

# CERTIFICATE IV QUALIFICATIONS APPLICATION FORM



## CERTIFICATE IV QUALIFICATIONS STUDENT APPLICATION FORM:

I'm Applying as a:

- Fee for Service Student**  
 **Government Funded Student** (See Criteria below)

### ELIGIBILITY CRITERIA CHECKLIST FOR GOVERNMENT FUNDED STUDENTS

- I'm an Australian/New Zealand citizen or a permanent resident (holder of a permanent visa)**
- If you are in any other category, please speak to the Guidestar staff for assessment
  - Provide proof of citizenship/residency original document to Guidestar staff for a copy for your file
- I'm under 20 years of age as of 1<sup>st</sup> January in the current year**
- Can do any qualification
  - Provide proof of age document such as Birth certificate
- I live in Victoria**
- Provide proof of address e.g. Driver's license, utility bill etc.
- I'm over 20 years of age at time of enrolment**
- Should not be holding a qualification at certificate III level or higher
- I'm an Asylum Seeker, Victim of Human Trafficking,**
- Present a Training Referral form
- I'm not enrolled in any other Government funded course this year.** Includes Foundation courses

### **PLEASE SIGN THIS DECLARATION**

- I declare that I do not hold a certificate IV qualification or higher in any field.
- That if I hold any overseas qualification that the same has not been assessed in Australia
- That the information I hereby provide is true and correct to the best of my knowledge.

Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### **PARENTAL CONSENT FOR STUDENTS BELOW 18 YEARS OF AGE:**

- I consent  Do not consent

- To my child undertaking the qualification(s)
- I understand that there is fee to be paid towards this qualification whether my child is government funded or self-funded.

Parent Name: \_\_\_\_\_ Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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<b>Full Name of Applicant:</b>
<b>ADDRESS:</b>
<b>Mobile Phone:</b>
<b>Land Line:</b>
<b>Signature:</b>
<b>Date:</b>
<b>COURSE(S) APPLYING FOR: (Tick as applies)</b> <input type="checkbox"/> CHC40108 Certificate IV Aged Care <i>(provide proof of 6 pre-requisites)</i> <input type="checkbox"/> CHC40212 Certificate IV in Home and Community Care <i>(provide proof of 3 pre-requisites)</i> <input type="checkbox"/> CHC40312 Certificate IV in Disability

Thank you for applying for a place at Guidestar Training and Professional Services.  
Below find GTPS:

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

The outcomes of the LLN test will assist the trainer at GTPS to identify any LLN needs that you may have and therefore organise appropriate support.

Be as honest as you can and do not allow anyone to complete this LLN on your behalf.

## 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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## **SECTION A: LANGUAGE**

- 1. Please inform us in about 50 words your reason for enrolling in this course**

- 2. As you will be working under the law when you complete your qualification here in Australia, explain in about 30 words why you think it is important for workers to observe the law in this industry**

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3. Do you think good communication skills (both written and verbal) are essential for one to be employed in the community sector? Please explain your answer.

Read the section of the policy below and answer the following questions:

## RECOGNITION OF QUALIFICATIONS AND STATEMENT OF ATTAINMENT BY OTHER RTO's & CREDIT TRANSFER POLICY

Under National Recognition and as per the Condition of Registration 7 in the AQTF, our RTO recognizes qualifications and statement of attainment/results issued by other RTO's. This means that a student will gain exemption for such recognised training where the outcome was competent. Such units should also be identifiable and/or listed in the relevant Training Package. To receive recognition for a qualification or a statement of results/attainment, students need to be enrolled with GTPS and need to provide certified copies of the qualifications, statement of attainment/results.

If deemed necessary, the RTO will contact the issuing RTO to verify the authenticity of the qualifications.

We grant Credit transfer to students who have documented evidence of their unit's achievements as can sometimes be seen in the Statements of Attainment or Certificates obtained from other RTO's.

4. From the policy above, our RTO
- (a) Does not recognise statement of attainment issued by other RTO's
  - (b) Recognises statement of attainment issued by other RTO's
  - (c) Must call the other RTO that has issued a statement of attainment
  - (d) Does not care whether you have done any units with anyone else
5. To be granted credit transfer
- (a) You need to have no documented evidence
  - (b) You need to just verbalise it
  - (c) You need to have documented evidence
  - (d) You need to put it in writing

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6. To receive recognition for a qualification or a statement of results/attainment
  - (a) Students need to be enrolled with Guidestar
  - (b) Do not need to be enrolled with Guidestar
  - (c) Can be enrolled at another RTO
  - (d) Should be past students of Guidestar
  
7. Recognition of qualifications and statement of attainment is under which Condition of Registration
  - (a) Condition of Registration 7.8b in the AQTF
  - (b) Condition of Registration 8 in the AQF
  - (c) Condition of Registration 1.7c in the AQTF
  - (d) Condition of Registration 7 in the AQTF

## **SECTION B: NUMERACY**

1. Julie has to pay for her medication every fortnight on a Monday. If she paid on the Monday of 01/01/12, which is the next due date?
  - (a) 08/01/12
  - (b) 10/01/12
  - (c) 15/01/12
  - (d) 16/01/12
  
2. Mrs Jones has to take 2 x 100 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?  
\_\_\_\_\_
  
3. You are the Residential Care Worker for James Smith who has a physical disability. He is scheduled to visit his physiotherapist every 3 weeks at 10:30 am. It takes him 30 minutes to travel from the Facility to the Physiotherapist. What is the latest time you would leave for this appointment?
  - (a) 8:30 am
  - (b) 9:30 am
  - (c) 10:00 am
  - (d) 7:00 am
  
4. As per instructions in question 3 above, how many days would you have to count before his next appointment. (A week is equal to 7 days)
  - (a) 19 days
  - (b) 21 Days
  - (c) 30 days
  - (d) 15 days

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## FOR OFFICE ADMIN USE:

Application:

Approved

Rejected

**Guidestar Training & Professional Services rep:**

**REASONS FOR EITHER DECISION INCLUDING ANY REFERRAL FOR SUPPORT PROVIDED:**

**GTPS Staff:**

**Sign:**

**Date:**