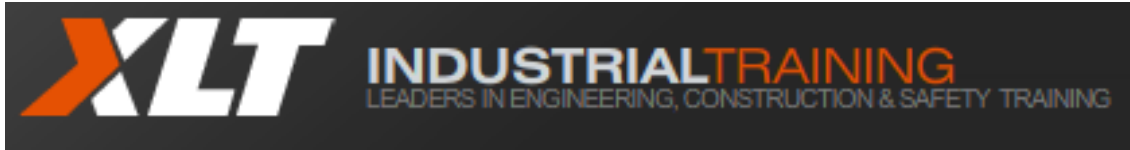


PRE-ENROLMENT INFORMATION



XLT INDUSTRIAL TRAINING PTY LTD

CERTIFICATE IV IN ENGINEERING

Course Entry Requirements Application

1. Course Entry Requirements

Entry in to the XLT College of Welding (CRICOS Provider Code 02140G) course MEM40105 Certificate IV in Engineering (Welding) (CRICOS Qualification Code 069695E) requires that students possess a satisfactory level of English. Students are required to have an IELTS score of 5.5 for enrolment into the course.

Students with a grade below this level may require an additional English test and if necessary a short course in English to lift their standard prior to commencing their enrolled course.

Past educational and vocational qualifications should be included with a student's course entry application. Where a student believes they may have course credits or certifications, a request for a Recognition of Prior Learning application should be included in the student's application.

This qualification may be accessed by direct entry and while there is no qualification entry requirement, it is assumed that the student either:

1. Is a tradesperson
2. Has completed the MEM30305 Certificate III in Engineering – Fabrication Trade
3. Has successfully completed a skills recognition process to AQF Level III
4. Can demonstrate sufficient tradesperson experience from the student's country of origin being at least equivalent to AQF Level III.

Credit for relevant units of competency achieved should be granted towards this qualification for those who have completed MEM30205 Certificate III in Engineering – Mechanical Trade, MEM30305 Certificate III in Engineering – Fabrication Trade, MEM30405 Certificate III in Engineering – Electrical/Electronic Trade, MEM30605 Certificate III in Jewellery Manufacture, MEM30705 Certificate III in Marine Craft Construction, MEM30805 Certificate III in Locksmithing, MEM31010 Certificate III in Watch and Clock Service and Repair, or other relevant qualifications. Up to 12 weeks work experience will form part of the assessable component.

Applicants will need to complete the 'Course Entry Requirements Application' for and return the form together with supporting evidence and the completed XLT College of Welding Application Form to the Training Administrator at XLT College of Welding.

Students that have previously completed the Core Units within their achievement of MEM30305 Certificate III in Engineering – Fabrication Trade, will have the Core Units credited to the student's entry into the MEM40105 Certificate IV in Engineering and the total course duration revised accordingly.

Please note the following applicable Core Units:

MEM12023A	Perform engineering measurements
MEM12024A	Perform computations
MEM13014A	Apply principles of occupational health and safety in the work environment
MEM14004A	Plan to undertake a routine task
MEM14005A	Plan a complete activity
MEM15002A	Apply quality systems
MEM15024A	Apply quality procedures
MEM16006A	Organise and communicate information
MEM16007A	Work with others in a manufacturing, engineering or related environment
MEM16008A	Interact with computing technology
MEM17003A	Assist in the provision of on the job training
MSAENV272B	Participate in environmentally sustainable work practices

XLT Industrial Training will assess all applications in accordance with AQF Guidelines to ensure the evidence given is sufficient and recent by our qualified assessors.

2. Evidence Required

The evidence you provide is essential in establishing that your skills and experience are equivalent to AQF III.

2.1 You must support all claims by submitting certified copies (do not send the original documents) of the following documents with your application:

- Verifiable independent evidence of completing trade, trade related or other courses (for the occupation to be assessed) such as final certificates, diplomas etc., details of the duration; date of completion and subjects covered and the evidence of the nature and content of the training. The evidence should describe the content of each subject studied and the machines, tools and equipment on which you trained as applicable.
- Verifiable statements from your employers to support all your employment. This should be on letterhead paper, signed by your employer, their name, and position and contact details. The details must be clearly indicated and must include the classification in which you were employed; details of the exact periods of your employment; and a full detailed description of the nature and content of your work along with the machines, tools and equipment used as applicable.

3. Self Employment Applicants

3.1 If you are or have been self employed, you must provide evidence of trade, trade-related or occupation specific self employment.

3.2 The evidence should include a personal statement on a properly signed Statutory Declaration, affidavit, sworn statement or similar legal declaration (with your signature witnessed by a legal authority in your country), that provides the following details:

- Exact commencement and completion date of each period of self employment
- The occupation in which you were self employed
- The nature and content of the work tasks you personally performed
- The number of staff employed and their occupations
- Your workshop and the tools and equipment used.
- Your business registration certificate covering each period of self employment
- A statement on letterhead paper from your accountant or legal representative certifying the name and nature of your business, the exact dates of the period of self employment and the capacity in which you have been self employed.
- At least three statements from suppliers confirming nature of the business, dates of trading periods, and details of materials purchased over a 12 month period.
- At least three statements from clients on letterhead paper confirming details of work supplied and the dates of the work supplied, and the number of contracts executed over a 12 month period.
- Evidence of any trade licensing or registration and the prerequisites to obtain that license or registration; and
- Any other documentation that builds support for the existence and purpose of the business. This may include information such as certified copies of advertising or promotional material (including internet advertising etc).

4. Document Validation

- All statements must be signed by a person authorised to make and capable of making the statement.
- The name, position and contact details of the person making the statement must also be clearly indicated.

5. Assessment Outcomes

5.1 XLT Industrial College of Welding will make a decision on whether you have suitable skills for Certificate IV in Engineering based upon the evidence you provide. Therefore, it is important to provide all the necessary information listed in these guidelines with your application.

6. Giving False Information

6.1 Giving false or misleading information is a serious offence.

6.2 XLT may at anytime cancel your enrolment and inform the Department of Immigration and Citizenship where it is found you have provided false or misleading information.

7. What evidence should I supply if I am self employed?

You must provide a signed and witnessed Statutory Declaration detailing the following:

- Exact dates of self-employment.
- The occupation, nature and content of the tasks undertaken.
- Number of staff employed and their occupations.
- Your workshop setup, tools and equipment used.

You must provide statements on letterhead paper form:

- Your accountant or legal representative certifying the name and nature of your business, exact dates of self employment and the occupation.
- Three suppliers confirming the nature of your business, dates of trading periods, and details of materials and equipment purchased/supplied over a 12 month period.
- Three clients confirming full details and dates of work carried out over a 12 month period.
- Evidence of any trade licensing or registration and/or any other documentation that supports the existence and the purpose of your business.

8. How should the evidence be provided?

- DO NOT SEND THE ORIGINAL DOCUMENTS
- Documents not in English must have certified English Translations.
- Documents must be certified true copies.
- DO NOT send/use folders, plastic sleeves or dividers.

What evidence do I need to supply?

- Proof of identity (birth certificate, passport, or official government identification) including evidence of Australian Visa where applicable.
- Two recent passport photos of yourself that are no older than 6 months.
- Proof of any training, skills recognition, apprenticeship or traineeship, such as certificates or diplomas detailing the course duration, date of completion, subjects covered, nature and content of the training provided and the machines, tools and equipment on which you were trained.
- Proof of any industrial or occupations licensing or registration if they are required for your occupation.
- Detailed proof of relevant employment such as statements from your employer detailing your occupation, exact employment periods and full description of the nature of the content of your work along with the machines, tools and equipment you used.
- Contact details for employers, training Institutions and skills recognition organisations for all your claims and documents.

Entry Requirements ASSESSMENT APPLICATION

Please answer all the questions and tick the relevant boxes. All fields must be completed. Leaving a question blank may delay the processing of your application

PART 1 - ELIGIBILITY

Australian Qualification Holder

- I have been awarded an Australian Qualification –
MEM30305 Certificate III in Engineering – Fabrication Trade Yes

(Please supply your Certified Qualification Documents)

PART 2 – YOUR RELEVANT FORMAL VOCATIONAL TRAINING DETAILS (In your country of origin)

Have you completed a period of formal Vocational Training? Yes No

Was the training full time or part time? Full Time Part Time

Date Training start Day Month Year

Date Training finished Day Month Year

Qualification(s) Obtained

Name, Address and contact numbers for Training Institute:

Name:

Organisation Address:

City/Suburb/Country: Post code:

Telephone Number: (with country and area code)

Continued – Compulsory Details must be filled out:

Have you completed any other relevant Vocational Training? Yes No

Was the training full or part time? Full Time Part Time

Date Training start	Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
Date Training finished	Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>
Qualification(s) Obtained						
<input type="text"/>						
<input type="text"/>						
<input type="text"/>						
Name, Address and contact numbers for Training Institute:						
Name:						
Organisation Address:						
City/Suburb/Country:				Post code:		
Telephone number : (with country and area code)						

PART 3 – YOUR RELEVANT FORMAL SKILLS RECOGNITION DETAILS – Compulsory details

Have you completed formals skills recognition based on workplace assessment? Yes No

Qualification or certificate Obtained:

Name, Address and contact numbers for Training Institute:

Name:

Organisation Address:

City/Suburb/Country: Post code:

Telephone number : (with country and area code)

PART 4 – YOUR RELEVANT EMPLOYMENT DETAILS – three most recent/compulsory details

1 - Most recent employers name:

Name:

Address:

City/Suburb/Country: Post code:

Telephone number : (with country and area code)	
Occupation:	
Dates Employed from start to finish:	
2 – Second most recent employers name:	
Name:	
Address:	
City/Suburb/Country:	Post code:
Telephone number : (with country and area code)	
Occupation:	
Dates Employed from start to finish:	
3 – Third most recent employers name:	
Name:	
Address:	
City/Suburb/Country:	Post code:
Telephone number : (with country and area code)	
Occupation:	
Dates Employed from start to finish:	
4 – Other relevant employment.	
Name:	
Address:	
City/Suburb/Country:	Post code:
Telephone number : (with country and area code)	
Occupation:	
Dates Employed from start to finish:	
Name:	

Address:	
City/Suburb/Country:	Post code:
Telephone number : (with country and area code)	
Occupation:	
Dates Employed from start to finish:	

PART 5 – DESCRIPTION OF YOUR WORK

In your own words describe the work you have done relevant to your occupation including duties and tasks, how long you have done the work, types of equipment and tools used. If the space is not sufficient please attach additional pages.

Please attach this completed form to your International Student Application Form and include all supporting documents.

Please forward your completed application to
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 33 HOWSON WAY
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 PH: (+61) 08 9434 3774
 FAX :((+61) 08 9434 4177
 EMAIL: info@xlt.com.au
 WEB: www.xlt.com.au