



Australian Government

Department of the Prime Minister and Cabinet

**ailc**

Australian  
Indigenous  
Leadership  
Centre

10412NAT

# Certificate II in Indigenous Leadership

## Application form

Name:

Sex:  Male  Female

Date of Birth:

Which course location are you applying for?



NATIONALLY RECOGNISED

National Registration Code:

88105

*N.B. All residential workshops are mandatory and there is coursework before and in between each workshop.*

# UNITS OF COMPETENCY

- **VU21059** - Develop Leadership Skills as a Member of an Indigenous Community
- **SITXCOM201** - Show Social and Cultural Sensitivity
- **BSBCMM201A** - Communicate in the Workplace
- **BSBCUS201B** - Deliver a Service to Customers
- **BSBWOR202A** - Organise and Complete Daily Work Activities
- **CUFRES201A** - Collect and Organise Content for Broadcast or Publication
- **CHCNET301D** - Participate in Networks
- **CHCCS211B** - Prepare for Work in the Community Sector

**Provide details of the primary contact person for the application:**

<b>Unique Student Identifier (USI)</b> If you do not have one please visit <a href="http://www.usi.gov.au">www.usi.gov.au</a> to create your USI.	
<b>Title</b>	
<b>Given name</b>	
<b>Family name</b>	
<b>Phone number during office hours</b>	
<b>Mobile phone number</b>	
<b>Email address</b> (please include your work and personal email)	
<b>Residential Address</b>	

In this section you will need to write why you are interested in the 10412NAT Certificate II in Indigenous Leadership and what you would like to achieve.

Your written statement should include:

- Your reasons for selecting this course
- What you hope to achieve by undertaking this course
- Any previous studies, work and or/life experiences
- Any other personal qualities and attributes to support your application.

(Minimum 300 words)

## ABSTUDY Eligibility Survey

Are you Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an Australian Citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently receiving any other government assistance to study or complete an Australian Apprenticeship or traineeship?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently receiving ABSTUDY assistance for any other approved courses anywhere in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**For your application to be complete and considered by our selection panel, you must provide the AILC with the following;**

Are you prepared to attend and commit all residential training blocks for the course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prepared to share accommodation with another student on the course? If no please list a reason why.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Participants must commit to providing an evaluation at the end of the course. Are you willing to make this commitment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you attached your support letter? (This may be from your current employer or a community member)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you informed your employer of your intention to undertake this course? Please attach your support statement.	<input type="checkbox"/> Yes <input type="checkbox"/> No

# DECLARATION

I declare that the information on this form and the supporting evidence supplied by me is true and correct. I understand that it is a criminal offence to provide false or misleading information.

Name:

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Signature:

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Date (DD/MM/YY):

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## HOW TO SUBMIT THE APPLICATION

Each application, including any supporting documentation, must be received by the AILC by 5pm, AEST on the day applications close.

Applications can be lodged through:

**Email:** applications@ailc.org.au

**Fax:** 02 6251 6312

**Post:** Australian Indigenous Leadership Centre, PO Box 186, CURTIN ACT 2605.

**Phone:** 02 6251 5770 or free call 1800 284 087 if you have any queries.

### DOCUMENT CHECKLIST (PLEASE MAKE SURE YOU HAVE COMPLETED/ ATTACHED THESE DOCUMENTS WITH YOUR APPLICATION)

- THE APPLICATION QUESTION HAVE BEEN ANSWERED
- COPY OF YOUR SUPPORT LETTER
- COMPLETED ENROLMENT FORM, MEDIA CONSENT, LLN, BIO/TELL US MORE, USI



## ENROLMENT FORM

**IMPORTANT:** Please read the following before sending in this form.

1. Please complete all relevant sections of this form. If the course you wish to enrol in is a nationally recognised unit or qualification, you will need to complete the AVETMISS DETAILS on the reverse of this form.
2. A copy of the Student Handbook can be found on our website [www.ailc.org.au](http://www.ailc.org.au) or by request from the AILC Ltd. Students will also be sent a copy of the handbook upon successful enrolment to a qualification.
3. Please lodge completed forms with the AILC as soon as possible via fax (02) 6251 6312, email at [ailc@ailc.org.au](mailto:ailc@ailc.org.au) or via post to 'AILC, PO Box 4110, Kingston, ACT, 2604'.
4. All other enquiries should be directed to the AILC on 02 6251 5770.

**RTO PRIVACY POLICY:** Information collected by the AILC is used, stored and disposed of in accordance with the Australian Privacy Principles as set out in the Commonwealth *Privacy Act 1988*. A copy of this can be found at <http://ailc.org.au/ailc-rto-privacy-policy-2014>

**COURSE TO BE ENROLLED IN:** \_\_\_\_\_

Full name:				Preferred name:			
Address:	_____						
Postal address:	_____						
Suburb:	State:			Postcode:			
Email:	Date of birth:			Male / Female			
Mobile number:	Please Circle:	Medicare	License	Number:			

Do you have a Unique Student Identifier? **Y / N** Number: \_\_\_\_\_

*(If NO you will need to apply for one at [www.usi.gov.au](http://www.usi.gov.au), please note you will need to obtain one prior to the commencement of the course.)*

Do you have any reading or writing difficulties that you may require assistance with? **Y / N**

Details: \_\_\_\_\_

Do you have any other individual requirements or circumstances which may impact on your learning experience? **Y / N**

Details: \_\_\_\_\_

### EMPLOYMENT – THIS SECTION MUST BE COMPLETED.

**Of the following categories, which BEST describes your current employment status?**

- |   |  |
|---|--|
| <input type="checkbox"/> Full-time employee                   | <input type="checkbox"/> Employed – unpaid worker in family business |
| <input type="checkbox"/> Part-time employee                   | <input type="checkbox"/> Unemployed – seeking full-time work         |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Unemployed – seeking part-time work         |
| <input type="checkbox"/> Employer                             | <input type="checkbox"/> Not employed – not seeking work             |

### LANGUAGE & CULTURAL DIVERSITY – THIS SECTION MUST BE COMPLETED.

**Citizenship and Residence status during study**

- Australian citizen
- Permanent Resident
- Temporary Entry Permit- student visa, diplomat or a dependent of a diplomat
- Status other than the above

**In which country were you born?**

- Australia
- Other Country - please indicate: \_\_\_\_\_

### SCHOOLING – THIS SECTION MUST BE COMPLETED.

**What is your highest COMPLETED school level?**

- |  |   |
|--|---|
| <input type="checkbox"/> Completed year 12 | <input type="checkbox"/> Completed year 9 or equivalent |
| <input type="checkbox"/> Completed year 11 | <input type="checkbox"/> Completed year 8 or below      |
| <input type="checkbox"/> Completed year 10 | <input type="checkbox"/> never attended school          |

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Approved: RTO Manager

What YEAR did you complete that school level? \_\_\_\_\_

Are you still attending school?  Yes  No

Are you of Aboriginal or Torres Strait Islander origin?

- Yes, Aboriginal
- Yes, Torres Strait Islander
- Yes, Aboriginal and Torres Strait Islander
- Neither Aboriginal nor Torres Strait Islander

Do you speak a language other than English at home?

- No, English only
- Yes, other - please indicate:

How well do you speak English?

- Very Well
- Well
- Not Well
- Not at all

**DISABILITY – THIS SECTION MUST BE COMPLETED.**

Do you consider yourself to have any of the following disabilities, impairments or long-term medical conditions?

- Yes
- No

This is for statistical purposes only and assists us to individualise our training

- Hearing/Deaf
- Mental Illness
- Physical
- Learning
- Intellectual
- Vision
- Acquired Brain Impairment
- Medical Condition
- Other

**PREVIOUS QUALIFICATIONS ACHIEVED – THIS SECTION MUST BE COMPLETED.**

Have you SUCCESSFULLY completed any qualifications?

If YES, please tick ANY applicable boxes  Yes  No

- Bachelor Degree or Higher Degree
- Certificate III (or Trade Certificate)
- Advanced Diploma or Associate Degree
- Certificate II
- Diploma (or Associate Diploma)
- Certificate I
- Certificate IV (or Advanced Certificate/Technician)
- Certificates other than the above

**STUDY REASON – THIS SECTION MUST BE COMPLETED.**

Of the following categories, which BEST describes your main reason for undertaking this course (Tick ONE box only)

- To get a job
- It was a requirement of my job
- To develop my existing business
- I wanted extra skills for my job
- To start my own business
- To get into another course of study
- To try for a better career
- For personal interest or self-development
- To get a better job or promotion
- Other reason

**DIETARY AND HEALTH REQUIREMENTS**

- Vegetarian
- Vegan
- No red meat
- Diabetic
- Coeliac – No Gluten
- Lactose intolerant
- Nut allergies

**RECOGNITION**

Please tick if you wish to be considered for Recognition. (This may include recognition of prior learning, recognition of current competency, mutual recognition & credit transfers)

More information on Recognition can be obtained from the AILC office

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**EMPLOYER DETAILS:**

Full name:	Position:
Phone:	Email:

**NEXT OF KIN DETAILS:**

Full name:	Relationship:
Phone:	Email:

**DECLARATION**

I hereby declare that:

- I have read, understand and will comply with all Policies and Procedures as outlined in the AILC Student Handbook (A copy of the Student Handbook can be found on our website [www.ailc.org.au](http://www.ailc.org.au)).
- I have read, understand and agree to the AILC RTO Privacy Policy.
- I was adequately informed of the requirements and expectations of the course prior to enrolment.
- I have received and understand the information provided regarding pre-requisites, and language, literacy and numeracy requirements for this course and I believe I meet these pre-requisites.
- The information I have provided is true and correct to the best of my knowledge and should I provide incorrect information and documentation relating to my enrolment, I understand that this may result in the cancellation of my enrolment.
- I authorise the AILC to release information regarding my enrolment to any third party where the AILC is legally obliged to do so.

Name	Signature	Date
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Student Signature

Name	Signature	Date
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Employer/Supervisor: I agree to provide the required support prior and throughout the qualification to the learner.

Name	Signature	Date
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Parent or guardian: If you are under 18, your enrolment must be approved by a parent or guardian.

**PHOTO IDENTIFICATION AND COLLECTION OF PERSONAL INFORMATION**

Please submit current photo identification with this form. This can be a copy of your driver’s licence, passport or other document.

I acknowledge the AILC collects private personal information for the purposes of allowing me to participate in training programs and I give permission for this to occur: **Y / N (Please circle)**

Please understand that you have a right not to provide personal information, but this may prevent you from participating with the AILC.

AILC may use your information to offer you other AILC products & services.  Please tick this box if you do not wish to receive these offers.

Name	Signature	Date
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# PHOTOGRAPHIC/MEDIA CONSENT FORM

I hereby consent **yes/no** to the collection and use of my personal images by photography or video recording.

I acknowledge these may be used on the [www.ailc.org.au](http://www.ailc.org.au) website, in newsletters or e-newsletters and publications as well as distributed to members.

I further acknowledge that my image may be used by the **Australian Indigenous Leadership Centre Ltd** media unit to promote the **Australian Indigenous Leadership Centre Ltd** in the future.

I understand that no personal information, such as names, will be used in any publications unless express consent is given. (Refer to AILC RTO Privacy Policy) <http://ailc.org.au/ailc-rto-privacy-policy-2014>

I also understand that my consent can be withdrawn at anytime in writing to the **Australian Indigenous Leadership Centre Ltd** at **AILC, PO. Box 4110, Kingston ACT 2604**.

## CONSENT FORM

I \_\_\_\_\_  
(Name of person giving consent & parent/guardian if under 18 years of age)

Consent/Do Not Consent to the use of photographs or video footage for use on the **Australian Indigenous Leadership Centre Ltd** website, in newsletters and publications as well as for distribution to members.

Consent/Do Not Consent to the use of photographs or video footage being used to promote future **Australian Indigenous Leadership Centre Ltd** events by AILC Staff, AILC Media Unit and other media.

I further understand that this consent may be withdrawn by me at anytime, upon written notice.

I give this consent voluntarily.

\_\_\_\_\_  
(Signature of person giving consent)

\_\_\_\_\_  
(Signature of parent/guardian if under 18)

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

# LANGUAGE, LITERACY & NUMERACY

## TARGET CORE SKILLS:

This task covers Australian Core Skills Framework (ACSF):

- Learning and Reading at Level 2
- Oral communication at Level 1
- Numeracy at Level 1

Can you read English?     Very well     Well     Not well     Not at all

Can you write English?     Very well     Well     Not well     Not at all

Can you speak English?     Very well     Well     Not well     Not at all

Is English your first language?     Yes     No: \_\_\_\_\_

I can...	Yes	Sometimes	No
Understand signs			
Count and check change when shopping			
Send a text message			
Use the internet to get information like telephone numbers			
Fill in a government form			
Read a letter from your bank			
Use a computer to email			
Use a calculator for + - x ÷			
Read a newspaper			
Read a work roster			
Follow instructions for mixing a solution or to follow a recipe			
Read a Google map or street directory			
Use an equipment manual			

**1. Circle the correct word for each of these sentences:**

a) Frank enjoys working for the AILC. His supervisor says Brian is always \_\_\_\_\_.

**puntual      puncktule      punctual      punktual**

b) The AILC Trainer \_\_\_\_\_ to her Students.

**lisened      listened      lissened      lisaned**

**2. Circle the word that could replace the word that appears in bold:**

a) The store person **employed** good working habits within their work environment.

**hired      utilised      explained      took**

b) Health and safety hazards can be **minimised** by enforcing good health and safety practices within the workplace.

**prevented      deficient      reduced      eluded**

**3. Read the procedure given below and answer the following questions:**

Procedure for washing hands

- Thoroughly rinse hands with water
- Use medicated hand wash and rub thoroughly over hands
- When soap has formed, rinse well with water
- Dry hands thoroughly using a clean towel
- Dispose of the towel appropriately

a) What is the text about?

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b) What do you use to wash your hands with?

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c) When soap has formed, what is done next?

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d) What is done with the towel?

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4. Rachelle caught the 9:25am Upfield train. She arrived at Finder's Street Station at 10:00am. How long did she commute on the train for?

**45 minutes**

**50 minutes**

**35 minutes**

**20 minutes**

5. Canberra's maximum temperature was 42 degrees and the minimum was 9 degrees. Calculate the difference in temperature.

**35 degrees**

**23 degrees**

**27 degrees**

**33 degrees**

6. Kim bought three bottles of milk. Each bottle of milk cost \$1.09. What is the total amount of money Kim paid for the three bottles of milk?

**\$3.00**

**\$3.27**

**\$2.97**

**\$3.31**

7. Sarah had \$20.00. She bought some chips and gravy for lunch. The chips and gravy cost \$4.25. How much change did Sarah receive?

**\$16.75**

**\$15.75**

**\$16.25**

**\$15.25**

8. How do you write 0.5 as a fraction?

**1/2**

**1/3**

**1/4**

**2/3**

9. Do you feel you require any extra assistance whilst on course? YES/ NO (Please circle)

If yes please list the areas you require extra assistance in e.g. reading, assessment, writing (This information is confidential)

## BIO/TELLING US MORE

\*The following information you provide will be used in the graduation program on completion of the course. Please ensure you provide as much information as possible.

<b>Name</b>	
<b>Your community</b>	
<b>Your mob</b>	
<b>Your role (work and/or community)</b>	
<b>Your vision (professional and/or personal)</b>	<i>E.g. My personal vision is to use myself as an example to impact positive attitudes and share my can do attitude with whoever comes crosses my path in life. I wish that I can inspire and motivate them to discover and develop their potential and live life to fullness.</i>
<b>What is your greatest achievement?</b>	

<p>What inspired you to do undertake this course?</p>	
<p>What are you hoping to gain or achieve from this course?</p>	

Please write about your Family or your Country (which you come from or live in), and your proudest achievement.



## UNIQUE STUDENT IDENTIFIER (USI)

From the 1<sup>st</sup> of January 2015 all new and current students will be required to have a Unique Student Identifier (USI). AILC will not be able to print your certificate without a USI. To create your USI you will need to go to [www.usi.gov.au](http://www.usi.gov.au).

For more information this video provides a brief overview and how to create a USI:  
<https://www.youtube.com/watch?v=HRYaaf-B7Ho>

### Personal Details

Name:	
Address:	
Phone:	
Date of Birth:	
Course Name:	
USI Number:	
Student Signature and date:	

### Office Use Only:

USI Verified:	Date:
Name:	Signature

Thank you for providing us with your information. We look forward to meeting you on commencement of your course 😊