

# APPLICATION FORM



## STUDENT APPLICATION FORM:

**I'M APPLYING AS A**

**(I) FEE FOR SERVICE STUDENT**

**(II) GOVERNMENT FUNDED STUDENT (See Criteria below)**

### ELIGIBILITY CRITERIA FOR GOVERNMENT FUNDED STUDENTS

Please Tick the boxes	Yes/No
<b>Are you an Australian citizen or a permanent resident (holder of a permanent visa)?</b> If you are in any other category, please speak to the enrolments officer.	
<i>Please show originals docs as proof that you meet the above criteria</i>	
<b>Are under 20 years old as of 1<sup>st</sup> January 2012? Can do maximum 2 qualification this year</b>	
<i>Please show an original valid document showing your age e.g. a birth certificate</i>	
<b>Are you over 20 years old? (You must not be holding a cert III qualification or higher in any area. If holding Certificate 1 or II to in any area, you qualify to do a cert III in aged care or cert III in home and community care- HACC). If that is the case, please sign the declaration below</b>	
<i>Please sign this declaration.</i>  <b>I DECLARE THAT I DO NOT HOLD A CERTIFICATE III QUALIFICATION IN ANY FIELD AND THAT I ALSO DO NOT HOLD A QUALIFICATION HIGHER THAN A CERTIFICATE III. THE INFORMATION I PROVIDE IS TRUE AND CORRECT AT THE TIME OF MY ENROLLING FOR THIS COURSE HERE AT GUIDESTAR TRAINING &amp; PROFESSIONAL SERVICES.</b>  Name: _____ Sign: _____ Date: _____  Witness Name: _____ Sign: _____ Date: _____	

### Parental consent for students below 18 years

I consent/do not consent to my son/daughter undertaking this qualification(s). I understand that there is a payment (see fee schedule) towards each qualification and the rest will be subsidized by the Victorian Government

**SIGN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**NAME:**

**ADDRESS:**

**PHONE NUMBER**

**Mobile:**

**Landline:**

**COURSE(S) APPLYING FOR:**

**(i)**

**(ii)**

Thank you for applying for a place at Guidestar Training & Professional Services.  
Find below:

- 1) English Language and Literacy test
- 2) Numeracy test

Please complete it as accurately and as ably as you can. Do not let anyone complete it on your behalf. It helps us assess your suitability to undertake course and to determine the level of support that we need to provide you as you complete your course. Be as honest as you can.

## **Privacy Statement**

At Guidestar Training & Professional Services, we are committed to protect the privacy of all individuals that relate to us in anyway by responsible handling of their personal and sensitive information. We abide with the national privacy principles in the handling of information.

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## ENGLISH LANGUAGE AND LITERACY TEST

1) What is your name?

.....

2) What is the time now?

.....

3) How well do you speak English? (Please circle one)

Very Well

Well

Not Well

Not at all

**4) Please read the passage below and use it to answer the questions below:**

*Guidestar Training & Professional Services is a Victorian based RTO - Registered Training Organization that offers Nationally Recognised Qualifications in Community services sector. Such certificates include Certificate III in aged care (CHC30208), certificate III in home and community care (CHC30308) and Apply First Aid (HLTFA301B). Guidestar Training & Professional Services also offers certificate of participation in Manual Handling.*

*We are committed to provide comprehensive training programs that meet the industry needs and standards. We are constantly doing industry consultation as a result.*

*Our core values are integrity and quality. With this high level quality students of Guidestar Training & Professional Services not only stand a good chance to secure a job after completion of their qualification, but equally stand a good chance to retain the secured job.*

*Our head office address is 25 Victoria Crescent, St. Albans Vic 3021*

Questions

i) Where is Guidestar Training & Professional Services head office situated?

.....

ii) What does RTO stand for?

.....

iii) Which example of certificates does Guidestar Training & Professional Services provide?

.....

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5) Please tell us in about 50 words why you want to study this course?

## NUMERACY TEST:

1) There are 100 pieces of gloves in a pack at the nursing home. You have been told to place an order when half of the gloves are spent. How many gloves will have been spent out when the pack is halfway?

.....

2) The Dementia wing in Labada Nursing home has 150 residents. 36 of them have travelled today for a trip to Phillip Island. How many have been left behind?

.....

3. Mrs Jones has to take 2 x100 g tablets every morning before breakfast. She takes another 3 x 150 g after dinner. How many grams will she have from morning till she goes to bed?

.....

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Name of applicant:

Signature:

Date:

## FOR OFFICE ADMIN USE ONLY:

Application:

Approved

Rejected

Guidestar Training & Professional Services rep:

## REASONS FOR EITHER DECISION:

Name:

Sign:

Date: