



Short Course Application Booklet

Acknowledgements

This Enrolment Application Booklet is part of a Set of Materials produced by

Rowe Training & Consulting

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IT IS NECESSARY TO READ THE STUDENT HANDBOOK <http://www.rowetraining.com.au/studying-us/download-student-handbook-enrolment-forms> WHICH STATES ALL COURSE DETAILS, TERMS, CONDITIONS, FEES AND CHARGES PRIOR TO COMPLETING THE ENROLMENT FORM

Privacy Notice

Under the *Data Provision Requirements 2012*, Rowe Training and Consulting is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Rowe Training and Consulting for statistical, administrative, regulatory and research purposes. Rowe Training and Consulting may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Instructions: Complete all sections by filling in the allocated boxes. Save the document, print a copy and/or email to our office

info@rowetraining.com.au

Information requested on this form is for national data base and tracking purposes and assists in ongoing qualification issuance as required

1. **SELECT COURSE**

Introduction to working in children's services

Introduction to leadership and management in children's services

2. **PERSONAL DETAILS** * Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI see Question 14. for the link to the Website to apply for your USI.

TITLE:	Mr	Mrs	Miss	Ms	Dr	Other
FAMILY NAME:						
GIVEN NAME/S:						
Gender:	Male	Female	Other	Date of Birth:		

3. **RESIDENTIAL ADDRESS**

POSTAL ADDRESS

Street Address (Building Name, Unit No/Street No and Street Name)	PO Box Number or Street Address (Unit No/Street No and Street Name)

4. **CONTACT DETAILS**

Home Telephone No.
Mobile No.
Email Address:

Emergency contact Name:	
Emergency contact Number:	Relationship:

5. **LANGUAGE AND CULTURAL DIVERSITY**

In which country were you born? AUSTRALIA

OTHER – please specify Country of Birth:

Are you an Australian Citizen? YES

NO – If not please provide details and a copy of your Permanent Residency or a Visa

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

NO YES – PLEASE SPECIFY

If yes, how well do you speak English? Very Well Well Not Well Not at all

Are you of Aboriginal and/or Torres Strait Islander Origin? NO

- YES, ABORIGINAL YES, TORRES STRAIT ISLANDER
 YES, BOTH ABORIGINAL AND TORRES STRAIT ISLANDER

6. **DISABILITY AND SPECIAL CONSIDERATION**

Do you consider yourself to have a disability impairment or long-term condition? No Yes

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (you may indicate more than one area)

- Hearing/deaf Physical
 Intellectual Learning
 Mental Illness Acquired brain impairment
 Vision Medical condition
 Other Please provide details:

7. **SCHOOLING**

What is your highest COMPLETED school level?

- Year 12 or equivalent Year 11 or equivalent
 Year 10 or equivalent Year 9 or equivalent
 Year 8 or below Never attended school

In which year did you complete that school level?

(If you are currently enrolled in secondary education, the highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking.)

Are you still enrolled in secondary or senior secondary education? YES NO

8. **PREVIOUS QUALIFICATIONS ACHIEVED**

Have you SUCCESSFULLY completed any of the qualifications listed?

- Bachelor degree or higher degree Certificate III (or trade certificate)
 Advanced diploma or associate degree Certificate II
 Diploma (or associate diploma) Certificate I
 Certificate IV (or advanced certificate/technician)
 Other education (including certificate or overseas qualifications)

Please provide details of qualification and where qualification was received:

9. **SKILLS RECOGNITION**

Do you wish to apply for RPL or skills recognition YES NO

If you answered YES, attach supporting documentation. Our training manager will contact you with further information.

10. **STUDY REASON**

Of the following categories select one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship? Please choose one option

- To get a job
- To start my own business
- To get a better job or promotion
- I wanted extra skills for my job
- For personal interest or self-development
- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- Other reasons

11. EMPLOYMENT BACKGROUND

Of the following categories, which BEST describes your current employment status?

Please choose one option:

- Full-time employee
- Self-employed - not employing others
- Casual employee
- Unemployed - unpaid worker in a family business
- Unemployed - seeking part-time work
- Part-time employee
- Self-employed - employing others
- Unemployed - seeking full-time work
- Unemployed - not seeking employment

12. UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, we Rowe Training and Consulting Pty Ltd, can be prevented from issuing you with a nationally recognised VET qualification or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

Enter your Unique Student Identifier (USI) if you already have one

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13. TERMS AND CONDITIONS

1. Enrolment into this course will be assessed on the information you have provided on this form. You will be notified by Administration on the status of your application once your eligibility has been assessed.
2. I have read the Student Information Handbook located at <http://www.rowetraining.com.au/studying-us/download-student-handbook-enrolment-forms>
3. I have read and signed the Rights and Obligations form located within this enrolment package
4. I understand that I may receive newsletters via email which I may opt out of at any time
6. I understand that any absences from class are to be notified to Administration at info@rowetraining.com.au or on (08) 8927 5950 or 0407 560 749

14. DECLARATION

I understand that the information I have supplied on this form is, to the best of my knowledge and understanding, complete and correct. I understand that providing false, incomplete or misleading information may lead to the refusal of my application or cancellation of my enrolment at any time. I give permission to obtain official records from any educational institutions attended by me. I also authorise Rowe Training and Consulting to supply any relevant official records to education institutions to which I am seeking admission and to government bodies/institutions. I understand that RT&C will not disclose information provided by me on this form to third parties, without my written consent, except to other educational institutions, to government bodies, as required or authorised by law or in accordance with RT&C's Privacy Policy and USI Privacy Statement, which are available at <http://www.rowetraining.com.au/studying-us/policies-and-downloads> I give RT&C permission to view and/or update my USI account for the duration of my course. By signing this form, I confirm that I supplied all the relevant information required; I have read and understood that declaration above; and I accept the terms and conditions of this application.

Student Signature:

Date:

Adult Photograph Permission

Rowe Training & Consulting request for your permission to film and photograph you; use supplied existing films or photographs of you or prints your work/illustrations in our publications and website.

Please fill out the permission slip below if you agree to grant Rowe Training & Consulting permission to use film and photographs of you or illustrations produced by you. Non-Return of this form will be taken as a refusal to grant permission and any film or photos of you taken during a photographic or filming session must therefore be discarded.

Thank you for your assistance.

Sincerely,

Rowe Training & Consulting



Rowe Training & Consulting

Permission for use of photographs or film

Please circle: I hereby **give permission** / **do NOT give permission** for film/s or photograph/s of myself to be used in Rowe Training & Consulting's publications/website. I understand that I can withdraw this permission at any time, but it must be sent in writing to the Administration Manager at Rowe Training and Consulting.

Name:

Date:

Address:

State:

Post Code:

Telephone:

Mobile:

Signature:

Rights and Obligations

Student Agreement

The following terms and conditions constitute the agreement between you (the undersigned) and P & D Rowe Pty Ltd, trading as Rowe Training & Consulting ("RTC") for the provision of your course ("Agreement")

Accepting this Agreement

1. You will have accepted this Agreement by signing at the end of this form.
2. The date you sign this Agreement is the Agreement date
3. A copy of this Agreement is provided to you in your Confirmation of Enrolment
4. If you are not an Australian Citizen you will provide RTC with a copy of your Permanent Residency or Visa along with this Enrolment Form.

Your Obligations

5. By accepting this Agreement, you:
 - a. have read and agree to comply with the RTC Student Policies and Procedures and Student Information Handbook as published on the RTC website (see <http://www.rowetraining.com.au/studying-us/policies-and-downloads>); and
 - b. confirm that you fulfil all entry requirements and have the required equipment, as specified on the RTC website, for the course in which you are enrolling; and
 - c. confirm that all information provided to RTC at the time of enrolment was accurate and complete, including anything that may impact on your ability to complete the course (such as a disability); and
 - d. Agree to pay all requisite fees associated with your course plus GST, if applicable ("Course Fee"); and
 - e. Acknowledge and accept the Schedule of Administrative Fees as published on the RTC website (see <http://www.rowetraining.com.au/studying-us/policies-and-downloads>).
6. You acknowledge and aware that:
 - a. depending on your particular course, you may need to provide your own equipment or undertake other studies or certifications in addition to the course materials at your own expense (as advised on the RTC website); and
 - b. *additional or supplementary learning materials may only be available through the online learning system* ("Diaro")
 - c. you will require access to a computer, in accordance with the specifications listed as "Computer Requirements" on the RTC website and internet access for the duration of the course; and
 - d. you may be required to acquire additional computing equipment or software as reasonably required for the course or RTC, from time to time.
7. You acknowledge that the Course Fee does not include:
 - a. Postage of any assessments or other materials by you to RTC; or
 - b. Any materials that are listed as "Computer Requirements" or "Additional Requirements" for your course on the RTC website; or
 - c. Travel or other personal costs (such as uniforms) associated with undertaking a work placement or workplace assessments.
8. It is your responsibility to inform RTC in writing within seven (7) days of any corrections or changes to your personal details, including name, residential or postal address, email address, phone numbers, payment options and banking details.
9. It is your responsibility to retain a copy of all assessments submitted to RTC for the duration of your course.
10. You must maintain a current email address for the duration of your course and you acknowledge that RTC will officially communicate with you via email and through Diaro.
11. Legislation and regulations which will affect my studies and/or employment within Early Childhood Profession and within the Training Area such as Traineeships/Apprenticeships as found on <http://www.nt.gov.au> and <http://www.australianapprenticeshipsnt.com.au/>

Rowe Training & Consulting's Obligations

12. Under this Agreement, RTC agrees to:

- a. supply you with course materials for the first study period of your course;
 - b. provide you with access to Diaro;
 - c. provide you with access to learning and administrative support; and
 - d. grade your assessments;
- Until the expiry of your course.
13. RTC will provide you with course materials, assessments and support for subsequent study periods of your course as you:
- a. Successfully complete a prior study period; and
 - b. Pay all requisite Course Fees
- Until the completion or expiry of your course.
14. RTC will provide feedback and grades for your assessments through Diaro. In accordance with the regulations governing RTC, assessments submitted by mail to RTC will not be returned to you.
15. On successful completion of all assessments and the full payment of the Course Fee, Rowe Training & Consulting will issue you appropriate certification for your course.
16. RTC may make changes to your course (including units, learning materials and assessments) and the RTC Student Policies and Procedures as reasonably required from time to time. RTC may also make reasonable changes to the Schedule of Administrative Fees.
17. Where there are any changes to agreed services, the RTO advises the learner as soon as practicable, including in relation to any new third-party arrangements or a change in ownership or changes to existing third party arrangements if applicable. Should the RTO cease operations, it will facilitate currently enrolled learners transfer to another RTO and issue learners with Certificates based on completed units of competency. The learner has consumer rights to obtain a refund for paid services that have not been provided. Each learner is entitled to exercise their right as a consumer in accordance with the Australian Consumer Law and the Australian Competition and Consumer Commission (ACCC). Visit the following sites for more information.

Australian Consumer Law - www.consumerlaw.gov.au

Australian Competition and Consumer Commission - www.accc.gov.au

Distance Learning

18. If you are completing this course through a Virtual Class as a form of distance learning:
- a. It is your responsibility to ensure you have the Computer hardware as in a tablet or laptop and appropriate software as outlined in the student handbook to participate in the course. A Mobile device such as Mobile phone may also be needed this is the responsibility of the student.
 - b. RTC will provide access to the online Learning Management System Diaro and the student is responsible for all communications. Students are responsible in keeping their Usernames and Passwords Private and also access information to the Virtual Classes.
 - c. RTC holds copyright to all materials on the LMS and sharing or copying any learning or assessment materials will bring legal action.
 - d. Sufficient internet data to stream online classes and upload/download assessments

Paying Your Course Fees

19. If you are paying your Course Fee by instalments, you must:
- a. Complete a Direct Debit Request Service Agreement; and
 - b. Pay all such instalments on or before the due date.
20. If you fail to pay any instalment by the due date, the total outstanding balance of the Course Fee will become immediately due and payable and you may also be required to pay any applicable administrative fees outlined in the Schedule of Administrative Fees.
21. If you fail to pay any part of the Course Fee by the due date, RTC reserves the right to:
- a. withhold provision of course materials;
 - b. restrict access to Diaro;
 - c. withhold grading of assessments; and
 - d. notify relevant credit agencies of your default.

Course Duration and Extensions

22. The maximum duration of your course is specified on the RTC website. In the event that you do not complete the course within the maximum duration, your enrolment expires without refund.
23. If you wish to extend your Course beyond the course expiry date, you must;
 - a. Have paid all Course Fees; and
 - b. Submit a Course Extension Request Form to RTC prior to the expiry date; and
 - c. Pay an additional fee as outlined in the Schedule of Administrative Fees.
24. A maximum of up to six (6) months may be granted. Please note extensions are subject to availability and RTC reserves the right to refuse an extension at its absolute discretion.

Cancellation and Refunds

25. If you wish to terminate your studies before the completion of your course, you must notify RTC in writing, a Cancellation request. Please refer to the Refund Policy on <http://www.rowetraining.com.au/studying-us/policies-and-downloads>
26. If you fail to notify RTC of your Cancellation Request within the Refund Period, you will be liable to pay the Course Fee to RTC in full.

Course Deferral

27. If you suffer from a medical condition that directly impacts on your ability to undertake your studies, you may submit a written request for Course Deferral. Your enrolment may be suspended for a period of no more than three months, thereby extending the maximum duration of your course
28. No refund of Course Fees will apply to a course deferral and you will still be liable for all payments due under this Agreement.

Other terms

29. The course material that RTC provides to you shall become your property. However, the content of the course materials, including copyright and all other such intellectual property rights contained therein, remain the property of RTC or a nominated third party. You may not reproduce any part of the course materials or assessments without the prior *written consent* of RTC.
30. If you are under 18 years of age, your parent or guardian must sign this Agreement and sign the Parent or Guardian Declaration on the Enrolment Form. Under this Agreement, the parent or guardian is responsible for payment of the Course Fee.
31. This agreement is governed by the laws of Northern Territory.
32. By accepting this Agreement:
 33. a. You are warranting that you are not legally bankrupt; and
 - b. You are giving your consent to RTC undertaking a credit check on you

Name of Student:

Name of Witness:

Signature:

Signature:

Date:

Date: