

# SHORT COURSE APPLICATION FOR ENROLMENT



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## CONTACT DETAILS

FIRST NAME \_\_\_\_\_ LAST NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

EMAIL \_\_\_\_\_ DATE OF BIRTH \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PHONE HOME \_\_\_\_\_ MOBILE \_\_\_\_\_ GENDER (Please Circle) **Female/Male**

UNIQUE STUDENT IDENTIFIER (USI) \_\_\_\_\_

NESA TEACHER NUMBER (if applicable) \_\_\_\_\_

WORKPLACE \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORK PHONE \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY CONTACT PERSON: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

COUNTRY OF BIRTH \_\_\_\_\_ AUSTRALIAN CITIZEN YES / NO PERMANENT RESIDENT YES / NO

COURSE NAME  CHCPRT001 Identify and Respond to Children and Young People at Risk

MODE OF DELIVERY  ONLINE

## STATISTICAL INFORMATION

### SECONDARY EDUCATION - Please Tick Appropriate Box Below

#### School level completed

- Did not go to School  Completed Year 10
- Completed Year 8  Completed Year 11
- Completed Year 9  Completed Year 12

Final year of School \_\_\_\_\_

Currently at School YES/NO

### EMPLOYMENT STATUS - Please Tick Appropriate Box Below

- Full-time employee
- Part-time/ Casual employee
- Volunteer
- Employer
- Employed (unpaid worker in a family business)
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

### INDIGENOUS STATUS

- Aboriginal
- Torres Strait Islander
- Aboriginal & Torres Strait Islander
- Neither Aboriginal or Torres Strait

### Main language spoken at home?

Do you feel you need assistance with Language/ Literacy: YES/NO

### How well do you speak English?

- Very well  Not well
- Well  Not at all

### PRIOR EDUCATION

Do you have a Prior Education? YES/NO If Yes, please tick appropriate box below

- Miscellaneous  Diploma
- Certificate I  Advanced Diploma or Associate Degree
- Certificate II  Bachelor Degree or Higher Degree
- Certificate III
- Certificate IV

### DISABILITIES

Do you have a disability? YES/NO If Yes, please tick appropriate box below

- Hearing/Deaf  Acquired brain impairment
- Physical  Vision
- Intellectual  Medical condition
- Learning  Other (please specify) \_\_\_\_\_
- Mental Illness

## CONDITION OF ENROLMENT INFORMATION

In consideration of the acceptance of my enrolment as a student and providing tuition to me, I agree not to hold ICCC, and/ or its employees liable for and will not make claim against them for any loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of;

- Any attendance to the ICCC office or in any way whatsoever my association with ICCC

### International Child Care College agrees to abide by its Code of Practice

- Delivering high quality services to its clients.
- Meeting client needs through best practice and innovative delivery of service.
- Providing services that are consistent, of value and quality.
- Identifying problems and inadequacies of service delivery and to amend these issues quickly.

## Privacy

International Child Care College collects and stores your personal details for training purposes only. We utilise this information to record your progress. Where State or Commonwealth funding supports training, we are obliged to submit your personal and progress details for research, statistical analysis, program evaluation, post completion survey and internal management purposes. We **DO NOT** share, rent, or sell personal information you provide us. The confidentiality of the information we collect from you is protected under the NSW *Privacy ACT*. *If we do disclose information about any of our clients to a third party we will acquire written consent from the client first (ie editorial; photos for advertising purposes, etc)*

## Student Administration Fee

1. The Student Administration Fee must be paid in full by the prescribed time. Payments may be made by cheque, money order or credit card.
2. Transcripts and Certificates will not be issued on completion of studies until all outstanding fees have been.

## Refund Policy

1. Where a student has paid course fees but withdraws from the course 24 hours before the course, 50% of the course total will be refunded.

*ICCC reserves the right to amend the current fee policy by giving 28 days written notice to enrolled students*

## Complaints and grievances

International Child Care College recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned and the following steps are implemented to ensure this happens.

1. Tell us if you are dissatisfied or have any concerns about our products, services, processes or policies.
2. Tell us if you think you have been treated unfairly or unjustly.
3. We will discuss the matter with you and try to resolve the problem
4. If you are not satisfied with the resolution we will refer the matter to an independent mediator.
5. If all parties cannot reach a satisfactory solution you have the right to seek representation and appeal under the relevant State or Federal Law.

## Legislative and Regulatory Requirements

You acknowledge that you must observe International Child Care College's policies and procedures, according to State and Federal Government legislative and regulatory requirements, as set out in the Student Information Handbook.

## Workplace Health & Safety

International Child Care College is committed to providing and maintaining a safe and healthy environment for the benefit of all clients, visitors and employees.

International Child Care College monitors and maintains the appropriate Workplace Health and Safety levels and obligations under the Federal and State rules and regulations of the Workplace Health and Safety Act.

In consideration of all International Child Care College clients, models and students it is important that adherence to all legislative acts and regulations are observed while undertaking training. If students have any concerns or notice a condition or practice that seems unsafe, it is important it is brought to the attention of International Child Care College's Office Manager.

## Access and Equity

International Child Care College is committed to access and equity principles and processes in the delivery of its services and working environment in accordance with Sex Discrimination act 1984, Human Rights and Equal Opportunity Act 1986, Racial Discrimination Act 5 1975, NSW Anti-Discrimination Act and Disability Discrimination Act 1992.

In the event of a situation that is considered by clients to be in violation of International Child Care College Access & Equity Policy, students and clients are required to report the situation to the Office Manager.

## Harassment, victimisation and bullying

International Child Care College does not tolerate any harassment, victimisation, bullying or any such conduct that has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or an offensive learning environment. This includes harassment, victimisation, bullying because of sex, race, national origin, religion, disability, sexuality or age.

Harassment is unlawful under Commonwealth and State legislation and all harassment, bullying and victimisation are contrary to the duty of care to provide a safe environment for work and learning.

In the event of a situation that is considered by clients to be in violation of International Child Care College's harassment, victimisation and bullying policy report the situation to the International Child Care Colleges Office Manager.

## Training Qualifications

International Child Care College only employs industry qualified trainers and assessors according to the requirements of the AQTF standards.

## DECLARATION AND AGREEMENT

- I have read and understand the terms and conditions stated herein
- I declare that the information provided on this form is my own, true and correct
- If accepted as a student of ICCC, I agree to abide by its rules and regulations
- I understand my enrolment is accepted under condition of fees are paid on or before their due date.
- I understand that my qualification will be withheld until my account is finalised.
- In the event I do not pay my account, I will be charged extra fees on top of the total invoice from the debt collection agency.
- I understand that information in this form and the outcomes of this training program may be collected and shared with other State and Federal government agencies. This information may be used for monitoring, programme planning and statistical purposes.
- I understand that tasks need to be regularly submitted to ensure successful progression through the course.
- I understand that in the event that my contract expires or is terminated, any further submissions of tasks will not be marked, and a Statement of Attainment will be issued for only completed units.

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_/\_\_\_/\_\_\_

Email signed and completed form to: [info@childcarecollege.com.au](mailto:info@childcarecollege.com.au)