



Enrolment Application Booklet

For

CHC50113 Diploma of Early Childhood Education
and Care

Acknowledgements

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

Rowe Training & Consulting

RTO CODE: 70054

Email: info@rowetraining.com.au

Website: www.rowetraining.com.au

Telephone: (08) 8927 5950

Mobile: 0407 560 749

PO Box 43159

Casuarina NT 0811

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

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Rowe Training & Consulting to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

email: info@rowetraining.com.au

phone: 08 89275950

5. 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)

- | | |
|--|--|
| <input type="checkbox"/> Hearing/deaf | <input type="checkbox"/> Physical |
| <input type="checkbox"/> Intellectual | <input type="checkbox"/> Learning |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Acquired brain impairment |
| <input type="checkbox"/> Vision | <input type="checkbox"/> Medical condition |
| <input type="checkbox"/> Other Please provide details: | |

6. SCHOOLING

What is your highest COMPLETED school level?

- | | |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 11 or equivalent |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> Year 9 or equivalent |
| <input type="checkbox"/> Year 8 or below | <input type="checkbox"/> 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

7. PREVIOUS QUALIFICATIONS ACHIEVED

Have you SUCCESSFULLY completed any of the qualifications listed?

- | | |
|---|---|
| <input type="checkbox"/> Bachelor degree or higher degree | <input type="checkbox"/> Certificate III (or trade certificate) |
| <input type="checkbox"/> Advanced diploma or associate degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or associate diploma) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or advanced certificate/technician) | |
| <input type="checkbox"/> Other education (including certificate or overseas qualifications) | |

Please provide details of qualification and where qualification was received:

8. 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.

9. 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

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

10. 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

11. COURSE DETAILS

CHC50113 Diploma of Early Childhood Education and Care				
Please circle funding option:	Traineeship	Fee For Service	Employer Funded	Other
Signed: _____ Date: _____				

12. ADMINISTRATION FEE

<p>I, _____ agree to pay the Administration Fee of \$440 (incl GST) and understand the <i>Fees, Charges and Refund Policy</i> regarding the non - refundable Administration Fee.</p> <p>Signed: _____ Date: _____</p>
--

13. EMPLOYMENT DETAILS – CHILD CARE SERVICE

Service Name:	
Director of Service:	Contact Number:
Street Address:	
Town/Suburb:	Postcode:

14. 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

--	--	--	--	--	--	--	--	--	--

15. 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
5. I understand as part of this course I am required to undertake practical assessments within a regulated education and care service and I am required to work/volunteer a minimum of 120 hours, 30 hours of this to be with babies and toddlers (birth to 24 months) in a regulated education and care service.
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

16. 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:

Parent/Guardian Signature:

Date:

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. You will undertake practical assessments within a regulated education and care service and arrange to work/volunteer a **minimum of 120 hours in a regulated education and care service.**
5. 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

6. 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>).
7. 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 ("EDUongo")*
 - 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.
8. 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.
9. 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.
10. It is your responsibility to retain a copy of all assessments submitted to RTC for the duration of your course.
11. 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 EDUongo.
12. 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

13. 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 EDUongo;
 - c. provide you with access to learning and administrative support; and
 - d. grade your assessments;

Until the expiry of your course.
14. 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.
15. RTC will provide feedback and grades for your assessments through EDUongo. In accordance with the regulations governing RTC, assessments submitted by mail to RTC will not be returned to you.
16. 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.
17. 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.
18. 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

Work Place Assessments

19. If your course contains a mandatory workplace assessment:
 - a. It is your responsibility to find an appropriate workplace to undertake the workplace assessment component of your course;
 - b. RTC will assess the suitability of any such workplace you have identified;
 - c. You may be required to undertake workplace assessments at more than one workplace, depending on the nature of the workplace and the assessment requirements;
 - d. You may be required to travel to an appropriate workplace if you are unable to locate an appropriate workplace within your local area;
 - e. RTC may assess your workplace assessments in a range of ways, which may include: completion of a logbook; telephone interviews with you and your supervisor; and completion of a workplace assessment portfolio.
 - f. In some cases, RTC will undertake workplace assessments at your identified and approved workplace. In such cases, RTC must be notified in writing fourteen (14) days in advance if you are unable to attend your workplace on the agreed date of assessment. Failure to attend or cancellation within 14 days may result in an administrative fee as outlined in the Schedule of Administrative Fees; and
 - g. You must complete all mandatory workplace assessments within the maximum duration of your course.

Paying Your Course Fees

20. In paying your Course Fee you agree:
 - a. to pay the full course fee
 - a. to complete a Direct Debit Request Service Agreement and Rowe Training Payment Plan Agreement
 - b. to pay all such instalments on the due date.
21. If payment is declined, it will be automatically re-debited 3 days from the original debit date. Failure to have available funds will incur additional Fee.
22. Statement of Attainments will only be issued after the full course fee has been paid.
23. 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;
- d. withhold issuing of certificates
- e. forward outstanding liability to debt recovery agencies

Course Duration and Extensions

24. 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.
25. 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.
26. 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

27. 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>
28. 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

29. 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
30. 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

31. 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.
32. 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.
33. This agreement is governed by the laws of Northern Territory.
34. By accepting this Agreement:
 - 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:

Name of Parent or Guardian:

(if student is under 18 years of age)

Signature:

Date: