



STUDENT HANDBOOK

Perth Training Institute

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Welcome

Welcome to Perth Training Institute! We are delighted to have you join our vibrant learning community. This handbook is designed to provide you with essential information and guidance to help you navigate your educational journey with us.

At Perth Training Institute (PTI), we are committed to delivering high-quality education and training that empowers our students to achieve their personal and professional goals. Our mission is to foster a supportive and inclusive learning environment where every student can thrive. We believe in the values of integrity, respect, and excellence, and we strive to uphold these principles in all our interactions and activities.

We wish you a rewarding and successful experience at Perth Training Institute. Welcome aboard!

About this handbook

This handbook contains important details about our courses, pre-enrolment and enrolment procedures, fees, and support services. It also outlines our policies on assessment, certification, student conduct, complaints and appeals. We encourage you to familiarise yourself with this information to make the most of your time at our institute.

Our dedicated team of educators and support staff are here to assist you every step of the way. Whether you need help with your studies, have questions about our policies, or require support with any aspect of your training, please do not hesitate to contact us.

Contact us

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The information contained in this Participant Handbook is correct at the time of publishing. However, Perth Training Institute Pty Ltd (PTI) reserves the right to make changes to the content, policies, and procedures without prior notice. These changes may be due to updates in legislation, regulatory requirements, or PTI's internal policies and procedures.

While every effort has been made to ensure the accuracy and currency of the information provided, PTI does not guarantee that the content is free from errors or omissions. Participants are advised to verify any information with their trainer or by contacting the PTI office 1300 65 05 45.

PTI reserves the right to vary and update the information contained in this Handbook without notice. Participants are encouraged to refer to the online version of the Handbook to ensure they are receiving the most up-to-date information. The online version can be viewed and downloaded from the PTI website <https://www.pti.edu.au/home/>.

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About Perth Training Institute

PTI is a Registered Training Organisation (RTO). As an RTO ([Provider 52730](#)) we are registered with the Australian Skills Quality Authority (ASQA).

RTOs are bound to comply with the VET Quality Framework, including the Standards for Registered Training Organisations (RTOs) 2025.

Mission Statement

At PTI, we are dedicated to creating a supportive and inclusive learning environment where every student can excel. We are committed to providing a modern, eco-friendly, and up-to-date educational experience. Our goal is to ensure that you receive a high-quality education and achieve a genuine sense of accomplishment. We offer tailored training, assessment, and support services to meet your individual needs.

Our values

Integrity: We believe in honesty and transparency in all our interactions and activities.

Respect: We treat everyone with dignity, and value the diversity of our community.

Excellence: We strive for the highest standards in education and training, continuously improving our services to meet the needs of our students.

Objectives

PTI is all about creating a supportive and inclusive learning environment where every student can truly thrive. We provide high-quality education through personalised training, assessment, and support services tailored to meet individual needs. We value integrity, respect, and excellence, ensuring a positive and respectful atmosphere. Our modern, friendly educational experience caters to diverse backgrounds. We continuously improve our programs based on feedback, promoting lifelong learning and professional development for successful careers and positive contributions to society.

Courses and Training

Nationally Recognised Training

PTI offers a range of nationally accredited courses designed to meet the needs of businesses.

Nationally recognised training is training products that are competency-based, which means that training and assessment focuses on the development and recognition of a person's ability to apply relevant knowledge and skills to perform workplace tasks to a specified standard.

Training products include:

- Qualifications
- Skill sets
- Units of competency
- Accredited courses
- Modules.

All nationally recognised training can be found on training.gov.au

Competency Requirements

It is important to note that the rules and requirements of your training product are applied to all participants regardless of where they are, or the mode of training delivery provided.

You could be a full-time student in a classroom or the workplace, or you could be applying for recognition of the skills and knowledge currently held.

Each unit of competency is made up of the following:

- Elements
- Performance criteria
- Performance and Knowledge evidence
- Foundation skills
- Assessment conditions.

To be deemed Competent in any unit of competency you must be able to provide evidence of the required skills and knowledge to complete work tasks to the standard that is required in the workplace.

Skills need to be demonstrated in a range of situations and environments (which could include simulated applications in a learning environment) over a period of time.

Non-Accredited Courses

These courses are designed to meet the needs of various industries and individuals, providing essential skills and knowledge in Fire Protection and Work, Health and Safety.

Non-accredited training offered at PTI:

- Warden/Chief Warden Training
- Extinguisher and Warden Training
- Extinguisher Training
- Health and Safety Representative (HSR) Course

Delivery Methods

Face-to-Face Training and Assessment

Participants can attend classes in person at PTI's training facilities or on-site at their workplace. This method provides an interactive classroom environment with industry-experienced trainers, allowing for hands-on learning and immediate feedback.

Blended Learning

Blended learning combines online pre-course learning with face-to-face sessions. Participants complete the theoretical components online before attending in-person sessions for practical training and assessments. This approach allows for flexibility while ensuring comprehensive coverage of course material.

Online Learning

Online learning is a flexible and accessible method of education delivered via the internet, allowing students to engage with course materials, complete assessments, and interact with trainers either in real-time or at their own pace. It supports diverse learning through platforms like PTI's Learner Management System (LMS). While it promotes convenience and personalisation, it also requires self-motivation and reliable technology to ensure success.

Pre-Enrolment

PTI requires all prospective students to complete a Language, Literacy, Numeracy, and Digital Literacy (LLND) self-assessment before enrolment is finalised. This screening is conducted online and takes approximately 10–15 minutes.

PTI uses LLND results to identify support needs and offer reasonable adjustments, such as additional tutorials, mentoring, or modified delivery formats. This ensures students are set up for success from the start. Any reasonable adjustments must not compromise the requirements of the relevant training product and the integrity, equity and fairness of assessment.

Enrolment and Entry Requirements

Enrolling in a course at Perth Training Institute involves several key steps and requirements to ensure that students are well-prepared and eligible for their chosen programs.

Enrolment Process

Enrolment Form: Complete an enrolment form, either online or in hard copy. This form collects essential personal information and details about the course you wish to enrol in.

Unique Student Identifier (USI): Provide a valid USI, which is a legal requirement for enrolling in nationally recognized qualifications. If you do not have a USI, PTI can assist you in creating one.

Proof of Identity: Present proof of identity at the time of attending the course. Acceptable documents include a passport, driver's license or other government-issued ID cards.

Entry Requirements

Prerequisites: Some courses may have specific prerequisites such as previous workplace experience, completion of another qualification/unit of competency, or specific job-role requirements.

Access to Resources: Ensure you have access to necessary resources such as a relevant workplace, job-role, computer with appropriate software, internet connection, and any course-specific materials like personal protective equipment (PPE).

Special Needs and Support

Health Conditions or Special Needs: Indicate any personal health conditions or special needs on the enrolment form. PTI will provide reasonable support and adjustments to accommodate these needs.

Additional Support: If additional needs are identified during the LLND assessment, the Training Manager will develop a strategy to support your learning and assessment journey.

Unique Student Identifier (USI)

To enrol in a course for a nationally recognized qualification at PTI, it is required by law to provide your Unique Student Identifier (USI). Here are the key details about the USI:

What is a USI?

The USI is a reference number made up of ten characters (numbers and letters) that creates a secure online record of your recognised training and qualifications gained in Australia from all training providers you undertake recognised training with.

Benefits of a USI

It gives you access to your training records and transcripts online, anytime and anywhere.

It is free and easy to create.

It stays with you for life.

Your USI allows you to produce a comprehensive written record of your training, which can be used when applying for a job, seeking a credit transfer, or demonstrating prerequisites when undertaking further training.

How to Create a USI

Visit the USI website at <https://www.usi.gov.au/> for more information and instructions on how to apply.

If you do not have the facilities to create a USI, the staff at Perth Training Institute can assist you with this process. A computer with internet access will be made available to you at the beginning of the course to apply for a USI account.

Fees, Charges, and Refunds

Fees and Charges

Securing a Position: To secure a position in a course, payment must be made with the enrolment application. The full amount is due before the course begins.

Courses Exceeding \$1500: For courses where the total fees exceed \$1500, a deposit is required on completion of course enrolment. The remaining balance must be paid by the start date of face-to-face training.

Late Payments: Fees are due before the start of the course. Enrolment cannot be processed without payment for the designated course.

Refund Policy

Withdrawal due to Serious Illness: Students who withdraw from a course due to serious illness will receive a refund of any course fees paid, less an administrative fee. A medical certificate is required.

Withdrawal with Notice: Students who withdraw with written notice more than 7 days prior to the commencement of the course will receive a refund.

Failure to Commence or Withdraw: If a student fails to commence the course or withdraws for any reason other than illness with less than one week's notice, they will forfeit any monies paid.

Non-Transferable Fees: Courses and course fees are not transferable.

Liability for Remaining Fees: Students who leave the course without a valid medical reason and doctor's certificate will be liable for the remainder of course fees owing.

Refund Policy in the Event of a Course Being Cancelled

If Perth Training Institute cancels or discontinues a course, students will be issued a full refund of any fees paid to the organization. This policy ensures that students are not financially disadvantaged if a course they have enrolled in is unable to proceed as planned.

Administrative Rights

Refusal of Application: The RTO Manager reserves the right to refuse the application of any student. In such cases, any monies paid will be returned to the applicant.

Underage Applicants: If the applicant is under the age of 18, a Parent or Guardian's signature is necessary.

Participant Support and Feedback

Participant Support

PTI is committed to offering full support for a successful and enriching learning experience for all students. Their courses are based on self-directed adult education principles, encouraging students to manage their own learning schedules. PTI offers access to well-trained, supportive, and experienced staff to assist with any queries or difficulties.

PTI understands that there may be times when personal issues may affect your ability to undertake your training. PTI has identified a number of support services for participants who have special needs or require additional support and assistance to undertake or complete their learning.

PTI is committed to accommodating students with special needs, including those related to language, literacy, numeracy, disabilities, medical conditions, or other concerns. Students are encouraged to inform PTI staff of any special needs early on to allow for appropriate adjustments. All information provided is treated confidentially.

Participant Feedback

PTI highly values participant feedback as it is crucial for continuous improvement. Feedback is collected through course evaluation forms, email, and phone communications. Participants may also be contacted by the National Centre for Vocational Education Research (NCVER) for the National Student Outcomes Survey to gather information on training outcomes and satisfaction. PTI is committed to acting on feedback to enhance training and assessment services.

Participant Code of Conduct

General Conduct

All participants at Perth Training Institute Pty Ltd (PTI) are expected to adhere to the following code of conduct to ensure a respectful, productive, and safe learning environment:

- **Professional Conduct:** Participants must conduct themselves professionally at all times, complying with generally accepted standards of moral behaviour and decency. This includes treating staff and fellow participants with respect, avoiding offensive language, and not disrupting or interrupting others.
- **Completion of Tasks:** Participants must complete all class, homework, and assessment tasks by the due date. If they encounter difficulties, they should contact their trainer for assistance. In case of absence for an assessment task, a medical certificate or statutory declaration must be provided.
- **Respect for Property:** Participants should respect the property of others and the training facilities. This includes not damaging training room property, leaving rooms tidy, and not interfering with equipment or materials on display.
- **Appropriate Dress:** Participants should come to training appropriately dressed and switch mobile phones off or to silent/vibrate during class time.
- **No Bullying or Harassment:** Any form of bullying, harassment, or discrimination will not be tolerated. Participants must behave in a responsible, respectful, and cooperative manner.
- **Preparedness:** Participants should bring all necessary materials. They should participate in all learning activities to the best of their ability.

Attendance

Attendance and Punctuality: Participants are required to attend all scheduled classes regularly and punctually. They should arrive on time, give notice in advance of any known absences, lateness, or early departures, and sign daily attendance sheets.

Safety Considerations

Safety Considerations: Participants must notify PTI of any perceived hazards and follow all safety instructions provided. They should always wait in well-lit areas before and after training and notify the trainer of any visitors to the session.

Assessment and Certification

Assessment Pathways

PTI offers flexible assessment pathways to meet the diverse needs of participants. These pathways include:

Training and Assessment: Participants undergo both training and assessment to demonstrate their competencies.

Assessment Only: This includes challenge tests where participants can demonstrate their competencies without undergoing additional training.

Recognition of Prior Learning (RPL) and Credit Transfer (CT): Participants can have their previous learning and experiences recognised towards the completion of their current course.

Assessment Arrangements

At the beginning of each unit or module, assessors provide detailed assessment instructions, criteria, and relevant due dates. Participants are responsible for understanding these arrangements and are encouraged to ask questions if needed. Assessments can include:

- In-course activities
- Scenarios
- Group work
- Practical demonstrations
- Workplace assessments
- Verbal or written theory

Assessment Evidence

Evidence must show you can perform tasks to the required standard. It may include assessment tasks, observations, certificates, work samples, licences, reviews, third-party reports, or written responses. Your evidence should demonstrate competence, understanding, teamwork, problem-solving, safety awareness, and knowledge of workplace procedures.

Presentation of Assessments/Assignments

- Type assessments if possible; handwritten work must be clear.
- Keep a copy of your submission.
- PTI is not responsible for lost mailed assignments.
- Feedback is usually provided within 10 working days.
- Participants may resubmit assessments twice if deemed Not Yet Competent (NYC); further attempts may require re-enrolment and payment.

Assessment Submissions

Submit assessments by the due date. If you need more time, speak to your assessor/PTI admin staff early to request an extension. Conditions or penalties may apply.

Assessment Results

Results show as:

- Competent (C) – all requirements met.
- Not Yet Competent (NYC) – requirements not yet met.

Your assessor will guide you on next steps if you receive an NYC. Results are confidential and shared only with your consent.

Reasonable Adjustment

PTI is committed to providing reasonable adjustments to help participants with additional needs access and participate in training and assessment on the same basis as those without additional needs. Adjustments might include changes to the learning environment, certification requirements, delivery methods, or assessment processes. These adjustments must be appropriate, allowable within the training package, and not create undue hardship for PTI.

Assessment Extensions

If you need extra time, contact your assessor/PTI admin staff and apply for an extension before the due date.

Recognition of Prior Learning (RPL) and Credit Transfer (CT)

Students may be eligible for recognition of prior learning or credit transfers.

Recognition of Prior Learning

Recognition of prior learning (RPL) is an assessment process that acknowledges skills and knowledge acquired through formal, non-formal, or informal learning. This pathway allows students to gain recognition for competencies they have already developed, potentially leading to the awarding of a unit of competency or qualification without additional training.

Recognition is the determination, on an individual basis, of the competencies obtained by a participant through:

- Previous formal training
- Work experience
- Life experience.

Recognition therefore determines the subsequent advanced standing to which the student is entitled in relation to a course/qualification. The main focus of Recognition is what has been learned rather than how, where or when it was learned. Recognition focuses on both the demonstration of competence and the currency of that competence to industry standards.

It is important to note; the onus is on the student to document and present evidence to justify a claim for recognition and present their case to the satisfaction of the Assessor.

Credit Transfer

Credit transfer allows students to receive recognition for equivalent units of competency they have successfully completed. This process ensures that students do not have to repeat training for units they already hold.

To apply for credit, participants must provide evidence of the completed unit, which may include a qualification certificate or transcript, statement of attainment or USI transcript.

For more information, please refer to PTI's Recognition of Prior Learning and Credit Transfer Policy.

Plagiarism, Collusion and Cheating

Assessment malpractice at PTI includes plagiarism, collusion and cheating, and is taken seriously to uphold the integrity of our training and assessment processes.

Plagiarism: Plagiarism is presenting someone else's work or ideas as one's own without proper acknowledgment. Copying from published sources (including the internet) without proper referencing is prohibited. This includes copying in whole or part, or rewording content without citation.

Collusion: This involves unauthorised collaboration with others. Participants must ensure their work is not accessible to others for copying.

Cheating: All assessments must be the participant's own work. Using someone else's work and submitting it as your own is considered cheating and is not tolerated.

Participants must follow referencing guidelines when using another person's ideas, even if paraphrased. PTI has clear policies and procedures to address any instances of assessment malpractice.

Issuing of Certification Documents

Upon completion of a course and payment of all relevant fees, PTI issues qualifications (certificates) and records of results within thirty days. These documents include:

- **Qualification (Certificate):** This is awarded to participants who have completed all the requirements of a qualification.
- **Record of Results:** This document accompanies the qualification and lists all the units of competency achieved in the course along with the corresponding results.
- **Statement of Attainment:** Issued to participants who have completed one or more accredited units but not the full qualification.
- **Certificate to Attendance:** Issued for non-accredited training. This certificate acknowledges the participant's attendance and participation in the course. Used to demonstrate engagement in professional development activities.

Policies and Procedures

Access And Equity

Access and Equity policies are incorporated into operational procedures. PTI prohibits discrimination towards any group or individuals in any form, inclusive of:

- Gender
- Pregnancy
- Race, colour, nationality, ethnic or religious background
- Marital status
- Physical or intellectual or psychiatric disability
- Homosexuality (male or female, actual or presumed)
- Age

PTI encourages students with diverse backgrounds and a genuine interest in expanding their knowledge and skill to apply for admission into all courses.

Programs are designed and wherever possible, facilities set up to enhance flexibility of delivery in order to maximise the opportunity for access and participation by disadvantaged people.

Equal Opportunity

PTI is committed to equal opportunity principles to eliminate discrimination and harassment for all participants and staff. We aim to provide a safe, inclusive, and respectful learning and working environment that values diversity.

Rights and Responsibilities

PTI has a legal and ethical duty to ensure all participants, staff, and contractors are treated fairly and respectfully. Harassment, vilification, and bullying are not tolerated. Everyone is expected to:

- Avoid and discourage inappropriate behaviour.
- Support others in standing against discrimination.
- Act as a witness if needed.

Discrimination

Discrimination occurs when someone is treated unfairly or harassed because they belong to a particular group. It is unlawful to discriminate based on age, sex, pregnancy, disability (past, present or future), race, nationality, marital status, sexuality or gender identity.

- **Direct discrimination:** Clearly unfair or unequal treatment.
- **Indirect discrimination:** A rule or requirement that appears neutral but disadvantages certain groups.

PTI is committed to preventing all forms of discrimination and promoting fairness and respect for all participants, staff and contractors.

Harassment and Vilification

Harassment is any unwanted behaviour that offends, humiliates or intimidates someone due to personal characteristics such as race, sex, disability, age, or sexuality. It may be verbal, physical, written or online, and can be intentional or unintentional.

Vilification refers to public acts that incite hatred, serious contempt or ridicule towards individuals or groups based on race, sexuality, transgender status or HIV/AIDS.

PTI does not tolerate harassment or vilification in any form and encourages prompt reporting of such behaviour to ensure a safe and respectful environment.

Bullying

Bullying involves repeated behaviour that intimidates, degrades or isolates a person. It may include verbal abuse, exclusion, threats, or aggressive conduct. Bullying can occur between participants, staff, contractors or any combination thereof.

PTI promotes a culture of respect and safety, and all individuals are expected to contribute to a positive learning and working environment by refusing to engage in or support bullying behaviour.

Privacy and Confidentiality

At PTI we are committed to protecting the privacy and confidentiality of our participants' personal information. We collect personal and training information to ensure compliance with relevant state, territory, and federal laws, for reporting to government departments, and to satisfy the requirements of government funding bodies. This information is also used for research, statistical, quality improvement, and internal management purposes.

How We Use Your Personal Information

Your personal information is used to deliver VET courses and to comply with our obligations as a Registered Training Organisation (RTO). We are required by law to disclose your personal information to the National VET Data Collection managed by the National Centre for Vocational Education Research Ltd (NCVER) and to the relevant State or Territory training authority.

Security and Storage

PTI takes all reasonable steps to ensure that the information collected is stored securely and protected from misuse, interference, loss, and unauthorized access. Information is stored according to the Privacy Act 1988 and the Standards for Registered Training Organisations (RTOs) 2025.

Access and Updates

Participants can request access to their personal information and records of participation and progress at any time. Requests for access or updates to personal information should be directed to the RTO Manager.

Complaints and Appeals

PTI is committed to providing a fair and equitable service to all our participants. If you have any concerns about the training, assessment, or service being provided, you are encouraged to make a formal complaint.

Process for Participants

- Discuss the issue with the person involved to try and resolve it verbally.
- If unresolved, discuss the issue with your assessor.
- If still unresolved, lodge a written complaint or appeal with the respective PTI Manager.

General Procedure

- PTI will acknowledge receipt of a complaint or appeal within 24 hours.
- PTI aims to investigate and finalise a complaint or appeal within thirty (30) working days of acknowledgment.
- Participants can engage a support person or advocate at any point during the complaint or appeals process

The specific requirements and process of appeals is outlined in the Complaints Policy available on our website www.pti.edu.au

Work Health and Safety (WHS) Procedures

PTI is committed to providing a safe and healthy learning and work environment. The safety of our participants and staff is a top priority across all activities and operations. PTI continuously implements, maintains, and improves WHS practices throughout its facilities.

Safety is a shared responsibility. PTI recognises its obligations under WHS legislation and encourages everyone to actively contribute to accident prevention.

The Managing Director is responsible for ensuring the health and safety of staff, participants, contractors, and visitors. This includes:

- Providing and maintaining safe equipment, systems, and work environments.
- Ensuring safe handling, storage, and transportation of materials.
- Maintaining a clean and hazard-free workplace.
- Offering adequate facilities to support staff welfare.
- Delivering WHS training and supervision to staff and contractors.
- Sharing safety information with participants to support safe learning.
- Auditing WHS systems regularly.
- Embedding continuous improvement into WHS performance.

Duty of Care

PTI takes all practicable steps to ensure a safe and healthy environment for staff, participants, and contractors.

Staff, contractors, participants, and visitors:

- Must take reasonable care for their own safety and that of others.
- Are expected to cooperate with WHS processes.
- Must follow PTI's WHS policies and procedures.
- Must not misuse or bypass safety systems or equipment.
- Are required to report any unsafe conditions to the Managing Director.

PTI Management:

- Implements and reviews WHS policies effectively.
- Complies with WHS legislation, standards, and codes of practice.
- Facilitates regular consultation between management and staff.
- Monitors WHS procedures and uses outcomes to improve risk controls.
- Ensures a WHS management system is in place.

Accidents, Injuries and Near Misses

All incidents and near misses must be reported immediately to your Trainer/Assessor or the Student Services Team. PTI will ensure prompt first aid or medical treatment and will investigate the incident to prevent recurrence.

Injury management begins as soon as possible, with suitable duties provided based on medical advice. Participants and staff are expected to act responsibly to prevent injuries to themselves and others.

Investigating Incidents and Accidents

The Managing Director leads investigations into incidents and accidents. After initial response and treatment, the investigation may include:

- Interviewing involved individuals and witnesses.
- Applying risk management to identify root causes and control failures.
- Considering recommendations from those involved.
- Documenting findings and proposed actions.
- Communicating approved outcomes and next steps.

Administrative Information

Change of Name/Address/Telephone Number

- Upon any change of name, address, or telephone number, the student is required to notify PTI in writing. This notification should include both the previous and new details.
- The change must be advised in writing and can be submitted to the trainer, assessor, or directly to the relevant state or territory PTI office.
- It is the student's responsibility to ensure that PTI has the most current contact information. PTI will not be held responsible for any issues arising from failure to follow this procedure.

Medical Certificates

- All medical certificates substantiating reasons for failure to sit an examination or assessment must be presented to the trainer or RTO Manager.
- Any other medical certificates must be handed to the individual trainer for the recording of attendance.
- The medical certificate should clearly state the reason for the absence and the period it covers.

Access to Student Records and Participation

- Students who wish to view their student file or discuss their progress in the course should arrange a time with their assessor or the RTO Manager.
- Requests for access to records must be submitted in writing to the RTO Manager, outlining which records are to be accessed.
- PTI will aim to provide access to the requested information within a reasonable timeframe. Proof of identity will be required before handing over any personal information.
- If a student considers the records held by PTI to be incorrect, incomplete, out-of-date, or misleading, they can request that the information be amended. The request must be submitted in writing to the RTO Manager.

Agreement to Comply – Students

- By completing and submitting the PTI enrolment form, students acknowledge that they have read and understood all the content in the Participant Handbook and agree to comply with all the conditions and requirements therein.
- Students must sign the Agreement to Comply form, which includes their name, signature, and date. This form confirms their commitment to adhere to PTI's policies and procedures.
- If applicable, students should provide their employer's details, including the company name and address. They must also indicate whether they agree to their company receiving a copy of their certificate.

Sample:

Agreement to Comply– Students

I _____ have read the Policies and Procedures for Students as outlined by Perth Training Institute Pty Ltd and agree to comply with all the conditions and requirements therein. I give permission for Perth Training Institute Pty Ltd to search for my Unique Student Identifier if I have not provided it on the second page.

Name: _____
(Please print name)

Signature: _____

Date: _____

PTI Trainer/Assessor

Please sign once you have sighted and verified the participants photo identification.

Lecturer's Signature