

Get ready for summer AUR20216 Certificate II in Automotive Air Conditioning Technology

Gap
Training

COURSE ENTRY REQUIREMENTS

The following items need to be in place before commencing the air conditioning course.

1. **Registration Form** (return with payment to info@vaccsdc.com.au)
2. **ARCTick Trainee Classroom Licence** (email to a.lewis@boxhill.edu.au)

The cost of the licence is currently \$31. The VACC Skills Development Centre (03 9829 1126), will forward the Trainer Declaration to you for upload as part of the application.

Please note at the end of the online process the applicant is asked to upload a **certified** passport style photograph. If you have any questions regarding this, please contact ARCTick on 1300 88 44 83. The application takes approximately three business days to process.

- <https://www.arctick.org/licensing/trainee-licences/>
- <https://www.arctick.org/licensing/new-application/>

3. **Unique Student Identifier** (forward to a.lewis@boxhill.edu.au)

If not already held, participants must apply for a Unique Student Identification number (USI). This is a government requirement for all students and it is not possible for you to enrol unless the number has been provided.

To apply, go to the website usi.gov.au/students and click 'Create USI'. You will need a Driver Licence or Medicare card to complete this task. If you already have a USI, then simply provide the number to the TAFE. If you have forgotten your number, then you can recover it via the same website.

4. **Certificates** (forward to a.lewis@boxhill.edu.au)

The following **certified** document copies are required before you can enrol at the TAFE and undertake training:

Documents can be certified by an authorised person at a chemist, police station or by a Justice of the Peace.

Contact Andrea Lewis, Course Administrator at Box Hill TAFE for any questions regarding certificates. Ph: 03 9286 9546.

- Certificate III in Light Vehicle, Heavy Vehicle or Automotive Electrical (including statement of results/attainment)
- Any higher level trade certificates (including statement of results/attainment).

5. **Medicare Card** (forward to a.lewis@boxhill.edu.au)

A photocopy of the card must be **certified**, as above.

6. **PPE Dress Code**

Please note the strict PPE dress code. Participants who do not wear the exact clothing required will not be permitted to undertake the practical components of the course.

- Cotton drill long sleeve shirt and pants
- Steel capped leather footwear (to Aus/NS standard 2210.1.2010)
- Safety glasses.

VENUE DETAILS

This course involves service, retro fitting and diagnosis of air conditioning systems fitted to light vehicles, plant and equipment, heavy vehicles or marine craft (low voltage).

Dates: Monday 19 - Thursday 22 November 2018

Time: 8.00am - 4.30pm

Venue: Box Hill Institute, Elgar Campus
Building E2
465 Elgar Road
Box Hill VIC 3018

- Please report to Andrea Lewis at Reception. If you are unable to attend, the phone number is 03 9286 9546
- Bring pens and paper (all classes)
- Lunch is not provided. There is a canteen on campus or you can bring your own lunch.

Getting There

Elgar Campus is a 10 minute walk or a three minute tram ride from Box Hill Central.

Parking information:

<http://www.boxhill.edu.au/for-students/campus-information/parking>

