

2012 Job Seeker Eligibility and Training Plan Form - Productivity Places Program

Qualification Name National Code

Participant Details (Job Seeker)

First Name Middle Name Training Delivery Commencement Date

Last Name Date of Birth Gender M F

Home Phone Mobile Phone

Residential Address

Suburb State Post Code

Email Address

Referral Method

ESP (Employment Service Provider)
 Name of ESP
 Job Seeker ID Number
 S (Self, not registered with ESP)

Department issued PPP Student ID

Eligibility Information

<p>I am an Australian Citizen, Permanent Resident or Humanitarian Refugee and I have provided evidence of this:</p> <p><input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Australian Passport <input type="checkbox"/> Naturalisation Certificate <input type="checkbox"/> Green Medicare Card <input type="checkbox"/> Visa</p> <p><i>Note: Ensure number is recorded as confirmation evidence has been supplied</i></p> <p>Number <input style="width: 80px;" type="text"/></p>	<p>I reside in the ACT and I have provided evidence of this:</p> <p><input type="checkbox"/> Current Drivers Licence <input type="checkbox"/> Utilities account relating to the street address (issued within the last three months) <input type="checkbox"/> Contract of Purchase, Current Lease or Rental Document <input type="checkbox"/> Statutory Declaration</p> <p><i>Note: Ensure evidence is photocopied and placed on participant file</i></p>	<p><input type="checkbox"/> I identify as being:</p> <p><input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Disability, Impairment or Long Term Condition <input type="checkbox"/> Non-English Speaking Background</p>
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Optional Information

Job Seeker was retrenched from work within past 12 months

Registered Training Organisation (RTO) Details

RTO Name RTO National Code

Business Address Contact Person

Suburb State Post Code Contact Phone

Training Delivery Information

The Training Plan must detail the planned training delivery using the below legends. The proposed start and end date of training and assessment may change as the PPP participants progress is reviewed. It is the responsibility of the RTO to negotiate the training program with the Job Seeker, provide the Job Seeker with a copy and also ensure the original and any amended Training Plans are kept on file.

ACT Structured Delivery Categories
A - Classroom based by RTO
B - Distance learning and remote learning by RTO
C - Fully on worksite (other than distance) by RTO
D - Blended by RTO includes use of distance learning resource

Assessment Method - can be more than one	
P = Project	KBA = Knowledge Based Assessment
PF = Portfolio	OBS = Observation
PD = Practical Demonstration	O = Other (please specify)

Unit Code	Unit Title	Credit Transfer applied	RPL (applied for or granted)	ACT Structured Delivery Categories	Proposed start & end date (DD/MM/YY) of Training and Assessment Delivery for each competency		Assessment Method
Competencies							Header
		<input type="checkbox"/>	<input type="checkbox"/>				
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PRIVACY NOTICE - To be completed by the Job Seeker

The Australian Government allocates training places for participants to undertake qualifications under the Productivity Places Program. The RTO nominated on the attached Training Plan has been approved to deliver a qualification which participants will be entitled to undertake under the Productivity Places Program which is funded by the Australian Government. The personal information you provide on this form will be collected and used by the RTO for the purposes of:

- assessing your eligibility for the Productivity Places Program;
- if you are eligible to participate in the Productivity Places 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.

Your nominated RTO may also collect and disclose your personal information to the Education and Training Directorate (the Directorate) and Australian Government agencies, including but not limited to the Department of Education, Employment and Workplaces Relations (DEEWR) and Centrelink, for the purposes of:

- the Directorate confirming your eligibility for a training place;
- informing the Directorate that you have enrolled in an approved qualification;
- informing the Directorate of your completion, non completion or withdrawal from an approved qualification;
- reporting to the Directorate's Minister and DEEWR on the Productivity Places Program;
- monitoring the service given by your nominated RTO to you and your satisfaction with the Productivity Places Program; and
- the Directorate generally administering the Program.

The Directorate may also disclose your personal information to another person, body or agency without your consent where authorised by law.

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

Signature

Date

PARTICIPANT DECLARATION - Please acknowledge by ticking boxes and signing below

- I am 17 years or above, and I have provided evidence of my age (e.g. Passport, Birth Certificate, Current Drivers Licence, Proof of Age Card)
- I am currently not enrolled in post secondary education and training, and I am not currently working more than 15 hours per week.
- I am seeking or intending to seek paid employment or self employment after completing the qualification.
- I consent to being contacted regarding my study or employment status for up to 24 months after completion of my PPP training.
- I have read, understood and signed the **Privacy Notice** stating how my personal information can be used.

- I have been fully informed about the **qualification** to be undertaken. I have discussed, understand and are satisfied with the attached Training Plan arrangements to support
- and deliver the training and I have received a copy of the Training Plan for my records. **Recognition of Prior Learning arrangements** (RPL) have been explained and were offered to me prior to training commencing.

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.

Signature

Date

RTO DECLARATION - Please acknowledge by ticking boxes and signing below

- I have confirmed the Job Seeker is eligible against the PPP Requirements, gathered all the required evidence, and where required copies of the evidence are on file.
 - Evidence of Australian Citizen, Permanent Resident or Humanitarian Refugee recorded
 - Evidence of age sighted
 - Evidence that the Job Seeker resides in the ACT copied and placed on file
 - Participant Declaration fully completed
- 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 prerequisite requirements for the qualification.
- I have supplied a copy of the Training Plan to the Job Seeker and recognition arrangements (RPL) have been explained and offered prior to the commencement of training.

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