

ENROLMENT FORM



Before you complete the Application form please read Guidestar Training & Professional Services' Confidentiality & Privacy Statement as well as Fees and Refund policy (at the back of this form)

I'm applying as a (Please tick one)

(i) Fee for service student

(ii) Government Funded student

PERSONAL DETAILS:

Enter Your Full Name

Family Name (surname)	
Given Names	

Enter your birth date (DOB),

Day/Month/Year: ____/____/____

Sex (Tick ONE box only)

Male

Female

Victorian Student Number (VSN) Details. (for those aged 24 years or below at time of enrolment). **Read the italicized section about VSN first**

"Leave both the VSN and the above tick box blank if you HAVE previously attended a Victorian school, TAFE or vocational education and training provider."

I have a VSN (Provide the details)

I do not have a VSN (provide reason below)

Because I'm new to the Victorian Education System and have never attended a School, TAFE or RTO

Other reason (please state) below

(For Official Use Only – VSN allocated.

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If YES, then please indicate the areas of disability, impairment of long term condition.

(You may indicate more than area)

- Hearing/Deaf
- Physical
- Intellectual
- Learning
- Mental Illness
- Acquired Brain Impairment
- Vision
- Medical condition
- Other specify _____

SCHOOLING

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

- Post graduate (Masters) in: _____
- Undergraduate (Degree) in: _____
- Diploma of: (indicate) _____
- Certificate (specify I, II, III, or IV) in: _____
- High School _____
- Primary school (specify Grade) _____
- Never attended school

High school Education Details *(Please provide information about your high school education)*

- Name of High School attended: _____
- Country** High School was located: _____
- If completed year 12, which year was it _____
- Indicate level completed if you never completed yr 12 _____

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

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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) _____

COURSE DETAILS:

Qualification details. (Tick as appropriate)

Certificate III in aged care CHC30208

Certificate III in home and community care CHC30308

Placement Hours Required: 150 hours

Course Commencement Date: _____

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 _____

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

Yes (If yes please ask for an RPL form)

No

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*Specify you need RPL in what units? (Please note that for every unit that you apply RPL in we charge \$50)
You will also need to ask for Guidestar Training & Professional Services RPL tool. Please talk to the Training Manager if you need more information in relation to RPL.*

NO	UNIT

IMPORTANT INFORMATION FOR THE STUDENT AT ENROLMENT

Confidentiality & Privacy Statement

Guidestar Training & Professional Services is committed to protecting your privacy and confidentiality. Guidestar Training & Professional Services will only use your information for the purposes indicated/intended, unless otherwise consented to by you or as may be required by law.

Guidestar Training & Professional Services will seek to ensure information in our records is accurate, up to date and complete. Guidestar Training & Professional Services stores your information securely. We have a document storage and information technology practice that protects all private information in our care protecting it from unauthorized access, alteration or disclosure.

You can generally access your personal information by contacting Guidestar Training & Professional Services Director via a written request.

(For more details ask for our copy of privacy and confidentiality policy).

Thanks

Instructions to guide you in filling this form.

Dear Student,

Welcome to Guidestar Training & Professional Services. We trust you will enjoy training with us.

All our courses have been designed to provide you with practically applied knowledge, skills and values to help you perform competently in the area of study that you are applying for.

We wish you all the best as you study with us.

For the Course(s) you are interested in:

Step 1:

- Please fill in the application form where we will assess your numeracy and literacy skills.
- Upon successful application complete this enrolment form in full and submit to Guidestar Training & Professional Services Office in your location

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- It is at this point that you need to apply for a POLICE CHECK or indicate whether you have a valid one (Police Check needs to be no more than 1 year old). If you do not have one, the Guidestar Training & Professional Services staff will guide you through this process
- Consider at this point whether you want to apply for RPL or not. If interested, seek further information about the process including related payments from your trainer(s).
- Do not forget to attach a **PHOTO ID** for your enrolment

Step 2:

You have an option to choose from the following qualifications and/or units.

Course
CHC30208 Cert III in aged care (Face to face & blended options)
CHC30308 Cert III in home and community care (Face to face & blended options)
Dual Qualification CHC30208 - aged care and CHC30308 home & community care (Face to face & blended options)
HLTFA301C- Apply First Aid
Manual Handling course - Certificate of participation

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)

FEES & REFUND POLICY

AVAILABLE UPON REQUEST IS ADDITIONAL INFORMATION (APPENDIX) ON ELIGIBILITY, FEE EXEMPTION, FEE CONCESSIONS AND FEE WAIVER

FEES CHARGES

Prior to enrolment in each course, GTPS provides full fees details regarding all courses. This information is available in the marketing materials of all our courses namely website www.guidestartraining.com.au, student information booklet, where possible newspaper adverts, pamphlets, as well as in our enrolment form. Our **refund policy** is also clearly outlined in our brochures, enrolment forms and in the student information booklet, normally availed to all students before they enrol to undertake our courses.

FEE DETERMINATION

We are guided by 2009 ministerial Directions in the fee we charge to our government supported students. We are also guided by what our competitors charge for similar training. As stated in our Business Plan, GTPS operates in a competitive environment and therefore our fees and charges will reflect that reality.

GOVERNMENT FUNDED STUDENTS:

Fees Collection for Government funded students

Fees collection for Government funded students shall be done in line with the Ministerial Directions about fees as issued by Higher Education and Skills Group.

Government Funded students like other students are not expected to pay upfront for their course(s). They are however expected to put in a deposit of \$50 to enable them receive a student pack and be able to start class. They can pay the balance of their fees within the course period. The \$ 50 contributes to their fee unlike for the self-funded whose \$50 is for enrolment and is non-refundable.

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Please note that Government funding applies for a whole qualification e.g. Certificate III in aged care or for completed units within a qualification should a student withdraw before completion.

Cost of additional units outside of a qualification has to be met by the student. For example Certificate III in aged care is 14 units and Apply First Aid HLTA301C even though is a recognised Elective for Certificate III in aged care, cannot be added as the 15th unit as the Government would pay only for the 14 that make up the course. In such circumstances, the student would have to meet the cost of Apply First Aid. See the pricing for the various additional units/short courses/non tuition charges in the table below.

Refund for Government Funded students:

All refunds will be provided in line with the Ministerial Directions about fees as issued by Higher Education and Skills Group as outlined in section 3.1 of the Service Agreement

SELF-FUNDED STUDENTS:

Fees Collection for Self-funded students

GTPS does not require any student to pay fees upfront for their qualifications except if the course is priced at less than \$ 200. There is however:

- ✓ A \$ 50 Non-refundable enrolment fee for all self-funded students. This \$ 50 fee also serves as a student commitment fee and the basis on which the student pack is released to the student.

Refund:

Should GTPS cancel a course for any reason or delay a course by more than 4 weeks; students will be entitled to a full refund or transfer of the fees already paid to another/future or upcoming course to which they will consent to in writing. In this case the student will be given their preferred option.

If for any reason a student wishes to withdraw from the course, the intention to withdraw must be submitted in writing and the following rules shall apply:

- ✓ Withdrawal from a course priced at below \$200 before the commencement date, a 100% refund.
- ✓ Withdrawal from a course priced at below \$200 once it has commenced, nil refund.
- ✓ Withdrawal from a course priced over \$200 and the student has made prior payments by choice, the following refund guidelines shall apply:
 - 20-25 days before course commencement, refund of fees, less 25% administration fee
 - 15-19 days before course commencement, refund of fees, less 50% administration fee.
 - 5-14 days before course commencement, refund of fees, less 75% administration fee
 - Once the course has commenced, no refund applies

If a student wishes to change their enrolment to another course delivered concurrently with the enrolled course, the fees paid will be transferable to the new course. No administration fee will be charged for this transfer. In such circumstances the student will consent in writing for the transfer of the fee to occur.

PAYMENT TERMS FOR ALL STUDENTS:

For courses that cost under \$200 and not government funded. If course is Government funded, the fees collection criteria for Government funded students applies.

1. Payment must be made prior to being enrolled in the course or
2. on the day of the course

For courses that cost above \$200 three payment options apply:

1. By choice - could pay upfront the entire fee (not a requirement except for \$ 50 non-refundable enrolment fee for self-funded students and \$ 50 commitment fee for Government funded students)
2. Pay in maximum 3 instalments with:
 - At least \$ 50 being received prior to commencing class to cater for the student pack as stated in (1) above

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- 1st and 2nd instalment during the training and
 - 3rd instalment by the last day of the training- course i.e. before proceeding for work placement where this is applicable.
3. Any other arrangement apart from the 2 options provided above need to be mutually arrived at between the student and GTPS accounts with the Operation's Manager's approval.

Guidestar Training & Professional Services current fees and charges

ITEM DESCRIPTION	Self-Funded Students	Government Funded students		Please tick the fees that applies to you below
		Concession	Non-Concession	
Enrolment Fee	\$ 50	Nil	Nil	
CHC30208 Cert III in aged care (Face to face & blended options)	\$ 1300	\$100	\$ 500 (ask for any current promotional discount)	
CHC30308 Cert III in home and community Care (Face to face & blended options)	\$ 1300	\$100	\$ 500 (ask for any current promotional discount)	
Dual Qualification CHC30208 - aged care and CHC30308 home & community care (Face to face & blended options)	\$ 1500	\$ 150	\$ 750 (ask for any current promotional discount)	
HLTFA301C- Apply First Aid	\$ 120	\$ 120	\$ 120	
First Aid Text	\$ 7	\$ 7	\$ 7	
Manual Handling course - Certificate of participation	\$ 50	\$ 50	\$ 50	
SOA required when unit is included in the main qualification e.g. Medication	\$50	\$ 50	\$ 50	
Other charges - RPL process (Per each unit of competency being applied for)	\$ 50	\$ 50	\$ 50	
Re- assessment of a unit first and second times	\$ 0	\$ 0	\$ 0	
Re- assessment of a unit third and consecutive times	\$ 50	\$ 50	\$ 50	
TOTAL FOR STUDENT TO PAY				\$

Other Non- Tuition Related Charges

Lamination of each certificate or any document	\$ 2
Photocopy per page (except enrolment related documents)	\$0.20
Placement T-Shirts	\$ 20
Reprint of certificates lost or damaged (non RTO's fault)	\$ 50
Table of Contents booklet	\$ 15
Postage charges for registered mail	\$ 10

Please note that

- (i) Blended option means a student does a combination of flexible independent learning and classroom attendance.

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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. In consideration of my enrolment and provision by Guidestar Training & Professional Services of educational services and resources, I agree to be bound by the standards of conduct, policies and procedures of Guidestar Training & Professional Services while I remain an enrolled student.
3. I agree to comply with any and all reasonable instructions given to me by 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. I agree to pay all associated fees and charges related to the provision of such a document.
5. I accept that I will be required to complete work placement which may involve some manual handling. Therefore, I declare that **I do / do not** have any existing condition or injury which may prevent me from safely doing some or all of the required tasks in the workplace. I agree to provide full details of any such limitations to Guidestar Training & Professional Services before the course commences and to also let my Work Placement know of the same before placement commences.
6. 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.
7. 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

AGREEMENT/ACCEPTANCE BY THE STUDENT

I, THE UNDERSIGNED STUDENT, DO HEREBY ACCEPT THE OFFER FOR A POSITION TO STUDY

Certificate III in aged care CHC30208
Certificate III in home and community care CHC30308

I ALSO AGREE TO ABIDE BY THE ABOVE CONDITIONS OF ACCEPTANCE.

I FURTHER ACKNOWLEDGE THAT I HAVE READ AND ACCEPTED THE POLICIES FROM GUIDESTAR TRAINING & PROFESSIONAL SERVICES AS OUTLINED IN THE STUDENTS INFORMATION BOOKLET AVAILABLE AT THE RECEPTION AND/OR IN THE RTO'S WEBSITE.

Students please ensure you sign this section (AGREEMENT) and date it as needed:

Thanks

STUDENT TO SIGN HERE

WITNESS TO FILL THIS SECTION

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

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THIS PAGE IS LEFT BALNK INTENTIONALLY

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PLEASE FILL THIS EVALUATION FORM FOR US AND DETACH IT FROM THIS APPLICATION AND PASS IT ON TO A STAFF

POST-ENROLMENT EVALUATION FORM

Thank you for enrolling as our student. Below please find a post enrolment evaluation which will help us serve you better in future.

scale	Not at all	Not very well	Fairly well	Very well	Extremely well	Y	N
	1	2	3	4	5		
	Poor	Fair	Good	Very good	Excellent	Yes	No

If any question is not relevant to you please select not applicable (N / A).

Please put a mark in the box you agree with.

Please tell us about your enrolment process	1	2	3	4	5	N/A
Well planned and organised?						
Took the amount of time you expected						
Clear and easy to follow instructions throughout the process?						
Staff were friendly						
Staff were helpful whenever you got stuck						

Please tell us about our terms and conditions in the enrolment form	Yes	No
Did you have a full understanding of our terms and conditions when you signed your enrolment form?		
Did you fully understand our terms and conditions during the application process		
Did staff clarify wherever you had questions or doubts?		

Any additional comments

Thank you once again for taking the time to complete this post enrolment evaluation form and have an outstanding day.