
 <p>smp network pty ltd</p> <p>connecting quality carers with quality employers</p>	<h2 style="margin: 0;">CERTIFICATE III AGED CARE CHC30208 ENROLMENT FORM</h2>	 <p>NATIONALLY RECOGNISED TRAINING</p>
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The information on this form will be used to organise you in the qualification you are seeking. Some of the information contained herein will be keyed into a national database and used for statistical and other reporting to the State Registering Body and the National Centre for Vocational Education Research.

Please ask the Training Consultant for assistance to fill out this form if you require help.

STUDENT SID:		I am enrolling in:		DATE OF ENROLMENT
COURSE START DATE:		Certificate III in Aged Care - CHC30208		
		<input type="checkbox"/> DAY	<input type="checkbox"/> EVENING	
I will be studying as an:		<input type="checkbox"/> Internal student <input type="checkbox"/> External student RPL <input type="checkbox"/>		
1.	First Name:	Surname:		
2.	Address:		Postcode:	
3.	Telephone No:	Home	Work:	
		Mobile	Email:	
4.	Date of Birth:	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		
5.	Were you born in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Are you an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Are you a Permanent Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	If you were not born in Australia, Other-Please specify			
7.	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	
8.	What is the language you speak mainly at home?			
9.	NESB ISLPR	<input type="checkbox"/> score 3	IELTS ***	<input type="checkbox"/> score 5 .5 & above <input type="checkbox"/> Certificate III in English
10.	Do you consider yourself to have a disability, impairment, or long term condition?			<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	If you answered Yes to question 10, please indicate the area/s of disability, impairment or long term condition.			
	<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	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition
	<input type="checkbox"/> Other Impairment			
12.	What is your highest COMPLETED QUALIFICATION ?			
	<input type="checkbox"/> Completed Year 12	<input type="checkbox"/> Year 9 or below		
	<input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10			
13.	Are you on a student visa		Yes	<input type="checkbox"/> No
	If yes you cannot study at SMP Training Centre as SMP is not CRICOS registered			

14.	Of the following categories, which BEST describes your current employment status? <i>Tick ONE box only</i>	
	<input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Self employed – not employing others	<input type="checkbox"/> Employed – unpaid worker in 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
15.	Of the following categories, which BEST describes your main reason for undertaking this course? <i>Tick ONE box only</i>	
	<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"/> Other	<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 <input type="checkbox"/> For self development
Emergency Contact Person	Name:	Relationship to Student:
	Home Phone:	Mobile:
Employer Business Name:		
I am aware that the information in this Enrolment Form may be provided to the State Register Authority and the National Centre for Vocational Education Research for statistical purposes. I verify the information provided by me to be in this application to be true and correct.		
Student Signature:		
Date:		
Where did you hear about us? <input type="checkbox"/> Advertising <input type="checkbox"/> Internet <input type="checkbox"/> Friend <input type="checkbox"/> Others <input type="checkbox"/> Employment Agency		
Office Use Only		
Student ID:	_____	Victoria Site ID: _____
Student File raised by:	_____	Medicare Care No: <input type="checkbox"/>
Entered into Database by:	_____	Pension Care No: <input type="checkbox"/>
Date:	_____	Immigration Visa No: <input type="checkbox"/>
		Drivers Licence No: <input type="checkbox"/>
		Job Seeker ID No. <input type="checkbox"/>
		Copy Of All ID: <input type="checkbox"/>
Organisation Transferred From:		



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STUDENT ELIGIBILITY ASSESSMENT

The course you are studying requires a level of Language, Literacy and Numeracy in order to successfully complete your studies. The field of employment accompanying this qualification requires a level of communication to fulfill the work role safely, effectively and in a professional manner. You will also be required to follow instruction and direction from others.

Entry Requirements / Selection Criteria

To successfully gain placement in the course you will need to provide evidence of one of the following – *The enrolling officer will assess if the evidence provided meets the entry requirements for your chosen course of study.*

Qualifications must be completed in English

School Certificate (year 11 or higher)

Name and level of Certificate _____
(Original sited)

Higher Studies (Certificate III or above in vocational studies)

Name and level of qualification _____
(Original sited)

If English is a second language you must provide evidence of one of the following:

IELTS (5.5 or above) _____ **ISLPR (3 or above)** _____

Certificate III in English Proficiency

Name and level of certificate _____
(Original sited)

Applicants who cannot provide the above evidence to meet the entry requirements for the chosen course will need to complete the *Written Entry Assessment*

Written Entry Assessment

Yes No Score

Passport / study visa verification

Are you on a study visa Yes No

If yes you cannot study at SMP Training Centre as SMP does not have CRICOS registration.

Enrolling Officer

Please complete the following and make a recommendation for entry into chosen course.
Please ensure all documented evidence is copied and accompany this form.

School Certificate meets entry level requirements	Yes / No
Higher education qualification meets entry level requirements	Yes / No
English as a second language meets entry level requirements	Yes / No
Written Entry assessment meets entry level requirements	Yes / No
Passport / Study Visa sited and meets study requirements at SMP Networks Pty Ltd	Yes / No
Applicant meets entry level requirements for the following course:	Yes / No

If application unsuccessful – Why?

Advice provided to applicant

Enrolling Officer (Only the following staff members can assess and enroll new students – Sue Nolan, Kath Logan, Anu Suri)


Name _____ **Signature** _____

I verify that I am not violating my visa conditions and the information provided by me in this application is true and correct

Student Name _____

Student Signature _____ **Date** _____

Witness Student Signature _____ **Date** _____

 smp training centre	<h2>SCHEDULE OF FEES PAYABLE</h2> <p>Certificate III in Aged Care</p>
Certificate III in Aged Care CHC30208	FEE CALCULATION
Course Fee includes ALL the following:	<input type="checkbox"/> \$1850.00
Course Material Senior First Aid and Manual Handling 1 Polo shirt for placement	
RPL Fee if Applicable	<input type="checkbox"/> \$150.00
RPL Fee per unit @75.00 (if Applicable)	<input type="checkbox"/> \$75 x _____
Total Amount Due	\$
OPTIONAL Extra polo shirt \$15.00 or Hoodie – \$35.00	<input type="checkbox"/> Text Book \$85.00 <input type="checkbox"/> Dictionary \$35.00 <input type="checkbox"/> Polo shirt \$15.00 or \$35.00 Hoodie
PAYMENT OPTIONS	
Deposit	\$500.00
Payment 1 by Week 2	\$450.00
Payment 2 by Week 3	\$450.00
Payment 3 by Week 4	\$450.00
Payment 4 by Week 5	
Government funded	<input type="checkbox"/> Payment N/A
Job Network contact name and address:	

This is a binding agreement between SMP Network and the named student as below.

I _____ agree to pay

(Please print name clearly in block letters)

Student's Signature: _____ Printed Name: _____



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STUDENT ACKNOWLEDGEMENT OF AGREEMENTS

Please read the following agreement between the student and SMP that ensures the student rights are protected.

This agreement between the student and SMP relates to the training, assessment and services that are provided by SMP and defines the commitment by this organisation. Please read this document carefully and ask the enrolling officer for any clarification. You need to sign this document in the space provided to acknowledging your understanding of the commitment by SMP and your obligations toward the completion of your study program.
Course Information – Certificate III in Aged Care

The course runs for 8 consecutive weeks followed by 76 – 160 hours field experience. If you are unable to complete your studies in this timeframe, due to unforeseen circumstances, you need to apply in writing, stating reasons for an extension of your training, to the trainer. You will be notified in writing if your application is successful and a new training plan will be developed. SMP will organise the placement and complete all the required documentation with the organisation.

All training offered by SMP supports the principles of adult learning. As an adult you have a range of life and work experiences and your training will build on this knowledge to make learning meaningful. We will offer support with your studies but encourage independent learning.

The certificate needs to be completed within 6 months from enrolment. SMP has provided you with a Schema of Training and explained how the course will be offered and the student's obligation towards the study program. All students must attend all the Personal Care classes, Manual Handling classes, and all Senior First Aid classes to successfully complete the course. If due to extenuating circumstances the student is unable to attend any of the classes the trainers will assist the student to catch up on the missed session and assessment.

Recognition of Prior Learning (RPL)

The enrolling officer will discuss Recognition of Prior Learning with you and provide the RPL information package if you wish to apply for RPL for any of the units.

RPL fees - \$150 application and \$75 per unit. This is non refundable if unsuccessful.

Student Support Services

All learning material and activities have been developed to cater for the language and literacy levels of students. Lecturer support is provided to assist students with their studies.

A student counsellor service is available (at a cost) to assist with individual personal needs – information can be obtained in the classroom or from administration.

Learning support and counselling is offered to cater for the needs of students with language, literacy and study needs. Please see your trainer for assistance. External support is offered for students who require further support in language, literacy and numeracy – please see administration or your trainer for details.

The Internal / External Student Support Policy and Procedure aims to ensure all students are supported and study needs met during their course of study. This includes meeting needs relating to barriers to learning, preparation and submission of assignments, study skills support on a 1-1 basis if required and support during their work experience.

Issuing of Certificates and Statement of Attainment

On successful completion of all training, work placement and assessments SMP will issue you with a Certificate and Statement of Attainment. You will be notified when your Certificate and Statement of Attainment is ready for collection. You must produce photo identification at time of collection and sign acknowledgment of receipt.

If you withdraw before the completion of the course administration will issue you with a Statement of Attainment for the units successfully completed. Please ask at administration at time of withdrawing from the course.

Withdrawal and Termination of Studies

You may withdraw at any time without prejudice and receive a Statement of Attainment for successfully completing all the assessments and requirements of units. Please note some units require final assessment to be completed in the workplace.

All applications to withdraw must be in writing. Failure to comply with SMP Network Pty Ltd Code of Conduct may result in disciplinary action that could lead to the termination of your studies.

Refunds

If SMP Training Centre cancels a course, a full refund is given.

If student withdraws from course, the \$500 deposit is not refunded.

If student withdraws after 2 weeks from course commencement date no refund will be given and the student is responsible for the total cost of the course. If an unforeseen situation arises contact the CEO prior to withdrawing.

Intention to withdraw from the course must be submitted in writing to the CEO.

Additional Fees & Charges

If a student withdraws from the course and then reapplies after 12 months, a fee of \$150 per unit will apply. If a student needs to re-do a unit there will be an additional cost of \$150 per unit. If a student needs a replacement Certificate or Statement of Attainment, it will incur a \$30 cost.

Complaints and Appeals

SMP Network Pty Ltd has a Complaints and appeals process aimed at resolving any issues in relation to any aspect of your training. If you feel you have been adversely affected by teaching methodologies, supervision, assessment results or comments, unfair treatment, any form of harassment or victimisation or any other concerns you may lodge a complaint. If you are not satisfied with the process or outcome of your complaint, you may lodge an appeal.

Organisations Responsibility SMP Training has policies, procedures and practices developed from the standards as set out by the Training Registering Body.

All staff are committed to following these and ensuring students achieve their study goals without barriers or hindrance. SMP ensures all training material and educational services used within their course is of high quality, up-to-date and comply with workplace standards and legislation.

The training material is updated and reviewed annually or when changes occur within industry.

Trainer’s obligations and Code of Practice

All trainers and assessors will demonstrate current knowledge and skills in their area of delivery and assessment and work towards assisting students to achieve their study goals. Trainer’s work within a code of practice as set out by SMP management and their practices will be reviewed periodically to ensure they continue to function at a high standard and provide quality training to students. A copy of this Code of Practice can be sited on request.

Plagiarism

Plagiarism is an act of fraud it involves stealing someone’s work and lying about it. All acts of plagiarism are considered serious and will result in disciplinary action being taken or instant dismissal from the course.


Information Technology

SMP Network Pty Ltd provides computers, software and internet access for training purposes only and takes no responsibility, nor will be held liable for any consequences arising from improper use.

I have read the above Terms and condition and aware of my responsibility to observe and abide by them.

Signature: _____ Printed Name: _____

Date: _____

	<h2>STUDENT TRAINING CONTRACT</h2>
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Schedule of Fees Payable

I understand the binding agreement I signed relating to the total fee cost of the course, the \$500 deposit that needs to be paid prior to course commencement and payment instalments of \$450 in week 2,4,6 and understand all fees must be paid before my field placement can be organised.

I understand that after 2 weeks I am responsible for the total cost of the course, whether or not I complete the course.

I have read and understand the SMP Cancellation policy and Refund policy as outlined in the Student Information Handbook.

Immunisation Disclaimer

I understand SMP Network P/L will take no responsibility for the immunisation of students during the completion of their work placement, or thereafter. This is the student's responsibility. SMP Network P/L will take no responsibility if a student comes into contact with an infection/infectious agent caught whilst on work placement.

Copyright

I acknowledge that any written or electronic training materials generated by and/or used by SMP Network P/L or its contractors are to be used for the purpose of training the students of SMP Network P/L only. All training materials are covered by copyright, and any unauthorised circulation, duplication or use of these materials without the prior consent of SMP Network P/L is not permitted.

Intellectual Property

I acknowledge that any and all products of my work during my training with SMP Network P/L are and will remain the property of SMP Network P/L, its partners or its clients, as applicable.

Confidentiality

I acknowledge that during my training by SMP Network P/L, I may have access to, handle, obtain, or originate Confidential Information. This Confidential Information includes all information which is commercially sensitive to SMP Network P/L, its partners or customers, as well as any information which is identified to me as being of a confidential nature, and may be of a written, graphical, verbal or electronically stored form.

I agree that I will not disclose Confidential Information to any person or organisation, nor retain, destroy or remove from SMP Network P/L offices any Confidential Information, including original documentation, records, notes, copies or reproductions of Confidential Information without the express prior consent of the management of the SMP Network P/L. I also agree to immediately return all Confidential Information in my possession as requested by SMP Network P/L. I acknowledge that the obligation I have to protect any confidential information continues after my training at SMP Network P/L has been completed.

Personal Property

I understand the security of all personal property, including valuables, remains the responsibility of the student at all times. SMP Network P/L takes no responsibility, nor will be held liable for any damage or theft of personal property. Furthermore, storage of food and drink on the premises of SMP Network P/L is at the student's own risk.

Alcohol and Other Drugs

I understand SMP Network Pty Ltd have an Alcohol and Other Drugs in the Workforce policy. I

will ensure that I am fit to undertake my course whilst at SMP Network P/L.

I understand that if I am in breach of the policy I may be subject to disciplinary action and removed from my course. I therefore undertake to not knowingly place myself in a position to warrant any action.

Occupational Health and Safety

I have read the information relating to the OH&S Policy in the Student Information Handbook and agree to follow the policy and ensure I do not put others in a situation where their safety may be compromised.

Student Code of Conduct

I have read and understand the Student Code of Conduct as outlined in the Student Information handbook and agree to abide by it.

Plagiarism

I have read in the Student Information Handbook and understand what is considered plagiarism and I understand the consequences of acts of plagiarism.

Schema of Training

I have been briefed, read and understand the Schema of Training, at SMP Network P/L and I agree to the requirements to undertake the study programme.

I understand as an INTERNAL Student I am required to notify Administration if I am not going to attend any of the required training.

I understand I must submit all assessments, attend Personal Care, Manual Handling, Senior First Aid, paid all fees and obtained a current police clearance before commencement of work placement.

I will make an appointment at Reception to see the trainer if I need support with my learning.

Course Duration

I understand the course duration is 8 weeks theory and practical study and 76 – 160 hours Field/Work placement.

I have been briefed, understand and agree to Duration Enrolment Time Frame Policy as outlined in the Student Information Handbook.

I am aware that SMP will support me to finalise my studies, and I may defer the program, up to six months based on a reasonable request. I am aware that I need to put in writing my requests for a deferral, or extension in writing to the CEO.

I have read the above Terms and condition and aware of my responsibility to observe and abide by them.

Signature: _____ Printed Name: _____

Date: _____