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APPLICATION FOR ENROLMENT

CONTACT DETAILS

FIRST NAME	_____		LAST NAME	_____	
ADDRESS	_____				
SUBURB	_____		STATE	_____	
GENDER	(Please Circle) Female/Male		DATE OF BIRTH	__ / __ / ____	
PHONE HOME	_____		MOBILE	_____	
WORKPLACE	_____				
ADDRESS	_____				
WORK PHONE	_____		WORK FAX	_____	
EMERGENCY CONTACT PERSON :	_____		RELATIONSHIP:	_____	
TELEPHONE:	_____		MOBILE:	_____	

TRAINING PROGRAM OF INTEREST

COURSE NAME

CHC30402 CERTIFICATE III IN CHILDREN'S SERVICES

CHC50402 DIPLOMA IN CHILDREN'S SERVICES

CHC60202 ADVANCED DIPLOMA

BSBFLM51004 DIPLOMA IN BUSINESS

UPGRADE FROM _____ TO _____

TRAINING PATHWAY

New Traineeship Existing Worker Traineeship Distance Education On-Campus

Where did you hear about this course? Newspaper Internet Yellow Pages Word of Mouth Radio

RECOGNITION OF PRIOR LEARNING/RECOGNITION OF CURRENT COMPETENCY

Do you wish to apply for RPL for any units of competency offered by ICC? YES NO

Please outline your experience in children's services

Please attach any relevant qualifications (including First Aid Certificate)

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 |
| <input type="checkbox"/> Completed Year 8 | <input type="checkbox"/> Completed Year 11 |
| <input type="checkbox"/> Completed Year 9 | <input type="checkbox"/> Completed Year 12 |

Final year of School _____

Currently at School YES/NO

EMPLOYMENT STATUS - Please Tick Appropriate Box Below

- Full-time employee
- Part-time/ Casual employee
- Volunteer
- Employer
- Employed (unpaid worker in a family business)
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

INDIGENOUS STATUS

- Aboriginal
- Torres Strait Islander
- Aboriginal & Torres Strait Islander
- Neither Aboriginal or Torres Strait

Which country were you born?

Main language spoken at home?

How well do you speak English?

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> Very well | <input type="checkbox"/> Not well |
| <input type="checkbox"/> Well | <input type="checkbox"/> Not at all |

PRIOR EDUCATION

Do you have a Prior Education? YES/NO If Yes, please tick appropriate box below

- | | |
|--|---|
| <input type="checkbox"/> Miscellaneous | <input type="checkbox"/> Diploma |
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Advanced Diploma or Associate Degree |
| <input type="checkbox"/> Certificate II | <input type="checkbox"/> Bachelor Degree or Higher Degree |
| <input type="checkbox"/> Certificate III | |
| <input type="checkbox"/> Certificate IV | |

DISABILITIES

Do you have a disability? YES/NO If Yes, please tick appropriate box below

- | | |
|---|--|
| <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 | _____ |

FEE FOR SERVICE ENROLMENT INFORMATION

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.

Literacy and Numeracy

To successfully complete your training you must be able to check and competently record, read, interpret, estimate, measure and calculate. If required International Child Care College may refer you to literacy and numeracy training in areas identified as necessary to ensure you meet the requirements of your training.

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 (ie editorial; photo's for advertising purposes, etc)

Legislative and Regulatory Requirements

When undertaking work experience you acknowledge that you must observe your employers Occupational Health & Safety (OHS) Policies and all workplace practices as instructed by your employer including Equal Rights and Equal Opportunity and the Anti-Discrimination Acts.

TERMS AND CONDITIONS – FEES AND REFUND POLICY

ICCC is a Registered Training Provider, ICCC must comply with all requirements in relation to ethical practices for self funded students. Please read the following Fee Policy carefully. Enrolment is conditional upon acceptance of this policy.

Student Administration Fee

1. The Student Administration Fee must be paid in full at the time of enrolment. Payments may be made by cheque, money order or credit card.
2. A student is deemed to be enrolled when the 'Acceptance of Offer of Enrolment' is signed by the student and the Student Administration fee is paid.
3. The Student Administration Fee is current for the contracted training period stated on the Confirmation of Enrolment.
4. Should the student exceed the contracted training period but wish to complete the course, the student is required to Re-enrol. A fee per Set of Learning Materials is charged which includes a Student Administration component and a Course Fee component.

Course Fees

1. Students electing to pay course fees in full may do so by cheque, money order or credit card.
2. Students electing to pay course fees in instalments will be advised at the time of enrolment when each monthly payment is due. Instalments must be paid on the nominated day each month using the Strata Pay card issued by the College. Fees paid by instalments attract a 15% administration fee.
3. Failure to pay fees at the scheduled time may result in withholding of Assessment results and further issue of Learning Materials.
4. Should the student exceed the contracted training period but wish to complete the course, the student is required to re-enrol and pay course fees based on outstanding course work to be assessed.
5. Transcripts and Certificates will not be issued on completion of studies until all outstanding fees have been.

Refund Policy

1. Student Administration fee is non-refundable.
2. Where a student withdraws, in writing, from a course within 14 days of the date of enrolment, any course fees paid will be refunded.
3. Where a student withdraws from the course after 14 days of the date of enrolment no refund will be given for fees already paid.
4. Where a student has paid course fees but fails to make progress with studies, the College will follow procedures to alert students that they are 'at risk' of not completing the course within the contracted training period. If the student fails to respond, Notice of Intent to Terminate Enrolment will be sent when the contracted training period expires. No refund of course fees will be given and the student will be required to pay any outstanding course fees.

ICCC reserves the right to amend the current fee policy by giving 28 days written notice to enrolled students

On Site Course Requirements

1. Classroom tools and equipment are supplied however students may be required to purchase their own equipment as requested.
2. You need to bring a pen and paper to each session.

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.

Occupational 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 Occupational Health and Safety levels and obligations under the Federal and State rules and regulations of the NSW Occupational 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 Colleges harassment, victimisation and bullying policy report the situation to the International Child Care Colleges Office Manager.

Recognition of Prior Learning (RPL)

International Child Care College recognises equivalent statements of attainment and qualifications issued by Registered Training Organisations (RTO'S) Australia wide. RPL/RCC is available for all subjects and units of competency on International Child Care College's scope of registration.

Training Qualifications

International Child Care College only employs industry qualified trainers and assessors according to the requirements of the AQTF standards.

IMPORTANT INFORMATION (Please read our Student Information Handbook at www.childcarecollege.com.au)

I have read and I understand the terms and conditions of my enrolment. I acknowledge and agree with the terms and conditions with specific reference to ICCC enrolment and selection, course fees, payments and refunds, course requirements, privacy, complaints and grievances, occupational health and safety, access and equity, harassment, victimisation and bullying policies and procedures.

SIGNATURE _____ **COURSE COST:** _____ **DATE** ___/___/_____