

# SHORT COURSE APPLICATION FOR ENROLMENT



PO Box 59 Adamstown  
NSW 2289  
Ph: 49564333  
FAX: 49 564433  
info@childcarecollege.com.au

## 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)			
I give permission for ICCC to search for my USI number in the <a href="http://www.usi.gov.au">www.usi.gov.au</a> website if my USI number supplied above cannot be verified. I am aware that I will be notified by usi.gov.au via email if this occurs.			<input type="checkbox"/> YES <input type="checkbox"/> NO
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	<input type="checkbox"/> CHCPRT001 Identify and Respond to Children and Young People at Risk		
MODE OF DELIVERY	<input type="checkbox"/> ONLINE <input type="checkbox"/> WORKSHOP		

## STATISTICAL INFORMATION

**SECONDARY EDUCATION** - Please Tick Appropriate Box Below

**School level completed**

<input type="checkbox"/> Did not go to School	<input type="checkbox"/> Completed Year 10	<b>Final year of School</b>	_____
<input type="checkbox"/> Completed Year 8	<input type="checkbox"/> Completed Year 11	<b>Currently at School</b>	YES/NO
<input type="checkbox"/> Completed Year 9	<input type="checkbox"/> Completed Year 12		

<p><b>EMPLOYMENT STATUS</b> - Please Tick Appropriate Box Below</p> <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time/ Casual employee <input type="checkbox"/> Volunteer <input type="checkbox"/> Employer <input type="checkbox"/> Employed (unpaid worker in a family business) <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment	<p><b>INDIGENOUS STATUS</b></p> <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal & Torres Strait Islander <input type="checkbox"/> Neither Aboriginal or Torres Strait	<p><b>Main language spoken at home?</b></p> <hr/> <p><b>Do you feel you need assistance with Language/ Literacy: YES/NO</b></p> <hr/> <p><b>How well do you speak English?</b></p> <input type="checkbox"/> Very well <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> Not at all
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<p><b>PRIOR EDUCATION</b></p> <p>Do you have a Prior Education? YES/NO</p> <p>If Yes, please tick appropriate box below</p> <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate I <input type="checkbox"/> Advanced Diploma or <input type="checkbox"/> Certificate II          Associate Degree <input type="checkbox"/> Certificate III <input type="checkbox"/> Bachelor Degree or Higher <input type="checkbox"/> Certificate IV          Degree	<p><b>DISABILITIES</b></p> <p>Do you have a disability? YES/NO</p> <p>If YES, please tick appropriate box below</p> <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical condition <input type="checkbox"/> Learning <input type="checkbox"/> Other (please specify) <input type="checkbox"/> Mental Illness
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## 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 International Child Care College (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

1. Delivering high quality services to its clients.
2. Meeting client needs through best practice and innovative delivery of service.
3. Providing services that are consistent, of value and quality.
4. 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 (i.e. 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

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.

### Unique Student Identifier (USI)

From 1 January 2015, International Child Care College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi/> on computer or mobile device.

### Privacy Notice (NCVER)

Under the *Data Provision Requirements 2012*, International Child Care College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by ICCC for statistical, administrative, regulatory and research purposes. ICCC may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

For more information about NCVER's Privacy Policy go to <https://www.ncver.edu.au/privacy>.

### 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.

<b>SIGNATURE</b>		<b>DATE</b>	___/___/___
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Email your signed and completed form to: [info@childcarecollege.com.au](mailto:info@childcarecollege.com.au)