



# DISTANCE STUDENT ENROLMENT FORM

Please forward this form, fees payable and certified copies of any qualifications or transcripts from previous study to ECTARC Unit 2/210 Shellharbour Road, Warrarong NSW 2502 or fax to 02 4223 1160. A certified/verified copy of a driver's licence or passport must be sent with this enrolment form. **Previous qualifications, transcripts, marriage certificates and other official documentation must be certified and signed by a Justice of the Peace.** Please ensure that both sides of the form are completed. Telephone: 02 4223 1111 Email: info@ectarc.com.au

## HAVE YOU INCLUDED:

Certified/Verified copy of identification       Certified copy of previous qualification and transcripts

*(You must provide ECTARC with the ORIGINAL CERTIFIED COPY of previous qualifications and transcripts. Faxed or emailed certified copies of these documents are not sufficient).*

### PERSONAL DETAILS

Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>	Student Number: <i>(for office use only)</i>
First Name:	Surname:
Address:	
Suburb:	State:                      Postcode:
Date of Birth:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Telephone: (Home)	Fax:                      (Mobile)
Email:	
USI Number:	<input type="checkbox"/> Yes, I give permission for ECTARC to use my details to validate my USI
<input type="checkbox"/> I have not applied for a USI. I give ECTARC permission to apply for a USI on my behalf	

### EMPLOYMENT DETAILS - *Please complete if currently working in a regulated education and care service*

Name of Service: \_\_\_\_\_

Director's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

*Current employment status of person enrolling:*  Full-time     Part-time     Casual     Self-employed     Unemployed

<i>Ethnicity</i>	Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Disability</i>	Do you consider yourself to have a permanent and significant disability? If yes, please specify type:	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Australian Citizen?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No    If no, please specify:	Town of birth:
<i>Language</i>	Have you completed the Foundation Skills Questionnaire? <i>Please note: we ask all students to complete the questionnaire and return it to ECTARC with this enrolment form.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Schooling</i>	Highest completed school level: <input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 or lower	
<i>Qualifications</i>	Since leaving school have you completed any further qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please specify type and enclose a certified copy of your qualification and a list of subjects completed (transcript) with your enrolment form as you may receive credit for some subjects. Other:	<input type="checkbox"/> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Associate Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Degree or Post Graduate

### PRIVACY STATEMENT

The information requested in this form will be used by IACC/ECTARC for research, statistical information to the relevant government departments and internal management purposes only. In supplying the requested information, the participant is deemed to have consented to the use of the information for those purposes.

IACC/ECTARC agrees that the information will not be given or sold to any third party and will only be used for the above specified uses.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT ECTARC?**

- Other staff member or friend has studied/is studying with ECTARC
  Internet
  Facebook  
 Advertisement. Which magazine/newsletter? \_\_\_\_\_
  I have previously studied with ECTARC
  Other  
 ECTARC workshop or webinar
  Visited an ECTARC stand at a conference

**ENROLMENT, FEES PAYABLE & PAYMENT OPTIONS (Please refer to the ECTARC fee schedule for full qualification costs)**

Course you wish to enrol in (please tick):	MINIMUM PAYMENT DUE ON ENROLMENT
<b>EARLY CHILDHOOD EDUCATION AND CARE QUALIFICATIONS</b>	
<input type="checkbox"/> CHC30113 Certificate III in Early Childhood Education and Care	\$195.00 Enrolment Fee + \$175.00 (first unit)
<input type="checkbox"/> CHC50113 Diploma of Early Childhood Education and Care	\$195.00 Enrolment Fee + \$175.00 (first unit)
PLEASE NOTE: ECTARC students enrolling in another ECTARC qualification are only required to pay a \$50.00 re-enrolment fee.	
<input type="checkbox"/> Please tick this box if you are re-enrolling in another ECTARC qualification. Please tick the box of the qualification you wish to enrol in as well.	
<b>SCHOOL AGE EDUCATION AND CARE QUALIFICATIONS</b>	
<input type="checkbox"/> CHC40113 Certificate IV in School Age Education and Care	\$195.00 Enrolment Fee + \$175.00 (first unit)
<input type="checkbox"/> CHC50213 Diploma of School Age Education and Care	\$195.00 Enrolment Fee + \$175.00 (first unit)
<b>MANAGEMENT QUALIFICATIONS</b>	
<input type="checkbox"/> BSB42015 Certificate IV in Leadership and Management – distance study	\$195.00 Enrolment Fee + \$175.00 (first unit)
<b>RECOGNITION OF PRIOR LEARNING (RPL) – please also complete the RPL Application Form</b>	
<input type="checkbox"/> <b>RPL WORKPLACE ASSESSMENT - Please note:</b> a minimum of 5 years experience is required to undertake this method of assessment and a letter stating this from an Employer/Director must be sent with this enrolment form.	\$195.00 Enrolment Fee plus \$500 initial payment (balance due prior to final workplace assessment)  Please note: RPL qualification costs may vary (please contact ECTARC or see fee schedule for full costs)
<input type="checkbox"/> <b>RPL EVIDENCE ASSESSMENT</b> (Please tick ✓ above which qualification you are enrolling in)	\$195.00 Enrolment Fee*
*Please note: Students that complete units via the RPL Evidence Assessment method will be charged \$125.00 per unit.	

SINGLE UNIT PROFESSIONAL DEVELOPMENT PROGRAMS	Please tick the assessment method you wish to undertake	
	Complete unit Learning materials & assessment tasks	RPL Evidence Assessment
<b>Nutrition and Menu Planning</b> CHCECE004 Promote and provide healthy food and drink	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$125.00
<b>Safe Food Handling</b> HLTFSE001 Follow basic food safety practices	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$125.00
<b>Food Safety Supervisors Program</b> HLTFSE001 Follow basic food safety practices HLTFSE005 Oversee the day-to-day implementation of food safety in the workplace HLTFSE007 Apply and monitor food safety requirements	<input type="checkbox"/> \$ 275.00	<input type="checkbox"/> \$125.00
Upgrade from SOA in Safe Food Handling to Food Safety Supervisor Program	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$125.00
CHCPRT001 Identify and respond to children and young people at risk	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$125.00
Bridging from CHCCHILD401A or CHCCHILD401B Identify and respond to children and young people at risk	<input type="checkbox"/> \$ 65.00	
CHCECE019 Facilitate compliance in an education and care service	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$125.00
<input type="checkbox"/> Other : _____	(see ECTARC fee schedule for fees payable)	

**PAYMENT OPTIONS**

Please find enclosed a cheque for the amount of \$\_\_\_\_\_ Cheques/money orders payable to 'ECTARC'.  
 Please take the amount of \$\_\_\_\_\_ from the credit card details below for the enrolment fee.  
 Type of credit card:  Visa  MasterCard  American Express  
  
**Number:** \_\_\_\_\_ **Expiry date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
  
**Name on card:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## TERMS AND CONDITIONS OF ENROLMENT

### ENROLMENT AND DELIVERY OF MATERIALS

Once your documentation is received at ECTARC, processing of enrolments and distribution of learning materials takes 14 working days. If you have submitted qualifications and transcripts for Credit Transfer or Recognition of Prior Learning (RPL) consideration, the enrolment and distribution of learning materials can take up to 21 working days.

If you have completed subjects or qualifications in the past at ECTARC or another training organisation, and/or attended workshops and an accredited Statement of Attainment or Certificate was issued, we require a **certified copy of these qualifications and transcripts to be sent with your enrolment form**. *Please note: If you email or fax these we **must** also receive the original certified copy for our records.* A panel of Training and Development Officers will assess your evidence and determine if you are eligible to receive credit for these subjects. If you have been working in children's services for more than 5 years, you may be eligible for Recognition of Prior Learning (RPL). Please contact an ECTARC Training and Development Officer on (02) 4223 1111 to discuss this process.

It is a condition of enrolment that all assessment tasks for at least one unit be submitted **within a 12 month period** or student records will be made inactive. It is a condition of enrolment that the evidence is collected and the RPL Workplace Assessment is undertaken **within 12 months of the enrolment date** or student records will be made inactive. Students will be required to re-enrol, pay an enrolment fee and current program fees to reactivate their records.

### FEES PAID IN ADVANCE

ECTARC students are permitted to pay no more than \$1000 prior to commencement of the program and \$1500 throughout the program. Where a third party is paying for the program, this amount may be increased with the approval of the CEO. Where a student enrolls online and the amount paid is greater than this they shall be contacted and refunded the difference.

### STUDENT SUPPORT

Each student is allocated a personal Training and Development Officer to support and guide them throughout their studies. Students are given the personal email address of their Training and Development Officer to send questions, assessments and correspondence. If a personal Training and Development Officer is out of the office when a student calls, students can be assured there will be another Training and Development Officer to speak with at all times during office hours. For after hours support ECTARC holds Tuesday evening support nights. Training and Development Officers are available between 5pm and 7pm every Tuesday night to call for assistance.

### STUDENT RECORDS

Upon written request, students will have timely access to current and accurate records and the right to review and correct information if required. A progression transcript of your academic record is available at any time throughout your studies. Your ECTARC Training Officer will be able to provide you with a progression transcript at no cost.

### REFUNDS

Once an enrolment form is received by ECTARC and payment of the enrolment fee is made the student is considered to be enrolled. The enrolment fee is non-refundable, except where an applicant does not satisfy the enrolment criteria, in which case it is refunded in full. If a student is accepted by ECTARC and then elects not to participate in the program then the enrolment fee is non-refundable.

ECTARC offers clients refunds of fees paid in the following circumstances:

- If program units are returned in good condition within 30 days of purchase – refund less a 20% administration fee
- Where a student has overpaid the enrolment fee/unit charges - full refund of the difference
- Where a program is cancelled by ECTARC - full refund

All refunds will be forwarded to the student within 2 weeks of application being received by ECTARC.

### COMPLAINTS AND APPEALS

ECTARC offers students the opportunity to appeal against an assessment decision or make a complaint. The appeals and complaints process is considered a valuable tool for management to improve the products, services and business operations it delivers to students. Students are encouraged to contact ECTARC to raise any complaint/concern and are to be reassured that their complaint/concern will be dealt with:

- promptly and efficiently
- in a fair and equitable manner
- so as to respect confidentiality and ensure impartiality is maintained
- so that parties are informed regularly of action being taken/progress
- in a manner whereby follow up checks are made at a later date to review the appropriateness of solutions reached
- so that documented records are maintained.

The formal appeals and complaints process is outlined in detail in the SP- 5.2 Complaints Handling Procedure and SP- 15.1 Appeals which are available on the ECTARC website.

Where a student feels that an issue needs to be addressed further by an external organisation they can contact the National Training Complaints Hotline. The hotline will not investigate complaints but will forward complaints to the most appropriate agency, authority or jurisdiction for consideration. Complaints can be registered with the National Training Complaints Hotline by **Phone:** 13 38 73, Monday–Friday, 8am to 6pm nationally or emailing [skilling@education.gov.au](mailto:skilling@education.gov.au).

### Declaration

I declare that I have read, fully understood, and accept the terms and conditions of enrolment.

**Student printed name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_