

Short course enrolment form - new students only



NEW STUDENTS ONLY - 2017

ENSURE YOU PROVIDE A PHOTO ID AND A CURRENT ADDRESS PROOF

RTO DETAILS:

HEAD OFFICE ADDRESS:	OTHER DELIVERY LOCATIONS ADDRESSES:
25 Victoria Crescent, St. Albans. Vic 3021 PHONE: (03) 93564646 0414376163 0423618155 EMAIL: contact@guidestartraining.com.au	Please find address details of ALL Guidestar Training Delivery Locations attached at the back of this form for your convenience Please note these are delivery sites only and all correspondence has to be directed to the HEAD OFFICE. See details on the left

Please read the Victorian Government VET PRIVACY statement below before you complete the STUDENT ENROLMENT AGREEMENT FORM. Similarly, at the back of this enrolment form and in your Student Information Booklet is Guidestar Training & Professional Services Privacy and Confidentiality, Fees and Refund, Complaints and USI policy among other. Kindly read them

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014 (Vic)* and the *Health Records Act 2001 (Vic)*.

Collection of your data

Guidestar Training & Professional Services is required to provide the Department with student and training activity data. This includes personal information collected in the **Guidestar Training & Professional Services** enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI). **Guidestar Training & Professional Services** provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning. A student's USI may be used for specific VET purposes including the verification of student data provided by **Guidestar Training & Professional Services**; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006 (Vic)*. The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014 (Cth)* and the *Student Identifiers Regulation 2014 (Cth)*.

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached. For further information, please contact **Guidestar Training & Professional Services'** Privacy Officer in the first instance by phone [03-935646] or email contact@guidestartraining.com.au

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to:

<http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

STUDENT ACKNOWLEDGEMENT:

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice

NAME: _____

Student signature:..... Date:.....

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IMPORTANT INFORMATION FOR THE STUDENT AT ENROLMENT

Instructions to guide you in filling this form

Dear Student,

Welcome to Guidestar Training & Professional Services. We trust you will enjoy training with us. Please read the following information.

- Please complete this short course student enrolment agreement form in full and submit to GTPS staff
- Ensure that you have provided your **USI as you will not be able to get a certificate** if you do not have one
- Your Student Enrolment Agreement Form should have as an attachment: of a copy of PHOTO ID and A CURRENT ADDRESS proof
- For detailed information about assessments and other learning related matters to help you decide on your enrolment please consult the information booklet available at our GTPS reception or online (www.guidestartraining.com.au)

MANDATORY:

- **PLEASE PROVIDE YOUR USI NUMBER HERE _____**
- **IF YOU DO NOT HAVE ONE, PLEASE STOP THIS APPLICATION AND VISIT <http://www.usi.gov.au/create-your-USI> TO GET ONE**
- **PLEASE NOTE WE CANNOT ISSUE YOU WITH A CERTIFICATE IF YOU DO NOT HAVE A USI**

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PERSONAL & CONTACT DETAILS:

Enter Your Full Name:

Please write the name you used when you applied for your **unique student identifier (USI)**, including any middle names. If you do not yet have a USI and want Guidestar Training & Professional Services to apply for a USI on your behalf, you must write your name including any middle names, exactly as written in the identity document you choose to use for this purpose e.g. DL, Citizen Certificate, Birth Certificate, Passport etc

First Name: _____ Middle Name: _____ Family Name: _____

Please sign here for consent _____ Date: _____

Legal Family/Surname		Legal Given Names	
Home Phone		Mobile Phone	

Email Address in BLOCK LETTERS please

(NCVER uses this to contact for educational related surveys) _____

What is your Preferred Contact Method:

Mail

Email

Mobile

Emergency Contact:

Name:		Relationship e.g. spouse	
Emergency Contact Phone No		Comments e.g. available AH only	

** If we deem a situation as an emergency, our RTO will contact the emergency contact with or without your consent.*

Enter your birth date (DOB):

Day/Month/Year: ____/____/____ (dd/mm/yyyy)

Sex (Tick ONE box only):

Male

Female

What is the address location and postcode of the suburb, locality or town in which you live?

(Please provide the physical address- street number & name, not P.O box- where you usually reside rather than temporary address at which you reside for training, work or other purposes before returning to your home)

Street No & Name: _____

Suburb, locality or town: _____

State/Territory: _____

Post Code: _____

What is your postal address? (If different from above?) _____

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LANGUAGE AND CULTURAL DIVERSITY

In which country were you born?

Australia: Yes No

Other (Please Specify) _____

Town or Place of Birth: _____

Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often)

No, English only (English only skip the next question)

Yes, Other Specify: _____

How well do you speak English?

Very Well Well Not well Not at all

Are you of Aboriginal or Torres Strait Islander origin?

(For students of both ATSI origins, mark both "Yes" boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

DISABILITY

Do you consider yourself to have a disability, impairment or long term condition?

(If answer is No, please skip the next question)

Yes No

If YES, then please indicate the areas of disability, impairment of long term condition: (You may indicate more than one area)

Hearing/Deaf

Physical

Intellectual

Learning

Mental Illness

Acquired Brain Impairment

Vision

Medical condition

Other _____

Please Note that for the areas you have indicated above, GTPS may require you to provide a letter from your GP or other Professional Contact Re: suitability to do course. GTPS may also require your written consent to contact your GP or Professional Contact for support during your learning. Sign consent here.

Sign: _____

Date: _____

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SCHOOLING

What is your highest **COMPLETED** school level? (Tick ONE Box only)

- Completed Year 12
- Completed Year 11
- Completed Year 10
- Completed Year 9 or Equivalent
- Completed Year 8 or Lower
- Never Attended School

In which **YEAR** did you complete that school level? _____

Are you still attending secondary school? Yes No

HIGH SCHOOL EDUCATION DETAILS

Please provide detailed information about your high school education:

Name of High School attended: _____

Country High School was located: _____

If your high school education was in Australia, in **which state**? _____

PREVIOUS QUALIFICATION ACHIEVED

Have you **SUCCESSFULLY** completed any of the qualifications?

Yes No

If **NO** skip this question and go to the next
 If **'YES'** please enter one of these Prior Education Achievement Recognition Identifiers applicable to the qualification level
A= Australian
E= Australian Equivalent
I=International
 If you have multiple Prior Education Achievement Recognition Identifiers See box marked "A" below for any one qualification, use the following priority order to determine which identifier to use

- A E I**
- Bachelor Degree of Higher Degree
 - Advanced Diploma or Associate Degree
 - Diploma (or Associate Diploma)
 - Certificate IV (or Advanced Certificate Technician)
 - Certificates other than the above
 - Certificate III (Or Trade Certificate)
 - Certificate II
 - Certificate I
 - Certificates other than the above

1. A= Australian
2. E= Australian Equivalent
3. I= International

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EMPLOYMENT

Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

- Full time employee
- Part- Time employee
- Self Employed – not employing others
- Employer
- Employed – Unpaid worker in a family business
- Unemployed – seeking full time work
- Unemployed – Seeking Part time work
- Not employed – not seeking employment

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only)

- 1. Managers
- 2. Professionals
- 3. Technicians and Trade Workers
- 4. Community and Personal Service Workers
- 5. Clerical and Administrative Workers
- 6. Sales Workers
- 7. Machinery Operators and Drivers
- 8. Labourers
- 9. Other

Which of the following classifications BEST describes the Industry of your current/previous employer? (Tick one)

- A - Agriculture, Forestry and Fishing
- B - Mining
- C - Manufacturing
- D - Electricity, Gas, Water and Waste Services
- E - Construction
- F - Wholesale Trade
- G - Retail Trade
- H - Accommodation and Feed Services
- I - Transport, Postal and Warehousing
- J - Information, Media and Telecommunications
- K - Financial and Insurance Services
- L - Rental, Hiring and Real Estate Services
- M - Professional, Scientific and Technical Services
- N - Administrative and Support Services
- O - Public Administration and Safety
- P - Education and Training
- Q - Healthcare and Social Assistance
- R - Arts and Recreation Services
- S - Other Services

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STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course (Tick ONE box only)

- To get a job or get a better job or promotion
- To develop my existing business
- To start my own business
- To try a different career
- It is a requirement of my job
- I want extra skills for my job
- To get into another course of study or career path
- For personal interest or self development
- Other reasons (specify) _____

VICTORIAN STUDENT NUMBER (VSN)

To be completed by all students aged up to 24 years:

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years. Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools' program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form. Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Enter your Victorian Student Number (VSN) - Read the VSN section above first

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No more questions if you have provided your VSN

Have you attended any Victorian school since 2009 or done any Training with a vocational education and training (VET) registered training organization or an Adult and Community Education provider in Victoria since 2011?

No I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011?

No more questions if you answer No above.

Yes - I have attended a Victorian school since 2009:

Most recent Victorian school attended: _____
and / or

Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011

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List the most recent training organisations with which you have participated in training in Victoria since 2011
(List up to 3 training organisations)

(i)	
(ii)	
(iii)	

(For Official Use Only – VSN allocated:

UNIQUE STUDENT IDENTIFIER (USI)

From Jan 1 2015 Guidestar Training & Professional Services can be prevented from issuing you with a nationally recognized VET qualification or Statement of Attainment when you complete your program if you do not have a USI. If you have not yet applied for a USI. You can apply for it directly at <http://www.usi.gov.au/create-your-USI>
You can do this on your computer or your mobile device.

Enter your USI (if you already have one)

COURSE DETAILS: Tick as applies

- HLTAID001 Provide Cardiopulmonary Resuscitation (CPR)
- HLTAID003 Provide First Aid
- HLTAID004 Provide an Emergency First Aid Response in an Education and Care Setting
- Manual Handling Certificate of participation
- 22300VIC Course in First Aid Management of Anaphylaxis
- 22024VIC Course in Emergency Management of Asthma in the Workplace
- HLTFSE001 Follow Basic Food Safety Practices (Food Handling)
- HLTHPS006 Assist Clients with Medication

Placement Hours Required in Applicable: _____

Placement Exception:

- Students already working in the industry.
- Exceptions must be authorized by the GTPS Training Coordinator.

Course Commencement Date: _____

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RECOGNITION OF PRIOR LEARNING

Do you want to be considered for recognition of prior learning, current competencies or credit transfer?

Yes (If yes please ask for GTPS RPL Kit)

No

Specify you need RPL in what units? (Please note that for every unit that you apply RPL in we charge \$100)
You will also need to ask for Guidestar Training & Professional Services RPL Kit. Please talk to the GTPS Trainer/ Assessor or Training Coordinator if you need more information in relation to the RPL process.

<u>NO</u>	<u>UNIT</u>

Attach additional paper for your RPL units if needed.

OTHER REQUIRED DETAILS

How did you find out about this course?

Friend Employer Internet Newspaper Ad Other: (Specify) _____

If you were referred by someone please give us their name: _____

If via a Newspaper Ad, please specify the Paper _____

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POLICIES SECTION:

FEES AND REFUND POLICY

This fees and refund policy is only an extract covering the section relevant to SHORT COURSES ONLY. For a full policy, please refer to our website guidestartraining.com.au

Definitions

- Fees refer to any monies paid by students for training and assessment services
- Refunds refer to any monies paid back to students who withdraw or cancel their enrolment, or in instances where GTPS cancels a course.

Payments

- All GTPS **Short Courses** Fee of less than \$ 500, must be paid prior to the Short Course commencement or on the day of the course.

SHORT COURSES

SHORT COURSE	CHARGES
HLTAID001 Provide Cardiopulmonary Resuscitation (CPR)	\$ 55
HLTAID003 Provide First Aid (Manual Pre- workshop coursework)	\$ 127
HLTAID003 Provide First Aid (Online Pre- workshop coursework)	\$ 110
HLTAID004 Provide an Emergency First Aid Response in an Education and Care Setting	\$ 150
Manual Handling Certificate of participation	\$ 50
22300VIC Course in First Aid Management of Anaphylaxis	\$ 60
22024VIC Course in Emergency Management of Asthma in the Workplace	\$ 50
HLTFS001 Follow Basic Food Safety Practices (Guidestar students)	\$ 65
HLTFS001 Follow Basic Food Safety Practices – Others -Price of any Cert III as per below	\$ 130
HLTHPS006 Assist Clients with medication (per person)	\$ 300

OTHER CHARGES THAT MAY APPLY

Description	Fee
RPL for any Certificate III unit of competency	\$100
RPL for any Certificate IV unit of competency	\$ 120
Completing any Certificate III unit of competency	\$ 130
Completing any Certificate IV unit of competency other than medication	\$ 150
1 st and 2 nd re-assessment of a unit of competency initially assessed as "NYS"	\$ 0
3 rd and consecutive re-assessments of a unit of competency assessed as "NYS"	\$ 50
Lamination of each certificate or other personal documents (Per pocket)	\$ 2
T-Shirts for Placement (Reimbursement of costs to RTO)	\$ 20
Replacement of Lost or damaged certificate (non-RTO's fault) for a qualification	\$ 100
Replacement of Lost or damaged certificate (non-RTO's fault) for an SOA	\$ 50
Separate SOA for a Unit of Competency in a Qualification	\$ 50
Personal documents Photocopy per page	\$ 0.20
Registered Mail postage charges Victoria	\$ 10
Registered Mail postage charges Interstate	*TBD

*TBD – Means to be determined

Please note that

- The student tuition fees as published are indicative only and are subject to change given individual circumstances at enrolment.
- GTPS reserves the right to offer a discount to students based on research into client base and prevailing market rates.
- GTPS is compliant with the Equal Opportunity Act 2010 and therefore encourages all potential students to apply government funded training.
- For VTG eligibility, Fee Exemptions/Waiver, Concessions kindly speak to GTPS staff or ask for Fees and Refund Appendix

PAYMENTS PLAN AS NOT APPLICABLE FOR SHORT COURSES

- Please note courses such as **Manual Handling, First Aid, Anaphylaxis, Asthma, CPR, Medication etc.** all fall below \$ 500 per course and must be paid prior to course or (if negotiated) on the day of the course (see fee and refund policy).

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PLAGIARISM AND CHEATING

Plagiarism is a form of cheating. It is taking and using someone else's thoughts, writings or inventions and representing them as your own.

Plagiarism is a serious act and may result in a student's exclusion from a unit or a whole course.

All assignments are to include a 'Student Declaration' that is signed by the student to certify that no part of the assignment has been copied from another person's work (except where documents or work is listed/ referenced, and that no part of the assignment has been written for them by another person. **For details please see full policy under Policies in the website guidestartraining.com.au**

CEASING TO LEARN & WITHDRAWAL

A student may withdraw from a unit of competency by giving notice in writing to the GTPS Training Coordinator.

ISSUANCE OF STATEMENT OF ATTAINMENT (SOA)

Students who successfully complete the required unit of competency a Statement of Attainment provided the student has paid in full for the tuition related to the said.

GTPS endeavours to issue certificates as soon as possible after a student has submitted all the required evidence. Where this is not possible, GTPS has the following guideline

From the date the student submits final written work and other evidence, it shall take a minimum of:

- ✓ 5 working days for the short courses statement of attainment to be issued e.g. First Aid

GTPS ensures that a student is informed at all times during this period

STUDENTS CODE OF CONDUCT POLICY

Purpose:

This policy clarifies expected standards of behaviour in relation to students for the duration they are enrolled with GTPS. It provides broad guidelines when it comes to individual decision making and its possible consequences. This policy applies to all GTPS students in all locations.

Legislative implications

This policy is informed by federal and state legislation. Students need to be aware that breaches of the code of conduct may also be a breach of legislation. All students are therefore informed that they have an obligation under the state and federal legislations to comply. GTPS has outlined the following examples but reiterates student is obligated to observe all relevant state and federal legislations.

Student's rights and responsibilities:

Students have a right to expect that:

- ✓ That they will learn in an environment that promotes justice, equity and enables pursuit of excellence
- ✓ They will be treated with respect and be listened to
- ✓ They will be supported through their learning
- ✓ Course content will be delivered by competent trainers
- ✓ As much information about the course is provided to the students prior to and during their learning.
- ✓ They can raise any issues they deem to be unfair, inconsistent to what has been promoted or anything associated with their learning. Our complaints policy explains how you can go about this. Please read it carefully
- ✓ Will be assessed as per the laid outlined assessment methods you have been informed about before the commencement of any course.

In return students are expected to:

- ✓ Be punctual in class and stay through to the end. Late arrivals and early departures disrupt learning for others and may result with you being deemed as having not attended class
- ✓ If not coming to class notify the GTPS office via a phone call or email or send a message (SMS)
- ✓ Contact GTPS Trainer for alternative arrangements in relation to missed out classes.
- ✓ Do not up in class under the influence of drugs and/or alcohol
- ✓ Do not consume drugs and/or alcohol within the GTPS training premises
- ✓ Put mobile phones to vibrate or silent while in class
- ✓ No taping or recording of classes
- ✓ No photo taking of trainer's power points or other students work
- ✓ No photo taking of trainer or others students without their verbal or written consent. Please note photo taking without consent is a breach of someone's privacy and they can take legal action against you.
- ✓ Behave in a manner that allows other students to enjoy their learning
- ✓ Treat other students and Staff at GTPS with consideration and respect
- ✓ No negative/abusive remarks in class about other students, trainers or industry such as may be deemed disrespectful to the aforementioned or deemed as having a negative impact.
- ✓ No use of discriminative, rude, obscene, bullying, harassing, inappropriate language or actions
- ✓ Observe Evacuation Procedures and make note of all emergency exists
- ✓ Don't act in an unsafe manner toward self and others e.g. verbal and physical aggression or possession of weapons
- ✓ Report any potential hazards, near misses, accidents & incidents
- ✓ Do not lift and if you volunteer to assist with furniture arrangement for example, seek to do it with required assistance
- ✓ Do not attend to electrical equipment – reserved only for licensed personnel
- ✓ Complete assessments as laid out for the specific qualifications, monitor progress and observe assignments deadlines
- ✓ Ensure that all the information provided to the Trainer and GTPS for our records is accurate
- ✓ Notify GTPS manager of any contact changes (email, phone, address etc.) for this to be amended in their records
- ✓ Not use oppressive or misleading practices, falsify or wrongly withhold information.

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- ✓ Respect and observe copyright requirements of electronic resources availed to them for learning purposes e.g. CD's.
- ✓ Not plagiarise. See more information in our Plagiarism policy
- ✓ Be responsible for own personal belongings and DO NOT BRING valuables to class for example money and expensive jewellery
- ✓ Notify of any condition(s) that might affect your learning e.g. health issues that need attention that may have been missed out during the enrolment process

Please note that failure to observe the outlined classroom guidelines may lead to discontinuation of a student from the course without further reference.

STUDENT DISCIPLINE POLICY

This policy works hand in hand with the CODE OF CONDUCT POLICY

To ensure all learners receive equal opportunities and gain the maximum from their time with us, these rules apply to all students who attend any of our sessions. Any person(s) who displays dysfunctional or disruptive behaviour may be asked to leave a class or in extreme cases the course.

Dysfunctional behaviour may include:

- ✓ continuous interruptions to the trainer whilst delivering the course content
- ✓ smoking in non-smoking designated areas
- ✓ being disrespectful to other participants
- ✓ harassment by using offensive language
- ✓ sexually harassing others
- ✓ acting in an unsafe manner that places themselves and others at risk

Any student who is asked to leave a session or course has the right of appeal through our appeals process.

1. All discipline issues are handled professionally and confidentially in order to achieve a satisfactory resolution.
2. All parties have a clear understanding of the steps involved in the discipline procedure via an initial meeting
3. Students are provided with details of external authorities they may approach.
4. All Disciplinary issues are managed fairly and equitably and as efficiently as possible.

Student disciplinary problems may be managed through an informal or a formal process or both if deemed necessary

STUDENT ENROLMENT DECLARATION AND AGREEMENT

I, the undersigned, declare and agree as follows:

1. That the information entered on this form is, to the best of my knowledge, true, correct and complete.
2. I agree to be bound by the standards of conduct, policies and procedures of Guidestar Training & Professional Services while I remain an enrolled student. These are available in this enrolment form, in the website and in the student information booklet.
3. I agree to comply with any and all reasonable instructions given to me by Trainers/Assessors and staff members of Guidestar Training & Professional Services.
4. I accept that I will be required to attend work placement where applicable as part of my learning for which I may be required to provide evidence of a Police Check and/or a valid Working with children Check. I agree to pay all associated fees and charges related to the provision of such a document. (N/A for First Aid, Anaphylaxis and Asthma Courses)
5. As per the fees and refund policy, I agree to pay in full all specified course fees and charges related to my course(s) here.
6. If I do not pay the tuition fees as specified in the fees and refund policy, it has been made clear to me that I cannot obtain my qualifications certificate nor my statement of attainment
7. As per the policies provided to me in this enrollment form and in the Student Information Booklet –or as available in the website www.guidestartesting.com.au, and which I have read, I agree that my learning can be terminated for failure to observe the various reasons outlined in the Classroom Guidelines among others reasons.
8. I, the undersigned student, do hereby accept the offer in GTPS for a position to study the short course I have applied for
9. I have signed this enrolment form voluntarily under no coercion as a sign that I wish to undertake the course.
10. That I'm aware that if I do not supply my **USI (Unique Student Identifier)** that I will not be able to obtain my certificate upon successful completion of the course

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STUDENT TO SIGN HERE

WITNESS TO FILL THIS SECTION

Student Name:	Witness Name:
Student Sign:	Witness Sign:
Date:	Date:

PLEASE ENSURE THAT YOU

1. Have provided your USI
2. Have provided a copy of your photo ID and your current address
3. Have paid