



## Student Pre-Enrolment Fact Sheet - Declaration

As a Registered Training Organisation, it is incumbent upon us to ensure that all potential students have information about their proposed training to ensure that they can make an informed decision whether the training will meet their needs. So, before we accept your enrolment, we require that you read and fully understand this document and then sign and return it to us before enrolment.

Anything that you are not totally clear on please contact us for clarification. This can be done by phone 0419 44 66 27 or email [info@locatingunlimited.com.au](mailto:info@locatingunlimited.com.au). Locating Unlimited Pty Ltd, is committed to ensuring that we provide the best training experience possible to help you reach your training goals.

1. Your training is being provided by Locating Unlimited Pty Ltd RTO Id: 45518
2. Locating Unlimited Pty Ltd does not operate by providing incentives for you to enrol. All that we can do is guarantee that we will provide you with the best training experience that we can.
3. There is NO promise of employment associated with this training. However, I will help with advice for anyone who asks.
4. On-line training is self-paced, which means that you complete it within your own time frame. However, we strongly recommend that you take no longer than 1 month. The shortest period that you are likely to complete the training is 1 ½ days which is the same length of time as the face to face training.
5. Qualifications from Locating Unlimited Pty Ltd are not given away. You will need to put effort into learning and understanding the material and then putting those learnings into practice. If you diligently work your way through the material, ask relevant questions where necessary and complete all of the assessment requirements you will have no difficulties successfully completing the training.
6. As a student with Locating Unlimited Pty Ltd, you have certain rights, as well as responsibilities.
  - a. You are responsible for your own actions, which includes:
    - i. Complying with the policies and procedures within the Student Handbook
    - ii. Participating in all training activities by asking questions and interacting with other students
    - iii. Communicating with the Trainer any struggles that you may be having, especially if it will affect your training and assessment
    - iv. Thinking of the classroom as your workplace, are you a good work colleague?
    - v. Dressing appropriately for the classroom, as if you would dress for your workplace
    - vi. Using your brain and challenge yourself in the classroom. You will thank yourself later when you have a better understanding of the training that was delivered
    - vii. Completing all assessments required to determine your competency
    - viii. Cooperating with Trainers, Assessors, RTO Staff and Students in the conduct of training and assessment
    - ix. Pay all course fees prior to course commencement
  - b. As a Student you have the right to:
    - i. Be treated fairly and with respect by teachers, other staff and students
    - ii. Learn in an environment free of discrimination and harassment
    - iii. Participate in, and pursue your educational goals in, a supportive and stimulating learning environment
    - iv. Have access to counselling
    - v. Have your records and personal information stored and maintained in a confidential, secure and professional manner
    - vi. Receive information about your course, the assessment requirements and procedures, health and safety requirements, and information about support services
    - vii. Receive information on your progress in the course in a timely and professional manner
    - viii. Modify your learning plan if your circumstances change, in consultation with educational staff
    - ix. Present recognition of prior learning (RPL) and credit transfer at the commencement and within the duration of your studies
    - x. A review of your results
    - xi. A review of other decisions affecting your progress, including an appeal, if charged with a breach of student conduct
    - xii. Discontinue your studies, advising by the appropriate notification process
    - xiii. Lodge a complaint or suggestion for improvement without fear of victimisation or retribution
7. Because this is only a single unit of competency, payment in full is required at the time of enrolment.
8. Locating Unlimited Pty Ltd operate under the following refund guidelines:
  - Course cancelled by Locating Unlimited - 100% refund
  - Client cancels with 10 business days' or more notice - 100% refund
  - Client cancels with less than 9 business days' notice - 50% refund
  - Client cancels with less than 5 business days' notice - 0% refund

9. If you have any difficulties whatsoever, you are encouraged to detail them below. As a professional training organisation, we strive to provide solutions to assist with training difficulties. All information provided below will be kept in the strictest confidence and will only be discussed with a third party with your full agreement.
10. A full list of support services is available in the Student Handbook or by contacting the office on 0419 44 66 27 or by email: [info@locatingunlimited.com.au](mailto:info@locatingunlimited.com.au)
11. If I have a problem with your studies, in the first instance you are encouraged to contact your trainer. If this is likely to cause you any sort of embarrassment or difficulties, you need to contact the office on 0419 44 66 27 or by email: [info@locatingunlimited.com.au](mailto:info@locatingunlimited.com.au) where your situation will be discussed in complete privacy and a suitable solution devised.
12. For your face to face training all required material and resources will be provided to you. However, for on-line training you will need to provide the following:
  - i. Computer with reliable internet access
  - ii. Ability to download, print and scan material (maybe Officeworks)
  - iii. Mobile phone with video and facetime capabilities
  - iv. A quiet space to study
13. If you are unhappy about your training or support services, you need to let us know so that a solution can be found. We are here to help you with your studies. In this instance your first discussion should be held with your trainer. If you feel that a solution via this avenue is not obtainable, then the discussion needs to be escalated to the RTO Manager
14. All our trainers must meet strict VET and subject matter knowledge requirements. This ensures that you will always receive the best training available for the investment that you have made.
15. You will be provided with the best learning resources available for you to successfully complete your required training.
16. The face-to-face component of the training is carried out at a suitable venue, often at the client's training facility, but unfortunately, we have little control over the quality of these facilities. However, before agreeing to train, we require that certain needs are met in regard to the facilities. These include such things as suitable tables and chairs, tea and coffee facilities, adequate bathrooms, projector or large screen TV, air conditioning and access to an acceptable outdoor training area.
17. For each Unit of Competency that we deliver a suitable selection of assessment methods will be employed to ensure that a reliable determination can be made of the learner's ability against the requirements of the course. Assessment methods could include any of the following or a combination of any of the following:
  - a. Written questions and answers
  - b. Role playing
  - c. Practical demonstration
  - d. Workplace evidence
  - e. Testimonials
18. You will be provided with assessment feedback, where necessary and any item that is deemed to require further clarification will be discussed with you after your assessment has been marked. This will take the form of a phone conversation. However, if there are no issues with your assessment, your Statement of Attainment will be forwarded to you by email.
19. To successfully complete this Unit of Competency you will need to attend all the face to face training or complete the online modules plus successfully complete all assessment activities listed above. Where you may struggle with a question in the assessment the trainer will contact you and discuss with you the question and determine by further questioning if understand where you went wrong and what the correct requirement is. This is usually sufficient to make the result satisfactory.

I have the following learning difficulties that may affect my training: [Click or tap here to enter text.](#)

I, [Click or tap here to enter text.](#) have read and FULLY understand the requirements that have been listed above and I am happy and excited to be enrolling with Locating Unlimited Pty Ltd in this Unit of Competency.

Date: [Click or tap to enter the date](#)

Signature: [Please Type Your Name Here](#)

Please insert a photo of yourself here

