

ENROLMENT FORM

TO BE COMPLETED WITH HANDWRITING USING BLUE OR BLACK PEN OR TYPING WITH YOUR SIGNATURE.



Instructions: Complete all sections by filling in the allocated boxes.

1. **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: Please circle option:	Mr	Mrs	Miss	Ms	Other
FIRST NAME:					
MIDDLE NAME:					
LAST NAME/S:					
Gender:	Male	Female	Other	Date of Birth:	
Are you known by any previous name?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please provide document of the name changed: _____		

2. **RESIDENTIAL ADDRESS POSTAL ADDRESS**

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

3. **CONTACT DETAILS**

Home Telephone No.	Email Address:
Mobile No.	
Emergency contact Name:	Relationship:
Emergency contact Number:	

4. **LANGUAGE AND CULTURAL DIVERSITY**

In which country where you born? <input type="checkbox"/> AUSTRALIA <input type="checkbox"/> OTHER – please specify Country of Birth:
Are you an Australian Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO – If not please provide details and a copy of your Permanent Residency
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often) <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 and/or Torres Strait Islander Origin? <input type="checkbox"/> NO <input type="checkbox"/> YES, ABORIGINAL <input type="checkbox"/> YES, TORRES STRAIT ISLANDER <input type="checkbox"/> YES, BOTH ABORIGINAL AND TORRES STRAIT ISLANDER

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)

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

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6. 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

In which year did you complete that school level? _____

7. PREVIOUS QUALIFICATIONS ACHIEVED/CURRENTLY ENROLLED

Have you SUCCESSFULLY completed/PARTIALLY completed/ or currently enrolled in any of the qualifications in **Australia** listed? **Yes / No**

- | | |
|---|---|
| <input type="checkbox"/> Bachelor degree or higher degree | <input type="checkbox"/> Advanced diploma or associate degree |
| <input type="checkbox"/> Diploma (or associate diploma) | <input type="checkbox"/> Certificate IV (or advanced certificate/technician) |
| <input type="checkbox"/> Certificate III (or trade certificate) | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Certificate I | <input type="checkbox"/> Other education (including certificate or overseas qualification not listed above) |

Are you currently enrolled? Yes/No

Please provide details (full name) of qualification and where qualification was received (Country):

8. SKILLS RECOGNITION

Do you wish to apply for RPL or skills recognition?

(Only for participants who has industry prior knowledge and skills)

- YES NO

If you answered YES, 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. 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 |

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10. EMPLOYMENT BACKGROUND

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

Please choose one option:

- | | |
|--|--|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Part-time employee |
| <input type="checkbox"/> Self-employed – not employing others | <input type="checkbox"/> Self-employed – employing others |
| <input type="checkbox"/> Employed – unpaid worker in a family business | <input type="checkbox"/> Unemployed – seeking full-time work |
| <input type="checkbox"/> Unemployed – seeking part-time work | <input type="checkbox"/> Not employed – not seeking employment |

11. COURSE DETAILS

CHC30121 Certificate III in Early Childhood Education and Care		
Please circle funding option:	Certificate 3 Guarantee	Fee for Service
Signed:		Date:
CHC50121 Diploma of Early Childhood Education and Care		
Please circle funding option:	Higher Level Skills	Fee for Service
Signed:		Date:

12. CONTRIBUTION FEE

(Government Funded Students only)

I (full name), _____ agree to pay the Contribution Fee outlined in the Course information Guide, and understand the *Fees, Charges and Refund Policy* regarding the Contribution Fee

Signed:

13. ADMINISTRATION FEE

(FEE FOR SERVICE students only)

I (full name), _____ agree to pay the Administration Fee outlined in the Course information Guide, and understand the *Fees, Charges and Refund Policy* regarding the Administration Fee

Signed:

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14. 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 Unique Student Identifier

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15. TERMS AND CONDITIONS INCLUDING MANDATORY WORK PLACEMENT

1. I have read the Student Information Handbook and Course Information Guide published on the website: www.riseeducation.edu.au .
2. 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 160 hours – CHC30121-Certificate III in Early Childhood Education and Care (At least 80 hours of this to be with babies and toddlers (birth to 24 months are recommended)), and a minimum of 280 hours – CHC50121 Diploma of Early Education and Care, at least 140 hours of this to be with babies and toddlers (birth to 24 months) are recommended in a regulated education and care service.**

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 Rise Education and Training to supply any relevant official records to education institutions to which I am seeking admission and to government bodies/institutions.

I understand that Rise Education and Training 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 Rise Education and Training' Privacy Policy and USI Privacy Statement.

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 (under 18 years of age):

Date:

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Student 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. You will undertake practical assessments within a regulated education and care service and arrange to work/volunteer a **minimum of 160 hours – CHC30121-Certificate III in Early Childhood Education and Care, and a minimum of 280 hours CHC50121- Diploma of Early Education and Care, at least half hours of this to be recommended with babies and toddlers (birth to 24 months) in a regulated education and care service.**
4. If you are not an Australian Citizen, you will provide Rise Education and Training with a copy of your Permanent Residency evidence or most current visa letter with this Enrolment Form.

Your Obligations

5. By accepting this Agreement, you:
 - have read and agree to comply with the Student Handbook and Course Information Guide.
 - confirm that you fulfil all entry requirements.
 - confirm that all information provided to Rise Education and Training 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).
 - agree to pay all requisite fees associated with your course if applicable.
6. It is your responsibility to inform Rise Education and Training 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.
7. It is your responsibility to retain a copy of all assessments submitted to Rise Education and Training for the duration of your course.
8. You must maintain a current email address and phone number for the duration of your course, and you acknowledge that Rise Education and Training will sometimes communicate with you this way.

Rise Education and Training Obligations

9. Under this Agreement, Rise Education and Training agrees to:
 - supply you with course materials
 - provide you with access to learning and administrative support; and
 - grade your assessments.

Rise Education and Training will provide you with course materials, assessments and support of your course as you:

- Successfully complete the requirement of the course; and
- Pay all Fees outlined in the Course Information Guide.
- Rise Education and Training will provide feedback and grade your assessments

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- On successful completion of all assessments and the full payment of the Course Fee, Rise Education and Training will issue you appropriate certification for your course.
- Rise Education and Training may make changes to your course (including units, learning materials and assessments).

Paying Your Course Fees

If you are paying your Course Fee by instalments, you must:

- Complete an instalment payment plan, which will be approved by the CEO
- Pay all such instalments on or before the due date.

If you fail to pay any part of the Course Fee by the due date, Rise Education and Training reserves the right to

- withhold provision of course materials
- withhold grading of assessments and the study of your progress

Certificate 3 Guarantee and Higher-Level Skills Funding Eligibility

- I acknowledge I have access to the Certificate 3 Guarantee Fact Sheet https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf
- I acknowledge that I will no longer be eligible for a subsidised training place under the Certificate 3 Guarantee Program once I completed a Certificate level III Qualification.
- I acknowledge I have access to the Higher Level Skills Fact Sheet https://desbt.qld.gov.au/_data/assets/pdf_file/0026/7784/hls-student-factsheet.pdf
- I acknowledge that I will no longer be eligible for a subsidised training place under the Higher-Skills Level Program once I complete my Diploma Qualification.

Other Terms

- The course material that Rise Education and Training 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 Rise Education and Training. You may not reproduce any part of the course materials or assessments.
- 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 Pre-Enrolment Form. Under this Agreement, the parent or guardian is responsible for payment of the Course Fee.
- That you have read through the Student Handbook and the Course Information Guide and have understood the contents and if further explanations needed have had it explained to you by on of Rise Education and Trainings Administration Staff.
- I declare I have been provided access to the following Rise Education and Training Policies and Procedures and other important documents and have also been given a copy of the Rise Education and Training Student Handbook which outlines the RTO's Policies and Procedures. I also understand it is my responsibility to read, understand and contact Rise Education and Training Staff if I require clarification on any of the below:
 - Fees and Refund Policy and Procedure
 - Student Withdrawal, Deferment, Extension and Refund Policy and Procedure
 - Privacy Policy and Procedure
 - Complaints and Appeals Policy and Procedure
 - Student Plagiarism Cheating and Collusion Policy and Procedure
 - Student Declaration Student Code of Conduct Policy and Procedure
 - National Centre for Vocational Educational Research Privacy Notice <https://www.ncver.edu.au/research-and-statistics/national-student-outcomes-survey/sos-pages/privacy-notice>

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Name of Student: _____ **Name of Witness:** _____

Signature: _____ **Signature:** _____

Date: _____ **Date:** _____

Parent/Guardian Name:

(if student is under 18 years of age)

Signature Parent or Guardian:

Date:
