

Do you have a USI Number: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide your 10-digit USI number? If No, do you give permission for Amazing Education and Training to create a USI? Yes <input type="checkbox"/> No <input type="checkbox"/>										
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I wish to enrol in: (please tick one)	<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care
	<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care
	<input type="checkbox"/> HLTAID004 Provide an emergency first aid response in an education and care setting
	<input type="checkbox"/> HLTAID003 Provide first aid
	<input type="checkbox"/> HLTAID001 Provide cardiopulmonary resuscitation

Funding Type:	<input type="checkbox"/> Certificate 3 Guarantee (CHC30113 only)
	<input type="checkbox"/> Higher Level Skills (CHC50113 only)
	<input type="checkbox"/> Higher Level Skills Bridging Program (CHC50113 only)
	<input type="checkbox"/> User Choice (CHC30113 trainees & CHC50113 apprentices only)
	<input type="checkbox"/> Fee for service

Predominate Delivery Mode:	<input type="checkbox"/> Workplace training (employment based on-the-job)
	<input type="checkbox"/> Workplace based training (vocational placement at student placement service)
	<input type="checkbox"/> Classroom (face to face training)
	<input type="checkbox"/> Combination (mix of workplace, classroom and external delivery)

Start Date (date first unit trained and delivered)		End Date (As per last unit on training plan)	
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Do you hold a Health Care Card / Concession Card?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please submit a copy of both sides)
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PERSONAL DETAILS:		
Title:	Given Name/s:	Family Name:
<input type="checkbox"/> Male	<input type="checkbox"/> Female	D.O. B
Residential address:		
Suburb:	State:	Post Code:
Postal Address (if different from above):		
Suburb:	State:	Post Code:
Mobile:		
Email:		

NEXT OF KIN		
Name:		
Residential address:		
Suburb:	State:	Post Code:

Mobile:
Email:

EMPLOYMENT	
Workplace Name	
Supervisor Name	
Address	
Phone number	
Email	

SCHOOLING																					
What is your highest <u>COMPLETED</u> school level?																					
<input type="checkbox"/> Yr.12 <input type="checkbox"/> Yr. 11 <input type="checkbox"/> Yr. 10 <input type="checkbox"/> Yr. 9 <input type="checkbox"/> Yr. 8 <input type="checkbox"/> Never attended																					
In which <u>YEAR</u> , did you complete that school level?																					
Are you still attending secondary school? <input type="checkbox"/> No <input type="checkbox"/> Yes Current year level? _____																					
If you are still in school, what is the name of your school?																					
LUI Number:	<table border="1"> <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><td></td><td></td><td></td><td></td> </tr> </table>																				
Host Service:																					

PREVIOUS QUALIFICATIONS ACHIEVED	
Have you SUCCESSFULLY completed any of the following qualifications? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, then please tick any/all of the applicable boxes.	
<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"/> Certificates other than the above
If you have certificates other than those listed above, please name these:	

DISABILITY		
Do you consider yourself to have a disability, impairment or long-term condition? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, then please indicate the areas of disability, impairment or long-term condition (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:

LANGUAGE and CULTURAL DIVERSITY	
What country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other: (please specify):
Do you speak a language other than English at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify):
How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
If you are currently in Australia on a visa, what is the subclass (number) of the visa? **Please attach a copy	

SUPPORT SERVICES
Do you require an alternative-methods of training and assessment? <input type="checkbox"/> Yes <input type="checkbox"/> No
What support services are required? (N/A if not applicable)
** Complete a Student Support Plan

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

WHERE DID YOU HEAR ABOUT US?	
<input type="checkbox"/> Social media	<input type="checkbox"/> Website
<input type="checkbox"/> Recommendation from a colleague or friend	<input type="checkbox"/> Workplace
<input type="checkbox"/> Other (please list):	

IDENTIFICATION	
Please provide a colour copy (front and back) of one of the following: <i>(note: further documentation may be required depending on your application)</i>	
<input type="checkbox"/> Drivers license (or over 18's card)	<input type="checkbox"/> Passport

AGREEMENT:

Read the following information regarding this agreement and ask any questions you may have before signing the declaration.

Privacy Statement

Amazing Education and Training respects your need for privacy and understands that any personal information you provide including personal identifiers such as name, address, date of birth, email address, supporting evidence etc., is to remain confidential and will only be used in ways we have described to you. This information you provide will be held securely, and when there is no longer any legitimate purpose in retaining such information it will be disposed of appropriately. Finally, Amazing Education and Training is committed to protecting and managing any information or concern you wish to share with us through the duration of your course, in a proper and confidential manner.

Data Provisions Requirements 2012

Under the *Data Provision Requirements 2012*, Amazing Education Pty Ltd 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 and your training activity data) may be used or disclosed by Amazing Education Pty Ltd for statistical, regulatory and research purposes. Amazing Education Pty Ltd may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
 - Employer – if you are enrolled in training paid by your employer;
 - Commonwealth and State or Territory government departments and authorised agencies;
 - NCVER;
 - Organisations conducting student surveys; and
 - Researchers
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - facilitating statistics and research relating to education, including surveys;
 - 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 an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Employment Survey

At the end of your training or if you should withdraw or discontinue your training, you may be required to complete a mandatory employment survey (Vet Investment programs only). In accordance with the Pre-qualified Supplier Policy 2018-2019 for Queensland VET Investment programs, pre-qualified suppliers (PQS) must ensure students complete the following student training and employment survey within three months of completing or discontinuing training.

Support Services

Amazing Education and Training and the applicant can make appropriate provision for accommodating the applicant's support needs, where possible. The college recognises that it may not have the internal knowledge, resources or expertise to identify the supports needed for a defined learning need and certain other issues that students may disclose such as mental health issues.

Where applicants disclose such issues, and needs the college will support them through referral of relevant professional's external to the college to identify and support where required. Any cost associated with such consultants with external professionals would be covered by the student. A support plan will be developed in this case.

Reasonable Adjustments

If reasonable adjustments are required by the college to support the students learning and assessment, this will be negotiated as they can be very individual. Amazing Education and Training will ensure that these requirements are met where possible, provided this does not cause unjustifiable hardship on the RTO. If the student cannot meet the inherent requirements, even with reasonable adjustments, then they cannot complete the course.

Enrolment Application Form and Language, Literacy and Numeracy		Version no: 2.3	
Issue date: March 2018	Date Reviewed: April 2019	Provider No. 41123	Page 1 of 11

Student Declaration:

1. I understand and will abide by the policies and procedures contained in the Student Handbook. The Student Handbook has been issued to me and I understand that the most up to date copy of the handbook can be found on the website: www.amazing@edu.au)
2. All required course information that has been provided to me. I have sought clarification if unsure about any detail in the student handbook or my course and any part of the enrolment process.
3. I understand that I must have a suitability **blue card** before commencing in my course.
4. I understand that if I am using the Amazing Education and Training computers or electronic devices, I will only use them for course work purposes only. I will not use them for personal use.
5. I understand that if I am provided with a uniform, I will keep it in a clean and professional manner at all times. I am aware that if it is lost or damaged in any way, that it is my responsibility to replace the uniform at my own expense.
6. I understand that under no circumstances am I to take photographic images or videos of children whom I encounter while on vocational placement in an early childhood education and care service unless written approval from that service has been obtained.
7. I understand and have been explained about the complaints and appeals process as outlined in the Student Handbook
8. I understand and have been explained about the refund policy that applies to my enrolment as outlined in the Student Handbook
9. I understand and have been explained about the fee requirements for my course
10. I understand and have been explained about the Amazing Education and Training privacy statement, and the Data Provisions Requirements 2012.
11. I understand that where reasonable adjustments are required to support learning needs, that any costs associated with consultants or external professionals need to be covered by myself. Amazing Education and Training will ensure that these requirements are met where possible, provided this does not cause unjustifiable hardship on the RTO. If I cannot meet the inherent requirements, even with reasonable adjustments, then I understand that I cannot complete the course.
12. I understand that if I am enrolled in a Vet Investment program (Certificate 3 Guarantee or Higher-Level Skills), I am required to take a mandatory survey at the completion of my course to be given the Department of Employment, Small Business and Training for reporting purposes.
13. I give Amazing Education and Training consent to retain and use the information I have provided in this enrolment form including the supporting evidence, and any subsequent information collected on my behalf while completing my course for the following reasons including, student administration purposes, workplace compliance, legal governance requirements and for an audit process by government officials if requested.
14. I give permission to Amazing Education and Training to seek verification of qualifications or transcripts provided by me for the purpose of RPL or Credit Transfer with the issuing Registered Training Organisation.
15. I give permission for Amazing Education and Training to communicate with my employer or vocational placement supervisor about my training and assessment in my enrolled course.
16. I understand that I need to maintain course progress at all times. Failure to adhere to progression requirements may mean that my enrolment will be cancelled.

I _____ (student's name) certify that the information on this enrolment form is correct and that I understand and agree to the terms of this document.

Student Name:			
Signature:		Date:	
If the student is under 18 years of age, a parent or guardian is to sign and date below:			
Parent/Guardian Name:			
Signature:		Date:	

Marketing & Advertising Material Permission:

I permit Amazing Education and Training to take photographs and videos of me while participating in classroom training sessions and on vocational placement for compiling a learning and development film. In addition, I release any claim I may have to any videos or photographs under copyright, statute, or common law and surrender such claim to Amazing Education and Training Pty Ltd. I agree for Amazing Education and Training to use the photographs or videos in social media, brochures/flyers and for its website and any promotional activity.

Permission:	<input type="checkbox"/> Yes, I give permission for Amazing Education and Training to use videos or photos for social media, brochures/flyers, website and promotion activity		
	<input type="checkbox"/> No, I do not give permission		
Student Name:			
Signature:		Date:	
If the student is under 18 years of age, a parent or guardian is to sign and date below:			
Parent/Guardian Name:			
Signature:		Date:	

ENROLMENT FORM LANGUAGE AND LITERACY ASSESSMENT

Student Name: _____

Date: _____

Please answer the following questions in your own words

Course name: _____

Why did you choose this course?

What benefits do you feel you will gain when you complete your course?

Self-Assessment

Communication, Speaking and Listening

Tick the box which best describes you.

- Sometimes I need assistance or I don't understand what is being said
- Usually I have no problems with speaking or listening
- I can speak and understand very well

Reading

- Sometimes I do not read very well or need assistance
- Usually I have no problem reading
- I can read very well

Writing

- Sometimes I do not know how to write or need assistance
- Usually I have no problems writing
- I can write very well

Maths

- Sometimes I do not understand maths or need assistance
- Usually I do not have a problem with maths
- I understand maths very well

Language and Literacy Assessment

This assessment has been designed to help you and your trainers at Amazing Education and Training determine the level of support you may require throughout your studies.

Completing this assessment will also help you get used to some of the processes and terminology that you will encounter during your course.

This assessment tool **DOES NOT form** part of your competency towards your qualification.

The assessment is divided into two sections comprising of:

- Literacy and language skills
- Numeracy skills

Diploma level students (or above) need to complete all sections (i.e. from Certificate III to Diploma sections)

INSTRUCTIONS

Work your way through the questions at your own pace. **DO NOT USE** mobile phones or calculator.

After completing the assessment please return it to your trainer.

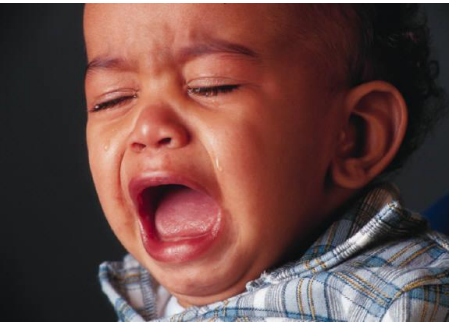


GOOD LUCK ☺

Section 1: Literacy & Language skills

Complete the sentences below by circling the correct answer.

1. I'm going away this weekend on a holiday to **(Sidney/Sydney)**
2. Sarah thought that she was **(going/goeing)** to the beach with her family but they went to the movies instead
3. Luke is **(celling/selling)** his sailing boat for \$2000.00
4. The Smith family is planning a **(familie/family)** holiday to **(Greek/Greece)** for the Christmas break.
5. I can't find a matching **(pair/pear)** of **(sox/socks)**
6. Matt is going to **(see/sea)** a band on Thursday **(nite/night)**

Choose one of the pictures below, circle it, and write as much as you can about it. Use full stops, capital letters and appropriate punctuation.

		
A	B	C

(Total Score: 6 points)

Complete the following questions using the information found in the following paragraph:

Claire wants to book her daughter into childcare three days a week, Monday Wednesday and Friday. The opposite week she wants Tuesday and Friday. Also, in that week she wants her son to attend along with her daughter. Her daughter is 4 and her son is 18months old. Fees for toddlers = \$105.00/day and Kindergarten = \$115.00/day.

How many days' total does Claire want both of her children to be attending childcare over the two weeks?

Will the daughter and the son be in the same room at the childcare facility?

How old are both of her children?

What will her fortnightly fees be?

Complete these sentences by using some of the following words?

When I _____ to work I make sure that my appearance is always neat and tidy.

- a) Stay
- b) Leave
- c) Go
- d) Present

When assisting families, I _____ make sure that I smile and I am polite.

- a) Sometimes
- b) Always
- c) Once in a while
- d) Daily

Today I set my alarm for work as I _____ sleep in.

- a) Often
- b) Can
- c) Don't
- d) Need

Section 2 – Numeracy Skills (no phone/calculator)

Please use the space provided beside the answers for calculations.

1. $\$3.50 + \$4.50 = \$$ _____
2. $25 \times 15 =$ _____
3. $315 + 914 =$ _____
4. $723 - 123 =$ _____
5. $10\% \text{ of } \$680.00 =$ _____
6. $561 + 164 =$ _____

1. What time does the clock read?

- a) 8:45
- b) 9:45
- c) 9:15
- d) 8:15



2. What is 8:00pm in 24-hour time?

- a) 19:00 hours
- b) 20:00 hours
- c) 17:00 hours
- d) 15:00 hours

3. You have 8 babies in the baby room at your childcare facility, each baby needs their nappy change 6 times a day. Nappies come in 48 packs. How many packs would you need for the week? (week is 5 days)

CERTIFICATE III - COMPLETED !!!!! 😊

DIPLOMA STUDENTS ONLY TO COMPLETE

Section 3 - Literacy & Language skills

Circle the spelling errors in the following sentences:

1. The trainer took derections from the supervisor
2. Their were three students in the class
3. Competent staff are runing the business
4. Where did the clients here about our new merchandise from?

Now spell the incorrect words from the sentences above correctly in the spaces provided below:

1. _____
2. _____
3. _____
4. _____

Section 4 - Numeracy Skills (no phone or calculator)

1. $210 \div 42 =$ _____
2. $4 + (6 \times 3) =$ _____
3. 25% of \$120.00 = _____
4. $42 \times 8 =$ _____

COMPLETED!!!! ☺

Office Use Only: Diploma students to complete all sections i.e. Certificate III and Diploma				
Certificate III	Section 1 Literacy and Language Score	/ 19	Section 2 Numeracy Score	/ 9
Diploma	Section 3 Literacy and Language Score	/ 4	Section 4 Numeracy Score	/ 5
Score: Cert III / 28		Diploma: / 37		
TOTAL SCORE:				
Additional Support Required?				
Are there any additional support requirements identified? <input type="checkbox"/> Yes* <input type="checkbox"/> No				
<i>*Complete a Support Plan</i>				