME

Please sign and date the relevant outcome of your assessment.

I used the Matrix Training Group Language, Literacy and Numeracy Assessment Form to conduct the assessment and deemed that _____ (learner Name) is **sufficiently competent** in language, literacy and numeracy as to proceed with this training program.

Staff Member Signature: _____

Learner Signature: _____

Date: _____

I used the Matrix Training Group Language, Literacy and Numeracy Assessment Form to conduct the assessment and deemed that _____ (learner Name) is **insufficiently competent** in language, literacy and numeracy as to proceed with this training program. Action taken to address this is...

Staff Member Signature: _____

Learner Signature: _____

Date: _____

In my discussions and observations of _____ (**learner Name**) completing various forms and applying his/her language, literacy and numeracy skills, I concluded it would not be necessary to ask the learner to complete the Matrix Training Group Language, Literacy and Numeracy Assessment Form, and so deemed that _____ (**learner Name**) is **sufficiently competent** in language, literacy and numeracy as to proceed with this training program.

Staff Member Signature: _____

Learner Signature: _____

Date: _____

LANGUAGE, LITERACY & NUMERACY ASSESSMENT FORM

The purpose of this assessment is to assist your training consultant identify what level of assistance you might require to perform and communicate effectively in the workplace.

Resources required: A quiet room, pen and paper

Trainee Name: _____

Workplace: _____

Date: _____

PART A. LANGUAGE & LITERACY

Circle the correct spelling of the following words:

1. Availability Availability Avalability
2. Cleening Cleaning Cleanning
3. Mesure Measure Meshure

Underline the correct word for each of these sentences.

4. Mary enjoys working for Matrix Training Group. Her supervisor says Mary is always.....

puntual puncktule punctual punktual

5. The trainer to her client.

lisened listened lissened lisaned

Circle the word, which can replace the word that appears in bold?

6. The store person **employed** good working habits within the work environment

hired utilised explained took

7. Health and Safety Hazards can be **minimised**, by enforcing good health and safety practises within the workplace.

prevented deficient taken away eluded

Rewrite/Rearrange the following sentences correctly.

8. The visitor was advised too sign they're name in the book.

.....
.....

9. Smoking is not permitted where on duty or on clients premises from employees.

.....
.....

10. Client information should be kept confidential at all times it is essential.

.....
.....

Read the following passage and answer the following questions.

Peter suffered a stroke on Monday 1st of December 2003. He lost the mobility of the left hand side of his body. He was hospitalised for three weeks and Marian a carer for Matrix Training Group assisted him with his Low Needs Personal Care at home.

Her responsibilities were the following: Showering, dressing, shaving, hair care, grooming, toileting, eating, drinking and food preparation. Due to Peter's poor mobility, Marian assisted him with occasional exercise and therapy. After 6 weeks, Peter's health improved and Marian was no longer required, however, Wendy was sent to assist with helping Peter in his home.

She provided assistance with house cleaning, shopping, banking and bill payments. Peter was extremely happy with the help given by MTG and felt that his quick recovery was due to the great work he received from his carers.

11. What did Peter suffer from and when did it occur?

.....

12. Which part of his body was affected and how long was he hospitalised?

.....

13. Which company provided the services of the carers and what is its acronym?

.....

14. What level of care did Marian assist Peter with?

.....

15. List 3 tasks that Marian performed day-to-day.

.....

16. How long did it take until Peter's health improved?

.....

17. Who was Wendy and what did she do?

.....

18. Was Peter happy with the services he received, if so, why?

.....

NUMERCY

Answer the following Questions.

1. There are three people in a family standing outside Luna Park wanting to purchase three entrance tickets that cost \$13 each. How much will it cost all three members in total??

2. Mr Smith would like to catch the 7:15am train from Flinders Street station, arriving fifteen minutes at Parliament Station. What time will the train arrive at destination?

3. Please work out the following mathematical equations:

$10 \times 10 =$ _____

5 plus 5, then divided by 5 = _____

$\$107.00 - \$7.00 + 10\%GST =$ _____

STATUTORY DECLARATION –
To be completed by the applicant

I _____
[applicant name]

Of _____
[address]

[occupation]

make the following declaration under the *Statutory Declarations Act 1959*

- a. I am not in receipt of additional or separate funds under any other Australian Government or State and Territory Government program in relation to the training that will be covered by the Priority Education and Training Program.

- b. I am seeking or intending to seek paid employment or self employment after completing the qualification.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

Signature of person making the declaration:

Declared at: (place)	
on (day)	
of (month) (year)	

Before me (Job Network Representative)

Authorised person's signature:

Full Name:	
Address:	
Qualification:	

PRIVACY NOTICE – To be completed by the applicant

The Victorian Government allocates training places for participants to undertake qualifications under the Priority Education and Training Program. Matrix Training Group has been approved to deliver a qualification which participants will be entitled to undertake under the Priority Education and Training Program which is funded by the Victorian Government. The personal information you provide on this form will be collected and used by Matrix Training Group for the purposes of:

- ✓ assessing your eligibility for the Priority Education and Training Program;
- ✓ if you are eligible to participate in the Priority Education and Training Program, all aspects of enrolment,
- ✓ administration and delivery of the qualification; and
- ✓ advising your employment service provider (if appropriate) of your participation and
- ✓ attendance in training.

Matrix Training Group may also collect and disclose your personal information to the Victorian Government's Department of Innovation, Industry and Regional Development(DIIRD) and other Australian Government agencies, including but not limited to Centrelink, for the purposes of:

- ✓ DIIRD confirming your eligibility for a training place;
- ✓ informing DIIRD that you have enrolled in an approved qualification;
- ✓ informing DIIRD of your completion, non completion or withdrawal from an approved qualification;
- ✓ reporting to DIIRD's Ministers and other Member's of Parliament on the Productivity Places Program;
- ✓ monitoring the service given by Matrix Training Group to you and your satisfaction with the Priority Education and Training Program; and
- ✓ DIIRD generally administering the Priority Education and Training Program.

Matrix Training Group and DIIRD may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.

I confirm I have read and understood the above information and consent to the stated uses of my personal information.

Name:	
Signature:	
Date:	

8. APPLICANT DECLARATIONS – Please acknowledge by ticking boxes and signing below

- I have read, understood and signed the **Privacy Notice** stating how my personal information can be used and I have completed the **Statutory Declaration**
- I have been fully informed of Matrix Training Group **T&C (Back of enrolment form)**
- I have been fully informed about the **qualification** to be undertaken
- I have received and read the attached information regarding **Complaints and Rights and Responsibilities**

I declare that, to the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

Name:	
Signature:	
Date:	

9. RTOs DECLARATION – Please acknowledge by ticking boxes and signing below

- I have gathered all the required evidence and copies of the evidence supplied are on file
- I have undertaken a literacy/numeracy assessment of the applicant and they have the ability to undertake the qualification
- I am satisfied that the applicant meets the enrolment requirements for the qualification.
- I have assessed the applicants' capacity to benefit from the training (for non ESP participants).

I declare that, to the best of my knowledge, the information on this form is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

Name:	
Signature:	
Date:	