

STUDENT ENROLMENT FORM

CHC30121 Certificate III in Early Childhood Education and Care

NOTE: Please complete ALL sections of this form

Section 1: Personal Details					
Title: Mr/Mrs/Miss/Ms				Last Name:	
Given Names:				Preferred name:	
Do you have a previous name or surname? <i>Please advise</i>				Are you an Australian Citizen or permanent resident? <i>(circle one)</i>	
Date of birth: (Day/Month/Year)				What is your country of birth?	
Rate your language and communication skills in both written and spoken English:		VERY GOOD		GOOD	
		AVERAGE		POOR	
		Indigenous status: Aboriginal /Torres Strait Islander			
		What is your home language?			
Please state any medical conditions or disability that First Door should be aware of, such as diabetes, epilepsy					

Section 2: Communication contacts					
Address:					
Suburb:		State:		Postcode:	
Mobile:		Email:			
My best time/day for First Door contact is:					
Emergency contact Name of relative or friend		Mobile:			

Section 3: Employment information					
Current employer:			Work placement required? <i>(circle one)</i>		YES / NO
Service street address:					
Suburb:		State:		Postcode:	
Work Phone:		Work email:			
Current position held:		Year commenced:			
Name of workplace supervisor/mentor:		Name of ECEC service Director:			
Employment status:		Full time	Part time	Casual	Unemployed
		Self employed			

Section 4: Education and Training			
Highest level of high school qualification:		What year did you graduate school?	
Highest qualification completed after high school:		What year was this completed?	
Please provide your Unique Student Identifier (USI)		Please use this link to grant First Door with 2 years access to your official training records for verification purposes: USI Student Registry Access	

Section 5: Previous Training

CREDIT TRANSFER

Do you have completed units able to be credit transferred towards the CHC30121 Certificate III in ECEC course?

NO

UNSURE
(We will contact you)

YES

If unsure or yes, please attach a copy of your transcript of completed units

RECOGNISED PRIOR LEARNING

I have previous training and experience in *Early Childhood Education and Care*, and would like more information on what is required to complete one or more units by Recognised Prior Learning (RPL) assessment

YES*

(See note below)

NO

(Go to Section 6)

***Note:** Please complete the RPL section if you would like to apply for RPL assessment for one or more Certificate III in Early Childhood Education and Care course units. This information will commence your 7 step RPL process, and our RPL Coordinator will contact you.

Relevant experience and skills for RPL assessment:

Relevant RPL training/courses:

Name of training provider:

Section 6: About my learning

I have completed the preferred learning style quiz on www.firstdoor.com.au/quiz and I believe my preferred learning style is: Visual ☐ Auditory ☐ Kinaesthetic ☐

My particular learning needs are:
(please state any area of difficulty in learning or learning disability)

My best time of day for study is usually...

How did I learn about First Door?
e.g.: workplace/internet/recommended by?

Please share your personal viewpoint on these two questions:

1. **What motivates me to study and complete a Certificate III in ECEC with First Door?**
E.g. what made studying with First Door appealing to me?

2. **How will completing this study improve my practice/career in Early Childhood?**

Section 7: Options for Government subsidised fees – for full details see: firstdoor.com.au

Eligibility must be confirmed by First Door

40% CONCESSIONAL FEES ELIGIBILITY FOR SUBSIDISED TRAINING - C3G & TRAINEES

I hold the required evidence to be eligible for concessional fees as a Government subsidised student, with either: (tick relevant evidence)

- ☐ **Health Care Card* OR Pensioner Concession Card***
- ☐ **Identity as Aboriginal and/or Torres Strait Islander**

*Evidence of a valid card must be provided on enrolment and prior to establishing my fees arrangement.

YES

NO

OPTION 1 – CERTIFICATE III GUARANTEE (C3G)

I will complete the **C3G application form** to establish my eligibility for Certificate 3 Guarantee Government subsidised training. **I understand that:**

- a) I meet citizenship/Queensland residency requirements
- b) I am NOT able to be currently enrolled in another Cert 3 level course or higher, and/or NOT have previously completed a Certificate 3 level qualification or above.
- c) I am required to pay the **student contribution fee** of:
- \$25 per unit, total course fees for 17 units \$425 OR
 - \$10 per unit, total course fees for 17 units \$170 as a C3G 40% concessional fee student

OPTION 1 if applicable -

Initial as read and understood:

X

OPTION 2 – TRAINEESHIP

I would like to enrol as a trainee, and/or receive information about Traineeship requirements. **I understand that:**

- a) A traineeship is a **contract arrangement** with my employer, and I am required to be on at least a part time contract for a minimum of 15 hours per week.
- b) **trainees under 25 years of age are fee-free, with \$0 course costs**
- c) **student contribution fees apply** for people over 25 years of age. These must be charged at \$1.60 per nominal hour for each unit in the course. Total course fees for 17 units are:
- \$1,980.50 OR
 - \$792.20 as a 40% concessional fee trainee

OPTION 2 if applicable -

Initial as read and understood:

X

TRAINEESHIP CONTRIBUTION FEES: AGREEMENT FOR PAYMENT

Please tick as relevant:

- ☐ I will be paying the trainee student contribution fees myself with an agreed payment plan.
- ☐ My employer has agreed to pay my trainee student contribution fees.
(your employer is required to sign below if they are paying these fees)

Employer name:

Employer signature:

X

Section 8: Payment of student fees and course starter fee

Fee payment option 1: I will pay my course fees in full following confirmation of my funding eligibility and on receipt of an invoice.
[Note: maximum fees able to be paid in advance are \$1,500].

OPTION 1 if applicable -
Initial as read and understood:

X

Fee payment option 2: I will arrange for the automatic monthly payment of course fees, as detailed in my fee payment agreement.

OPTION 2 if applicable -
Initial as read and understood:

X

I understand the **non-refundable course starter fee** must be paid to receive confirmation of my enrolment.

The course starter fee pays for the cost of my first unit fee, OR if my unit fees are \$25 or less then the fee is for a minimum of three units in advance, e.g., for students with:

- \$25 unit fee - pay **\$75** course starter fee for payment of first three units, OR
- \$10 unit fee - pay **\$30** course starter fee for payment of first three units.

Note: Full fee-paying students pay \$405, being a non-refundable enrolment fee of \$175, in addition to their first unit fee of \$230.

On confirmation of my course fees, I authorise First Door to electronically **debit my card details provided below, for the non-refundable course starter fee payment, as above.**

Initial as read and understood

X

My Course Starter fee is to be paid from Card Number: (Must be 16 Digits)

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Expiry Date: (MM/YY)

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CVC: (3 Digit code on back of card)

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Section 9: Declaration and checklist

<p>I have read and accept all the policies, procedures and guidelines contained within the First Door Student Handbook and Course Guide. In particular, I understand the student standards, course progress, and fees policy. I shall abide by these for the duration of my training with First Door.</p>	<p>Initial as read and understood X</p>
<p>I understand the course timeline and assessment requirements, I am required to arrange a training plan with agreed assessment due dates. My assessment workbooks are to be received by First Door by 4pm on due date, unless an extension has been requested and granted. I understand that a new unit of study is not able to be commenced if I have three incomplete/overdue assessments. To complete the <i>Certificate III in Early Childhood Education and Care</i> I also understand that I am required to achieve the necessary Early Childhood workplace experience, activities and assessment.</p>	<p>Initial as read and understood X</p>
<p>I understand it is a requirement of my employment as an educator to make satisfactory course progress, according to my training plan. I therefore give First Door staff permission to discuss my progress with my workplace supervisor and/or Centre Director.</p>	<p>Initial as read and understood X</p>
<p>The information I provide on this form is private and confidential. All student records are kept for thirty years by First Door Training and Development, as required by law. You are entitled to view your records upon written request to First Door.</p>	<p>Initial as read and understood X</p>
<p>CHECKLIST - Please tick that you have:</p> <ul style="list-style-type: none"> <input type="checkbox"/> completed all sections of this application form <input type="checkbox"/> provided proof of identification, residency and date of birth, e.g. QLD driver licence <input type="checkbox"/> attached all relevant supporting documentation, including a copy of your transcript of completed units from your previous training organisation <input type="checkbox"/> completed the language, literacy and numeracy assessment on the next page <p>If we require more information, our Student Coordinator will contact you.</p>	<p>Initial as read and actioned X</p>
<p>I declare that the information contained in this application is true and correct to the best of my knowledge.</p> <p>Signed by enrolling student (over 18 years of age): X</p>	<p>Enrolling student's full name:</p> <p>Dated:</p>
<p>I declare that the information contained in this application is true and correct to the best of my knowledge.</p> <p>Signed by parent/guardian (if the student is under 18 years of age) X</p>	<p>Parent/guardian's full name</p> <p>Dated:</p>

Please complete all seven questions below. Your enrolment form and these questions are used as a guide only to assess your Language, Literacy and Numeracy skills, so if required, First Door can provide you with the necessary support.

1. You have signed up for a workshop on a Tuesday morning. You normally work on Tuesday mornings. Tick the three things you could do so you could go to training?

<input type="checkbox"/>	Ask your boss for time off to go to training
<input type="checkbox"/>	Arrive late for training
<input type="checkbox"/>	Not go to training
<input type="checkbox"/>	Skip work and not tell your boss
<input type="checkbox"/>	See if the training company has another time available
<input type="checkbox"/>	Swap shifts with a work colleague and inform your manager

2. Using numbers 1 – 4, choose the right order for developing a training plan in order for you to learn a new skill at work.

<input type="checkbox"/>	Enrol in training
<input type="checkbox"/>	Attend training
<input type="checkbox"/>	Look for training company
<input type="checkbox"/>	Decide on a new skill you need

3. If you were doing a google search on the “largest structure in the world” which three words would you put in the search box?

<input type="checkbox"/> peanut	<input type="checkbox"/> building	<input type="checkbox"/> smallest	<input type="checkbox"/> biggest
<input type="checkbox"/> beard	<input type="checkbox"/> truck	<input type="checkbox"/> world's	<input type="checkbox"/> Australia

4. Read the advert below and highlight or circle the following things:
 The salary; where the office is; what type of job it is; when applications close

Job Title: Office cleaner
Location: Sydney City
 We require an experienced person to clean our offices of a night. We will be offering the successful applicant \$45000 per year plus superannuation.
 Please apply to John Smith by email jsmith@abcoffice.com.au
 Applications close 15th July at 3pm

5. Select from the list below the most appropriate synonym (similar word) and insert or write it next to each of the words below:

Throw	Middle	Drive	Select	Teach	Run	Giggle	Mistake
Choose							
Error							
Laugh							
Centre							

6. Highlight or circle the boxes with weights of less than 50kg but more than 10kg:

<input type="checkbox"/> 25kg	<input type="checkbox"/> 85kg	<input type="checkbox"/> 5kg	<input type="checkbox"/> 55kg	<input type="checkbox"/> 40kg	<input type="checkbox"/> 70kg
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7. If your groceries normally cost you \$80 per week and next week’s groceries are going to be 25% more expensive, how much will your groceries next week?