FOLS Trainee Application Form

Steps to complete this application form

1. Fill out your personal details.
2. Fill out your employment details.
3. Provide details and evidence for the endorsements/skilled activities you are currently undertaking training for, and/or have completed training for.
4. Ensure your Supervisor completes and signs the agreement on page 2.
5. Attach proof of enrolment, or get the Assessor or RTO Manager to complete and sign the RTO Agreement on page 3.
6. Read and sign the disclaimer agreement.
7. Complete payment details and send your application to ForestWorks at PO Box 612, North Melbourne, VIC 3051 or fols@forestworks.com.au

1/ Personal details

First name					
Last name					
Date of birth					
Gender	Male / Female	☐	Aboriginal or Torres Strait Islander		
Phone number		Mobile number			
Email					
Postal address					
City/town		State		Postcode	

2/ Employment details

Business name					
Business category	General / Forestry Contractor / Forest Manager / Self Employed				
Position/job title					
Start date					
Employment Status	Full-time / Part-time / Casual / Contract				
Employer's name (i.e. Manager's name)					
Phone number		Mobile number			
Email					
Postal address					
City/town		State		Postcode	

3/ Endorsements (Skilled Activities)

a) Provide details of the endorsements/skilled activities you are **currently undertaking training** for. Ensure the *Trainer Agreement* and the *RTO Agreement* (Steps 5 and 6 on page 3) are completed, or attach proof of enrolment.
b) Provide details of any endorsements/skilled activities you have **completed training** for and attach a copy of the training record (this is usually called *evidence of competency* or *statement of attainment* or *evidence of assessment).*

Official course name including code I.e. - Conduct forestry operations using crawler tractor	Evidence provided I.e. – Training record and/or Trainer and RTO Agreements (Steps 5 and 6 on page 3) or proof of enrolment*	
	Yes ☐	No ☐
	Yes ☐	No ☐
	Yes ☐	No ☐

***If you have ticked 'no'** against evidence for any of the above endorsements, please contact us on 1800 177 001. Endorsements can only be added to your profile and FOLS Card if you provide evidence.

Victorian State Forest Operators

It is a VicForests requirement for Operators to have the following two competencies:

- FWPCOR2203 Follow environmental care procedures
- FWPCOR2205 Follow WHS policies and procedures

4/ Supervisor Agreement

Supervision must be provided by a person with a current FOLS, that has the endorsements/skilled activities that the applicant is undertaking training for.

I, (first and last name) _____

Certify that (applicant's name) _____

Will carry out their activities in forest operations under my supervision.

I will ensure that the applicant is properly equipped with all necessary safety equipment and complies with any prescriptions, procedures, directions or guidance for, or in relation to, the job and activities to be undertaken.

Supervisor details

FOLS ID _____

Phone number _____ Mobile number _____

Email _____

Postal address _____

Supervisor's signature: _____ **Date:** _ _ / _ _ / _ _

5/ RTO Agreement

Please note: If you have attached proof of enrolment there is no need to complete this RTO Agreement.

This agreement must be completed by an Assessor or RTO Manager from a registered training organisation (RTO).

I, (first and last name)	
am an Assessor or RTO Manager with (RTO name)	
I confirm that (applicant's name)	

is enrolled with our RTO to be assessed/trained in the following skilled activities/units of competency. (Please list the units of competency)

RTO Manager or Assessor's signature: _____ **Date:** _ _ / _ _ / _ _

6/ Disclaimer Agreement

In applying for a Trainee FOLS through the FOLS Skills Verification Program, I agree to the following:

- ✓ I understand my information will be stored on the FOLS system as listed in the website Terms and Conditions.
- ✓ I understand and give permission for ForestWorks to use my information to do all or some of the following to process my application:
  - Issue a FOLS
  - Store digital records of my training and currency
  - Provide online access of my current FOLS details to my employer
  - Use this FOLS application as evidence of competence in a court of law
- ✓ I indemnify ForestWorks against any property damages, personal injury (including death), negligence, breach of contract, breach of statutory duty, or otherwise, within my work and training practices.

Applicant signature: _____ **Date:** _ _ / _ _ / _ _

7/ Payment Details

The fee is $30 for the duration of six months. Please select your preferred payment method.

☐ **Electronic funds transfer**
Account Name: ForestWorks Ltd
Bank: Commonwealth Bank of Australia
BSB: 063 114
Account Number: 1029 2913
Please email remittance advice to:
fols@forestworks.com.au

☐ **Pay by mail**
Attach your cheque or money order to:
ForestWorks Ltd
PO Box 612
North Melbourne
VIC 3051

☐ **Pay over phone by credit card**
Free call 1800 177 001

☐ **Pay by credit card**
Credit card type: Visa / MasterCard
Card number:
Expiry date: _ _ / _ _
CVV number: _ _ _ (3 digit number on the back of the card)
Name on card:
Signature:

☐ **Invoice employer**
Organisation name:
Address:
Phone:

☐ *I authorise my employer to debit the FOLS fee from my pay*
Signature:

When your application has been processed and payment received your FOLS profile will be updated and a new card will be issued.

For more information or assistance, please contact us:

National Office

559A Queensberry St
(PO Box 612)
North Melbourne
VIC 3051

ABN 58 006 212 693

Tasmanian Office

Shop 4 Cornwall Transit
Centre, Cimitiere St
(PO Box 2146)
Launceston
TAS 7250

Monday – Friday, 9am – 5pm

1800 177 001

fols@forestworks.com.au

fols.forestworks.com.au