



# DISTANCE STUDENT ENROLMENT FORM

Please forward this form, fees payable and copies of any qualifications or transcripts from previous study to ECTARC Unit 2/210 Shellharbour Road, Warrawong NSW 2502 or fax to 02 4223 1160. A certified copy of a driver's licence or passport must be sent with this enrolment form. **Identification, 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 copy of identifications     Certified copy of previous qualification and transcripts

### PERSONAL DETAILS

Mr  Mrs  Ms  Miss

Student Number:  
*(for office use only)*

First Name:

Surname:

Address:

Suburb:

State:

Postcode:

Date of Birth:

Gender:  Female  Male

Telephone: (Home)

Fax:

(Mobile)

Email:

### EMPLOYMENT DETAILS - Please complete if currently working in the child care industry

Name of Service:

Directors name:

Address:

Suburb:

State:

Postcode:

Phone:

Fax:

Email:

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

Ethnicity

Are you of Aboriginal or Torres Strait Islander origin?

Yes  No

Disability

Do you consider yourself to have a permanent and significant disability?  
If yes, please specify type:

Yes  No

Australian Citizen?

Yes  No If no, please specify:

Country of birth:

Language

Have you completed the Learning Needs Assessment Questionnaire?

*Please note: we ask all students to complete the questionnaire and return it to ECTARC with this enrolment form.*

Yes  No

Schooling

Highest completed school level:  Year 12  Year 11  Year 10  Year 9 or lower

Qualifications

Since leaving school have you completed any further qualifications?

Yes  No

If yes, please specify type and enclose a copy of your qualification and a list of subjects completed (transcript) with your enrolment form as you may receive credit for some subjects.

Other:

- Certificate  
 Diploma  
 Associate Diploma  
 Advanced Diploma  
 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.

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

### HOW DID YOU FIND OUT ABOUT ECTARC?

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

**IMPORTANT INFORMATION**

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**. For example, **if you are enrolling into the Diploma of Children's Services we require a copy of your Certificate III and transcript**. 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 full time in children's services for more than 5 years please contact an ECTARC Training and Development Officer on (02) 4223 1111 to discuss the RPL Workplace Assessment 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. Please also read the refund policy on the back page of the fee schedule or visit [www.ectarc.com.au](http://www.ectarc.com.au).

**DELIVERY OF MATERIALS**

Once your documentation is received at ECTARC, the processing of your enrolment and distribution of learning materials will take 14 working days. Application for Credit Transfer or Recognition of Prior Learning (RPL) the full enrolment, notification and distribution of learning materials will take 21 working days.

**ENROLMENT, FEES PAYABLE & PAYMENT OPTIONS**

Course you wish to enrol in (please tick):	MINIMUM PAYMENT DUE ON ENROLMENT	
<b>CHILDREN'S SERVICES QUALIFICATIONS</b>		
<input type="checkbox"/> Certificate III in Children's Services (CHC30708)	\$195.00 Enrolment Fee + \$175.00 (first unit)	
<input type="checkbox"/> Diploma of Children's Services (Early childhood education & care) (CHC50908)	\$195.00 Enrolment Fee + \$175.00 (first unit)	
<input type="checkbox"/> Advanced Diploma of Children's Services (CHC60208)	\$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>OUT SIDE SCHOOL HOURS CARE QUALIFICATIONS</b>		
<input type="checkbox"/> Certificate IV in Children's Services (Outside school hours care) (CHC41208)	\$195.00 Enrolment Fee + \$175.00 (first unit)	
<input type="checkbox"/> Diploma of Children's Services (Outside school hours care) (CHC51008)	\$195.00 Enrolment Fee + \$175.00 (first unit)	
<b>COMMUNITY SERVICES QUALIFICATION</b>		
<input type="checkbox"/> Certificate II in Community Services (CHC20108)	\$195.00 Enrolment Fee + \$175.00 (first unit)	
<b>MANAGEMENT QUALIFICATIONS</b>		
<input type="checkbox"/> Certificate IV in Frontline Management (BSB40807) – distance study	\$195.00 Enrolment Fee + \$175.00 (first unit)	
<input type="checkbox"/> Certificate IV in Training and Assessment – face to face program only. Available in NSW only. POA.		
<b>RECOGNITION OF PRIOR LEARNING (RPL)</b>		
<input type="checkbox"/> <b>RPL WORKPLACE ASSESSMENT</b> - <b>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 + \$60.00 for RPL Workplace Handbook (Please tick ✓ above which program you are enrolling in)	
<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 \$105.00 per unit.		
<b>Please tick the assessment method you wish to undertake</b>		
<b>SINGLE UNIT PROFESSIONAL DEVELOPMENT PROGRAMS</b>	<b>Complete unit Learning materials &amp; assessment tasks</b>	<b>RPL Evidence Assessment</b>
Statement of Attainment in Nutrition and Menu Planning	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$105.00
Statement of Attainment in Safe Food Handling	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$105.00
Food Safety Supervisors Program	<input type="checkbox"/> \$ 275.00	<input type="checkbox"/> \$105.00
Upgrade from SOA in Safe Food Handling to Food Safety Supervisor Program	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$105.00
CHCCHILD401A Identify & respond to children at risk	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$105.00
CHCIC501A Manage children's services workplace practice to address regulations and quality assurance	<input type="checkbox"/> \$ 190.00	<input type="checkbox"/> \$105.00
<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: \_\_\_\_\_



# LEARNING NEEDS ASSESSMENT QUESTIONNAIRE

## PLEASE NOTE:

Students are required to complete the following page of this document and return to ECTARC with the enrolment form.

The information given in this *Learning Needs Assessment* questionnaire will be used to provide you with the best level of support throughout your studies. Your Training and Development Officer will be able to assist you with feedback and resources if you do require support in any particular area. Please be honest with your answers and rest assured the information will remain strictly confidential.

This document is to be completed prior to enrolment. Once completed, the document is to be returned to ECTARC, with your enrolment form, so if necessary we can contact you to discuss how we can help you achieve success with your studies.

Skills you will need to be able to demonstrate throughout your training:

### **Certificate III in Children's Services (CHC30708)**

<b>Reading</b>	<b>Writing</b>	<b>Oral communication</b>	<b>Numeracy</b>
<ul style="list-style-type: none"> <li>• Children's details</li> <li>• Locate name on arrival/departure lists</li> <li>• Children's books</li> <li>• Medication forms</li> <li>• Weekly program</li> <li>• Safety signs</li> <li>• Notice board</li> <li>• Follow Instructions</li> <li>• Emergency instructions</li> <li>• Staff roster</li> </ul>	<ul style="list-style-type: none"> <li>• Children's names</li> <li>• Record messages</li> <li>• Posters</li> <li>• Accurate spelling</li> <li>• Incident reports</li> <li>• Record observations</li> <li>• Staff timesheet</li> </ul>	<ul style="list-style-type: none"> <li>• Greet parents on arrival and departure</li> <li>• Interact with children</li> <li>• Communicate with supervisor / team</li> <li>• Clear friendly speech</li> <li>• Polite, courteous manner</li> <li>• Relay messages</li> <li>• Sing songs / rhymes</li> <li>• Read books to children</li> </ul>	<ul style="list-style-type: none"> <li>• Count</li> <li>• Calculate child / staff ratios</li> <li>• Measure and weigh ingredients</li> <li>• Tell time</li> <li>• Time frames</li> <li>• Simple addition</li> <li>• Mix chemicals in correct ratios</li> </ul>

### **Certificate IV in Children's Services (Outside school hours care) (CHC41208)**

### **Diploma of Children's Services (Early childhood education and care) (CHC50908)**

### **Diploma of Children's Services (Outside school hours care) (CHC51008)**

<b>Reading</b>	<b>Writing</b>	<b>Oral communication</b>	<b>Numeracy</b>
<ul style="list-style-type: none"> <li>• Children / family details</li> <li>• Childcare regulations, codes of practice</li> <li>• Policies and procedures</li> <li>• Medical reports / requirements</li> <li>• Children's books</li> <li>• Medication forms</li> <li>• Weekly program</li> <li>• Correspondence / reports</li> <li>• Notice board</li> <li>• Follow instructions</li> <li>• Emergency instructions</li> <li>• Staff roster</li> <li>• Proofreading</li> </ul>	<ul style="list-style-type: none"> <li>• Program and routine</li> <li>• Reports</li> <li>• Child development profiles</li> <li>• Record messages</li> <li>• Posters</li> <li>• Accurate spelling</li> <li>• Incident reports</li> <li>• Record observations</li> <li>• Staff timesheet</li> <li>• Meeting minutes</li> <li>• Newsletters</li> <li>• Notes to parents</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with parents to support care of child</li> <li>• Interact with children</li> <li>• Communicate with supervisor / team</li> <li>• Instruct others</li> <li>• Clear friendly speech</li> <li>• Polite, courteous manner</li> <li>• Relay messages</li> <li>• Sing songs / rhymes</li> <li>• Read books to children</li> <li>• Respond to complaints</li> <li>• Liaise with professionals / support networks</li> </ul>	<ul style="list-style-type: none"> <li>• Count</li> <li>• Calculate child / staff ratios</li> <li>• Measure and weigh ingredients</li> <li>• Tell time</li> <li>• Time frames</li> <li>• Simple addition</li> <li>• Mix chemicals in correct ratios</li> <li>• Calculate change from petty cash</li> <li>• Calculate and compare costs of similar items</li> </ul>



# LEARNING NEEDS ASSESSMENT QUESTIONNAIRE

## PLEASE NOTE:

Students are required to complete this document and return to ECTARC with the enrolment form.

Please answer all the questions honestly, as it is in your best interests to receive the appropriate assistance during your studies. If you have any concerns, please contact an ECTARC Training and Development Officer for clarification.

<b>Reading/Writing</b>	<i>Please circle or write answers</i>		
What level English did you achieve at school?	Please write year eg. Yr 10		
Have you recently completed a form requiring sentence answers?	Yes	No	
Do you send emails or letters to friends?	Yes	No	
Do you enjoy reading novels/printed literature?	Yes	No	
<b>Numeracy</b>			
What level of maths did you achieve at school?	Please write year eg. Yr 10		
Can you undertake simple mathematical tasks, such as addition, subtraction, multiplication and division	Yes	No	
Can you measure medicines and volumes for recipes etc?	Yes	No	
<b>Oral communication</b>			
What language do you speak at home?			
If not English, please rate your fluency in English	Good	Fair	Poor
Do you watch and understand TV and movies presented in English?	Yes	No	
Have you successfully studied by distance previously?	Yes	No	<i>Please circle</i>

Name: \_\_\_\_\_

Program in which you are enrolling: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_