
	ENROLMENT FORM	
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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: USI:	I AM ENROLLING IN: <input type="checkbox"/> CERTIFICATE III IN INDIVIDUAL – CHC33015 SUPPORT (AGEING HOME AND COMMUNITY) <input type="checkbox"/> CERTIFICATE III IN INDIVIDUAL SUPPORT (DISABILITY) - CHC33015 <input type="checkbox"/> DAY <input type="checkbox"/> WEEK END <input type="checkbox"/> EVENING	DATE OF ENROLMENT
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 are 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 proficiency	
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	
12.	What is your highest COMPLETED qualification? Was this qualification completed in another language other than English <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> BA degree Diploma <input type="checkbox"/> Certificate II <input type="checkbox"/> Year 10 <input type="checkbox"/> Masters degree Certificate IV <input type="checkbox"/> <input type="checkbox"/> Certificate III <input type="checkbox"/> <input type="checkbox"/> Year 11 <input type="checkbox"/> Completed Year 12	
13.	Are you on a student visa <input type="checkbox"/> Yes <input type="checkbox"/> No	

14.	Of the following categories, which BEST describes your current employment status? Tick ONE box only		
	<input type="checkbox"/> Full time employee	<input type="checkbox"/> Employed – unpaid worker in family business	
	<input type="checkbox"/> Part time employee	<input type="checkbox"/> Unemployed – seeking full time work	
	<input type="checkbox"/> Self employed – not employing others	<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? Tick ONE box only		
	<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	
	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> For self development	
	<input type="checkbox"/> Other		
Emergency Contact Person	Name:	Relationship to Student:	
	Home Phone:	Mobile:	
I agree to provide SMP of a change of address while enrolled in this course			
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: _____			
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"/>
Organisation Transferred From:			

	STUDENT ELIGIBILITY ASSESSMENT
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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 and copied and placed in student file)

Higher Studies (Certificate III or above in vocational studies)

Name and level of qualification _____

(Original sited and copied and placed in student file))

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 and copied and placed in student file))

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
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Passport / study visa verification

Are you on a study visa	Yes	No
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International Student: No student under the aged of 18 years, will be enrolled in any course at SMP

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 Network Pty Ltd	Yes / No
	Yes / No

If application unsuccessful – Why?

Advice provided to applicant

Enrolling Officer 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 _____

SCHEDULE OF FEES PAYABLE Certificate III in Individual Support	
Certificate III in Individual Support – CHC33015 Certificate III in Disability - CHC33015 Provide First Aid – HLTAID001-HLTAID002- HLTAID003 Manual Handling	<input type="checkbox"/> \$1850.00 <input type="checkbox"/> \$1850.00 <input type="checkbox"/> \$100.00 (included in course fees) <input type="checkbox"/> \$100.00 (included in course fees)
Course Fee includes all the following: Total Amount Due \$1850.00	Course Material Provide First Aid Manual Handling
If units in course are NYC to redo units a second time at no further cost, but if need to redo units a third time then a cost of \$150.00 per unit applies	
RPL Administration Fee if Applicable	<input type="checkbox"/> \$150.00
Fee per unit @ \$150	
Polo shirt \$30.00 Hoodie – \$35.00	<input type="checkbox"/> Polo shirt \$30.00 or <input type="checkbox"/> \$35.00 Hoodie
PAYMENT OPTIONS	
Deposit	\$500.00
Payment 1 by Week 2	\$450.00
Payment 3 by Week 4	\$450.00
Payment 5 by week 6	\$450.00
Job Network contact name and address:	
Government funded	<input type="checkbox"/> Payment N/A

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

I _____ agree to pay

(Please print name clearly in block letters)

Student's Signature: _____

Printed Name: _____

	STUDENT ACKNOWLEDGEMENT OF AGREEMENTS
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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 –

The course duration is 10 consecutive weeks followed by 120 – 160 hours unpaid field experience , ca be done part time which SMP will organise. 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 CEO. 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 classes, Manual Handling, First Aid and submit all assignments and fees paid and a recent police clearance (within last three months). 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. FIELD PLACEMENT – National Police Clearance - All students must obtain a police clearance prior to commencement of field experience. The cost of this is the responsibility of the student.

Applications can be made at any police station or SMP can provide a form.

PLACEMENT - If due to extenuating circumstances the student is unable to attend any of the days of placement notify the facility and SMP the placement coordinator will assist the student to catch up on any missed days and assessment. The placement facilitator will visit you within the first week of commencing placement to support you during the field placement / work experience.

If a student fails the placement the student is to be reassessed and offered counselling and re assess and offered another placement. If a student fails the third placement counselling will be offered and will have to redo all practical classes at a cost of \$500.00.

The national police clearance demonstrates you are suitable to undertake placement with no convictions of abuse or theft to successfully complete the course. Placement with other convictions is at the discretion of the aged care facility to allow placement. If due to extenuating circumstances the student is unable to attend any of the days of placement notify the facility and SMP the placement coordinator will assist the student to catch up on any missed days and assessment. The placement facilitator will visit you within the first week of commencing placement to support you during the field placement / work experience.

Pregnancy -Placements cannot be completed while pregnant, unless a doctor’s medical certificate is issued giving clearance to commence placement this must be presented to administration to be copied, and understand that placement is at student’s own risk.

PRIVACY AND CONFIDENTIALITY - SMP abides by the Act pertaining to the collection and use of personal information. All information that is collected is securely stored.

RECOGNITION OF PRIOR LEARNING (RPL)- You may apply for RPL if you believe you have the knowledge and skills required for the unit. To apply for RPL you need to provide evidence that is authentic, valid, reliable, current and sufficient to demonstrate to the assessor you have the required competencies for the unit. This evidence can be formally assessed and recognised regardless of how, when or where it was achieved. You can discuss this option further with the enrolling officer and an information package will be given to you. You may then discuss it further with the lecturer. 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 \$125 per unit. This is non refundable if unsuccessful

CREDIT TRANSFER

Credit Transfer is the formal recognition of equivalent studies from other Registered Training Organisations e.g. Provide First Aid

ACCESS AND EQUITY

All trainers and assessors are aware of the access, equity and cultural diversity issues related to areas of work within the aged care industry and address these within the training. As part of the course you will be given the skill to adapt your approach to clients to promote access and provide equity to all.

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 to assist with individual personal needs – information can be obtained from the trainer 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. Support for students who require further support in language, literacy and numeracy will be at a cost to the student contact TAFE English Language Services at 120 Currie Street Adelaide SA ph: 82078805

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 from the trainer. The placement facilitator will visit you within the first week of commencing placement to support you during the field placement / 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.

Organisations Responsibility

SMP Training Pty Ltd 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.

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 from course commencement date no refund is given all monies payed will be forfeited and the student is responsible for the total cost of the course

ADDITIONAL FEES & CHARGES

If a student withdraws from the course and then reapplies after 12 months, a fee of \$165 per unit will apply. If a student needs to re-do a unit there will be an additional cost of \$165 per unit. If a student needs a replacement Certificate or Statement of Attainment, it will incur a \$30 cost.

Complaints and Appeals –

All complaints will be treated with respect and handled confidentially.

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.

If making a complaint, follow the following steps:

1. Discuss your concerns informally with the lecturer or manager – if the matter cannot be resolved then move to step 2.
2. Lodge a formal complaint in writing using the Complaints Reporting Form to the Complaints Officer. Seal the envelope and mark the outside “Confidential”. If the matter is not resolved to your satisfaction move to step 3.
3. To take the complaint further contact the National Training Complaints Hotline – ph 1800 000 674.
4. To take the complaint further contact the Australian Skills Quality Authority:
 - a. www.asqu.gov.au/complaints/make-a-complaint
 - b. Info line 1300 701 801
 - c. Email complaintsteam@asqa.gov.au
 - d. Complete the “Complaints about a training organisations operating under ASQA’s jurisdiction” form found at the above web site

All formal complaints will be recorded and kept confidential. The Complaints Officer will contact you to present your case within 48 hours. You have access to an independent arbiter if needed. The complaint will be handled within an appropriate timeframe and you will be notified, in writing of all outcomes. You have the right to appeal the outcome or contact the National Training Complaints Hotline.

In order for SMP to review and improve processes you can provide feedback on the process.

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

All staff is 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.

RTO responsibilities

SMP guarantees once student has commenced course, if in the unlikely event training cannot continue all effort will be made to find another appropriate RTO

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 are for training purposes only. SMP 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: _____

STUDENT TRAINING CONTRACT

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.

Work Health and Safety - I have read the information relating to the WHS 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. If a student becomes aware of being pregnant then she must advise SMP staff.

Pregnancy - Placements cannot be completed while pregnant, unless a doctor's medical certificate is issued giving clearance to commence placement this must be presented to administration to be copied, and understand that placement is at student's own risk.

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 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 a 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, Provide First Aid, paid all fees and obtained a current police clearance (within last three months) before commencement of field 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 120 – 160 hours 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 conditions and aware of my responsibility to observe and abide by them and that I have not breached my visa conditions by enrolling at SMP and have read the Student Handbook

Student

Signature: _____ Printed Name: _____

Date: _____

CEO: SUSAN NOLAN - signature

Privacy Notice and Student Declaration

Under the *Data Provision Requirements 2012*, SMP 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 SMP for statistical, regulatory and research purposes. SMP 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).

Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE [or electronic acknowledgement]

..... DATE

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgement]*

..... DATE

**Parental/guardian consent is required for all students under the age of 18.*