

Section 1: Personal Details

Title: Mr/Mrs/Miss/Ms				Last Name:			
Given Names:				Preferred name:			
Any previous names: (e.g. maiden name)							
Date of birth: (Day/Month/Year)				What is your country of birth?			
Are you an Australian Citizen? (please circle one)		YES	NO	If NO, are you a permanent resident?		YES	NO
Rate your language and communication skills in both written and spoken English:		VERY GOOD	GOOD	Indigenous status: Aboriginal /Torres Strait Islander			
		AVERAGE	POOR	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

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

Section 3: Employment information

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

Section 4: Education and Training

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

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

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

SECTION 6: About my learning

I wish to enrol in the following competency based units: (please list unit code/s and unit name/s)	Unit code	Unit name
	BSBHRM405	Support the recruitment, selection and induction of staff
	BSBMGT516	Facilitate continuous improvement
These units are able to be credit transferred towards the qualification:	BSB51918 Diploma of Leadership and Management	
My particular learning needs are: (please state any area of difficulty in learning or learning disability)		
How did I learn about First Door? e.g.: workplace/internet/recommended by		
What made studying with First Door appealing to me?		
Please share your personal viewpoint on these two questions:		
1. What motivates me to study and complete the Flourish in Management short course through eLearning?		
2. How will completing this study improve my practice/career?		

SECTION 7: Student fees - select one option:

I agree to pay by the <i>Flourish in Management</i> course fee of \$765 in full , prior to commencing my first unit. Payment is to be paid online at www.firstdoor.com.au in workshop bookings or by internet banking.	Initial as read and agreed X _____
I agree to pay the <i>Flourish in Management</i> course fee over three payments of \$255 , by internet banking prior to commencing each unit.	Initial as read and agreed X _____

Section 8: Declaration and checklist

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 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
I understand the assessment process and requirements, as detailed in the student handbook.	Initial as read and understood X
I give First Door Training and Development Pty Ltd permission to indefinitely use my image and quotes 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 the information you 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 Training and Development.	Initial as read and understood X
Checklist: 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 Should you be required for an interview or for more information , 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. Signed by enrolling student X	Enrolling student's full name Dated:

Student name:	
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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

<p>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</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
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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?