

**AS/NZS4308, AS4760 & AS3547 NATIONALLY ACCREDITED DRUG & ALCOHOL  
SCREENING OFFICER TRAINING COURSE - DISTANCE LEARNING  
(HLTPAT005 - COLLECT SPECIMENS FOR DRUGS OF ABUSE TESTING)**

**ENROLMENT INFORMATION**

DATE OF ENROLMENT: \_\_\_\_\_ **USI** \_\_\_\_\_ Verified

*Before submitting your Enrolment Form, ensure ALL fields have been filled in, including your **Unique Student Identifier (USI)** number. If you do not already have one, you can create your USI by logging on to the Government website ([www.usi.gov.au](http://www.usi.gov.au)) and following the prompts. NOTE: Your Enrolment name must be the same as your USI validated name.*

SURNAME: \_\_\_\_\_ GIVEN NAME: \_\_\_\_\_

D.O.B.(DD/MM/YYYY): \_\_\_\_\_  MALE  FEMALE (select one)

HOME ADDRESS: \_\_\_\_\_

SUBURB: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTCODE: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

EMAIL ADDRESS FOR LOGIN: \_\_\_\_\_

COUNTRY OF BIRTH: \_\_\_\_\_

RE-ACCREDITATION OF CURRENT QUALIFICATION PREVIOUS CERTIFICATE ATTACHED CERT NUMBER: \_\_\_\_\_

HIGHEST SCHOOL LEVEL COMPLETED: \_\_\_\_\_ YEAR: \_\_\_\_\_ Required field

FURTHER EDUCATION QUALIFICATIONS: \_\_\_\_\_ YEAR: \_\_\_\_\_ Required field

I have read the requirements of each **Learning Stream Option** and select the following: **See Page 3**

OPTION 1 - WORK PLACEMENT ASSESSMENT STREAM

OPTION 2 - DISTANCE LEARNING ASSESSMENT STREAM

**EMPLOYMENT DETAILS**

EMPLOYER NAME: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

CURRENT POSITION: \_\_\_\_\_

NUMBER OF YEARS IN CURRENT POSITION: \_\_\_\_\_ IS YOUR EMPLOYER FUNDING THIS COURSE?

WHAT IS YOUR REASON FOR UNDERTAKING THIS COURSE? \_\_\_\_\_

**SEND TRAINING PACK TO:**  HOME ADDRESS  WORK ADDRESS (select one)

OR ALTERNATIVE ADDRESS: \_\_\_\_\_

Office Use Only

Certificate Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**PRIVACY NOTES**

From time to time Onsite Diagnostics is required to report student information to The Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS).

By signing this enrolment form you agree to the release of your details to AVETMISS for statistical purposes. Please note that in line with our Privacy Policy your information is not released to any other party without your consent.

By signing this page you have read and agree to the Refund & Assessment Policy on the next page.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Type name as signature*

## REFUND & REASSESSMENT POLICY

### CLASSROOM TRAINING

1. Full payment of course fees is required on enrolment prior to the commencement of any training course.
2. By prior arrangement a payment plan may be agreed to.
3. If a payment plan is agreed to we regret that no Certificates will be issued until full training fees are paid.
4. The company will refund 100% of any deposit less a \$55.00 (incl. GST) administration fee for any withdrawal by a student over 14 days prior to commencement of a training program.
5. No refund will be made of fees paid in advance if a student withdraws less than 14 days prior to commencement of a training program.
6. Should a student be unable to complete a course due to illness, then arrangements will be made for that student to complete their training at a later date or transfer to distance learning at no additional cost.
7. If a training program is cancelled for whatever reason by The Company then 100% of fees paid in advance will be refunded.

### DISTANCE LEARNING

1. Full payment of course fees is required on enrolment prior to the commencement of any training course.
2. The Company will refund 100% of any fees paid less a \$55.00 (incl. GST) administration fee for any student who cancels an enrolment after payment has been made and before the study kit has been posted.
3. No refund will be made of fees after the study kit has been posted.
4. Enrolments are non-transferrable to another student.
5. For distance/online training modules, training is deemed to have commenced upon the Students' first online login or once the study kit has been posted by Onsite Diagnostics P/L, whichever comes first. Distance learners will need to ensure they have access to a computer and the internet.
6. Under Option 1, students have 6 weeks to complete the Initial Assessment and demonstrate competency. An additional 4 weeks is provided to complete the Work Placement Assessment. Under Option 2, students have 8 weeks to complete all assessments and demonstrate competency. Extra time may be granted in exceptional circumstances. (A written request must be submitted via email to training@onsitediagnostics.com.au for any extension prior to the expiry date) Any change in Stream after enrolment will incur a \$100 administration fee.
7. Each student pack provides enough equipment to perform the practical assessments required. Additional student assessment packs are available for \$55.00 each (incl. GST) + postage.
8. If a student fails to demonstrate competency after 2 attempts, the student may re-enrol in the course within 3 months of the initial expiry date with payment of 50% of the course fees again, and after 3 months, payment of the full course fee will be required.
9. The Company will assess and issue a 'Statement of Attainment' to students within one week of receiving a student's work for assessment.
10. Prior to issuing a 'Statement of Attainment' each student must supply their Unique Student Identifier (USI). This is a mandatory Government requirement as of January 1st, 2015.
11. All 'Statements of Attainment' will be issued electronically via email. Should a student require a printed copy, this will attract a \$30 administration fee.

## DISTANCE LEARNING STREAM OPTIONS

We understand that every workplace is different and each student prefers a different style of learning so we have created 2 Distance Learning streams for you to select from in order to optimise your learning experience. Your learning stream needs to be selected at the time of enrolment so that the applicable student kit is issued to you to complete your study.

**All students will complete the Distance Learning Core Component plus either Option 1 or Option 2 below.**

Please read the following requirements for each learning stream and select the one that best suits you and your employer's needs.

### **Option 1 - Work Placement Assessment Stream**

You will complete your practical assessment in the workplace by performing a minimum of 3 drug and/or alcohol tests on 3 different donors whilst under the supervision of a certified collector. You will also be required to complete a short written assessment providing feedback on your workplace experience.

Your workplace **MUST** meet all of the following criteria:

- A supervisor available to oversee all tests performed who is already a certified collector (collector's valid Statement of Attainment will be required).
- The supervisor must already be performing collections for drugs and/or alcohol a minimum of 18 hours per fortnight.
- Your supervisor must be able to complete the 'Training Log' provided by us to verify the details of the activities undertaken in the workplace meet the required criteria.
- Your workplace must agree to a 'trainee collector' being able to work in the workplace performing and signing off on drug and/or alcohol tests.

*Please note: under WH&S regulations the testing and specimens collected by a 'trainee collector' may not hold up in a Court of Law as the 'trainee collector' is not yet certified under the AQF requirement of the Australian Standards. If you already hold a current 'collector' accreditation which has not yet expired, this will not be an issue.*

### **Option 2 - Distance Learning Assessment Stream**

Where a Work Placement is not feasible for you or your employer we offer the opportunity to complete the practical assessment via a continuation of the distance learning stream.

You will complete 2 additional practical assessments on friends or family members to demonstrate your competence in performing drug and/or alcohol tests per the hypothetical criteria provided. You will also be required to complete a short written assessment to demonstrate your understanding of the practical aspects of performing a test.

Unsure of which one suits you?  
Please phone our trainers prior to enrolment.  
**1300 667 107**  
Monday to Friday 9am-5pm (Sydney time)

