

## Section 1: Personal Details

<b>Title:</b> Mr/Mrs/Miss/Ms				<b>Last Name:</b>			
<b>Given Names:</b>				<b>Preferred name:</b>			
<b>Date of birth:</b> (Day/Month/Year)				<b>What is your country of birth?</b>			
<b>Are you an Australian Citizen?</b> (please circle one)		YES	NO	<b>If NO, are you a permanent resident?</b>		YES	NO
<b>Rate your language and communication skills</b> in both written and spoken English:		VERY GOOD	GOOD	<b>Indigenous status:</b> Aboriginal /Torres Strait Islander			
		AVERAGE	POOR	<b>What is your home language?</b>			
Please state any <b>medical conditions or disability</b> that First Door should be aware of, such as diabetes, epilepsy							

## Section 2: Communication contacts

<b>Address:</b>																	
Suburb:						State:				Postcode:							
<b>Home Phone:</b>								<b>Mobile:</b>									
<b>Email:</b>																	
My best time of day for First Door contact is:																	
<b>Emergency contact</b> Name of relative or friend												<b>Mobile:</b>					

## Section 3: Employment information

<b>Current employer:</b>																							
<b>Street address:</b>																							
Suburb:						State:				Postcode:													
<b>Work Phone:</b>								<b>Work email:</b>															
<b>Current position held:</b>						<b>Year commenced:</b>																	
<b>Name of workplace supervisor/mentor:</b>												<b>Name of ECEC centre Director:</b>											
<b>Employment status:</b>				Full time		Part time		Casual		Unemployed		Self employed											

## Section 4: Education and Training

<b>Highest level of high school qualification:</b>								<b>Year completed:</b>				
<b>Highest level of post school education:</b>								<b>Year completed:</b>				
<b>Other relevant training:</b> e.g. First Aid training								<b>Year completed:</b>				
<b>Do you have a Unique Student Identifier?</b>		NO	If no, please complete the USI form provided				YES	Please provide USI number:				

## Section 5: Credit Transfer and Recognised Prior Learning (RPL) application

<b>Do you hold any previous credits of units towards this course?</b>	YES	NO	<b>If yes, please attach a certified copy of attained units</b>
<b>I would like more information on what is required to RPL one or more units</b>	YES	NO	
<b>Note:</b> Please complete this RPL section only if you consider that you would qualify to apply for RPL for one or more Diploma of Leadership and Management course units			
<b>Relevant experience and skills:</b>			
<b>Relevant training/courses:</b>		<b>Name of training provider:</b>	
<b>Please attach a copy of your current resume outlining your related work and life experience</b>			<input type="checkbox"/>

## Section 6: About my learning

I have completed the preferred learning style quiz on [www.firstdoor.com.au](http://www.firstdoor.com.au) and I believe my **preferred learning style** is:

<b>Visual</b>		<b>Auditory</b>		<b>Kinaesthetic</b>	
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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

What made studying with First Door appealing to me?

I believe I am best suited to success using the **flexi or structured training plan**

	<b>Flexi plan</b>	<b>Structured plan</b>
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Please share your personal viewpoint on these two questions:

**1. What motivates me to study and complete a Diploma of Leadership and Management?**

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

## Section 7: Student fees

I will pay my \$65 <b>enrolment fee</b> upon receipt of the first invoice	Initial as read and understood <b>X</b>
I will pay my \$110 <b>textbook fee</b> upon receipt of the first invoice	Initial as read and understood <b>X</b>
I would like to pay <b>by internet banking</b> prior to commencing each unit at \$230 per unit	Initial as read and understood <b>X</b>

## Section 8: Declaration and checklist

<b>I have read and accept all the policies, procedures and guidelines contained within the First Door Student Handbook and Course Guide.</b> In particular, I understand the student standards and fees policy. I shall abide by these for the duration of my training with First Door Training and Development.	Initial as read and understood X
<b>I understand the course timeline and assessment requirements,</b> I am required to complete a training plan with agreed assessment due dates. My assignments 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 until the previous unit is submitted.	Initial as read and understood X
<b>I give First Door Training and Development Pty Ltd permission to indefinitely use my image and quotes</b> in a respectful and positive manner for use in First Door training resources and in other media (e.g. First Door website).	Initial as read and understood X
Please note that <b>the information you provide on this form is private and confidential.</b> 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 Training and Development.	Initial as read and understood X
<b>Checklist:</b> Please ensure that you have: <input type="checkbox"/> completed all sections of this application form <input type="checkbox"/> attached all relevant supporting documentation <input type="checkbox"/> completed the language, literacy and numeracy assessment <b>Should you be required for an interview or for more information,</b> you will be contacted by telephone or email.	Initial as read and actioned X
I declare that the information contained in this application is true and correct to the best of my knowledge. <b>Signed by enrolling student</b> (over 18 years of age) X	<b>Enrolling student's full name</b>  <b>Dated:</b>

## Section 9: Notes

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Student name: \_\_\_\_\_

Please complete all seven questions below. 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](mailto:jsmith@abcoffice.com.au)

Applications close 15<sup>th</sup> 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?**