

**NOTE: Please complete ALL sections of this form**

## Section 1: Personal Details

<b>Title:</b> Mr/Mrs/Miss/Ms		<b>Last Name:</b>	
<b>Given Names:</b>		<b>Preferred name:</b>	
<b>Do you have a previous name or surname?</b> <i>Please advise</i>		<b>Are you an Australian Citizen or permanent resident?</b> <i>(circle one)</i>	
		YES      NO	
<b>Date of birth:</b> (Day/Month/Year)		<b>What is your country of birth?</b>	
<b>Rate your language and communication skills</b> in both written and spoken English:		VERY GOOD      GOOD	
		AVERAGE      POOR	
<b>Indigenous status:</b> Aboriginal /Torres Strait Islander		<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>Mobile:</b>	<b>Email:</b>		
My best time/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>Work placement required?</b> <i>(circle one)</i>		YES / NO	
<b>Service 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 service 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>What year did you graduate school?</b>	
<b>Highest qualification completed after high school:</b>		<b>What year was this completed?</b>	
<b>Please provide your Unique Student Identifier (USI)</b>		Please use this link to grant First Door with 2 years access to your official training records for verification purposes: <b><u><a href="#">USI Student Registry Access</a></u></b>	

## Section 5: Course Options and Previous Training

### OPTIONS FOR COURSE ENROLMENT CHC30121 or CHC30113 CERTIFICATE III IN ECEC

In July 2021, the previous CHC30113 *Certificate III in Early Childhood Education and Care (ECEC)* qualification was superseded, and is required to be completed by the 20<sup>th</sup> January 2023.

<input type="checkbox"/>	<p><b>OPTION 1:</b> ENROL me in the <b>NEW CHC30121</b> <i>Certificate III in ECEC</i> course. I plan to complete the 17 units in this current course qualification, within a maximum course duration of 2 years.</p>		
<input type="checkbox"/>	<p><b>OPTION 2: COMPLETE THE SUPERSEDED CHC30113</b> <i>Certificate III in ECEC</i>, using CREDIT TRANSFER for multiple previously completed units in this course. <b>To enrol in this superseded course, I understand that I must:</b></p> <p>a) provide First Door with access to my USI records for verification purposes. <b>Please use this link to grant First Door with 2 years access to your official training records for verification purposes: <a href="#">USI Student Registry Access</a></b></p> <p>b) provide a current transcript of completed units</p> <p>c) arrange a Zoom meeting with the First Door student coordinator to <b>discuss my eligibility to enrol to complete the superseded CHC30113</b> <i>Certificate III in ECEC</i> course. I understand that my eligibility depends on the number of completed units able to be credit transferred, and my ability to complete the remaining units in this qualification by teach out date.</p> <p>d) <b>be able to commit to successfully completing the remaining course units by the teachout date, 20 January 2023.</b></p>		
<b>CREDIT TRANSFER</b> Do you have completed units able to be credit transferred towards the <i>Certificate III in ECEC</i> course?	NO	UNSURE (We will contact you)	If unsure or yes, please attach a copy of your transcript of completed units
<b>RECOGNISED PRIOR LEARNING</b> I have previous training and experience in <i>Early Childhood Education and Care</i> , and would like more information on what is required to complete one or more units by Recognised Prior Learning (RPL) assessment	YES*	NO	
<p><b>*Note:</b> Please complete the RPL section on the next page if you would like to apply for RPL assessment for one or more <i>Certificate III in Early Childhood Education and Care</i> course units. This information will commence your 7 step RPL process, and our RPL Coordinator will contact you.</p>			
<b>Relevant experience and skills for RPL assessment:</b>			
<b>Relevant RPL training/courses:</b>			
<b>Name of training provider:</b>			

## Section 6: About my learning

I have completed the preferred learning style quiz on [www.firstdoor.com.au/quiz](http://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?

What made studying with First Door appealing to me?

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

Flexi plan

Structured plan

Please share your personal viewpoint on these two questions:

1. **What motivates me to study and complete a Certificate III in Early Childhood Education and Care?**

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

## Section 7: Government funding options

I would like more information on **Traineeship training**

(Note: Student contribution fees apply per unit if you are over 25 years of age, or are not eligible for concession). Traineeships under 25 years of age are fee-free.

YES

NO

Providing I am eligible for Certificate 3 Guarantee Government subsidised training, I will pay the **student contribution fee** of: \$25 per unit OR \$10 per unit as a C3G concessional participant

Initial as read and understood  
X

## Section 8: Payment of Student fees and Course Starter fee

I will arrange for the **automatic monthly payment of my course fees from my debit or credit card** as provided below, and as detailed in my fee payment agreement.

Initial as read and understood  
X

I understand my **Course Starter fee** enables me to commence the student welcome process and my first unit.

I will pay my Course Starter fee within two days from the date of this enrolment. This payment includes the **\$175 non-refundable enrolment fee** and the **fee for my first unit**.  
**Note: The enrolment fee is not charged for Government funded students.**

Initial as read and understood  
X

I authorise First Door to electronically **debit my card details provided below, for the Course Starter payment and my monthly course fees.**

Initial as read and understood

	X																
<b>My Course Starter fee and course fees are to be paid from Card Number:</b> (Must be 16 Digits)																	
<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																	
<b>Expiry Date:</b> (MM/YY)	<b>CVC:</b> (3 Digit code on back of card)																
<table border="1" style="width: 40px; height: 20px;"> <tr><td></td><td></td></tr> </table> / <table border="1" style="width: 40px; height: 20px;"> <tr><td></td><td></td></tr> </table>					<table border="1" style="width: 40px; height: 20px;"> <tr><td></td><td></td><td></td></tr> </table>												

### Section 9: 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, course progress, 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 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.	Initial as read and understood X
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 <b>discuss my progress with my workplace supervisor and/or Centre Director.</b>	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: <ul style="list-style-type: none"> <li><input type="checkbox"/> completed all sections of this application form</li> <li><input type="checkbox"/> provided proof of identification, residency and date of birth, e.g. QLD driver licence</li> <li><input type="checkbox"/> attached all relevant supporting documentation, including a copy of your transcript of completed units from your previous training organisation</li> <li><input type="checkbox"/> completed the language, literacy and numeracy assessment on the next page</li> </ul> <b>If we require more information,</b> our Student Coordinator will contact you by phone/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>
I declare that the information contained in this application is true and correct to the best of my knowledge. <b>Signed by parent/guardian</b> (if the student is under 18 years of age) X	<b>Parent/guardian's full name</b>  <b>Dated:</b>

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

<p><b>Job Title:</b> Office cleaner  <b>Location:</b> 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 <a href="mailto:jsmith@abcoffice.com.au">jsmith@abcoffice.com.au</a>          Applications close 15<sup>th</sup> July at 3pm</p>
---

**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
--------------------------	------	--------------------------	------	--------------------------	-----	--------------------------	------	--------------------------	------	--------------------------	------

**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?**