

# ENROLMENT FORM



communities  
atWork

Centre of Professional  
Learning and Education

## INTENDED COURSE OF STUDY

### Qualification Name

CHC30121 Certificate III in Early Childhood Education and Care

CHC50113 Diploma of Early Childhood Education and Care

BSB30415 Certificate III in Business Administration

CHCPRT001 Identify and Respond to Children and Young People at Risk

A.C.T. Mandatory Reporting Update

## PERSONAL DETAILS

### Enter your full name

Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI please write your name exactly as written in the identity document you choose to use.

Single name only - if you have one name only that cannot be written in the following format. Write your single name in the 'Family name' section.

Title	First Given Name	Second Given Name (Middle Name)	Family Name (Surname)
Birth Date (Date/Month/Year)	Gender (Tick ONE box only)		
/ /	Male	Female	Other (Indeterminate/Intersex/Unisex)

## ENTER YOUR CONTACT INFORMATION

Home Phone (including area code)		Mobile	
Email Address			
Alternative Email Address (optional)			
Contact Method	Email	Mobile	Mail

## ENTER CONTACT INFORMATION IN CASE OF EMERGENCY

Emergency Contact Name	Relationship To You	Emergency Contact Number

## UNIQUE STUDENT IDENTIFIER

From 1 January 2015, the Centre of Professional Learning and Education (CPL) RTO 88148 can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI).

If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/your-usi/create-usi> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

### Enter your Unique Student Identifier (USI)

In providing my USI, I confirm the Centre of Professional Learning and Education (CPL) RTO 88148 is authorised to collect, use and disclose my student identifier for the purposes required under the Student Identifiers Act 2014.

I understand that I will receive a notice regarding the Centre of Professional Learning and Education (CPL) RTO 88148 use of this information to confirm my USI.

I understand that the name Centre of Professional Learning and Education (CPL) RTO 88148 included in the notice may be different to the name they are familiar with – the name of the organisation verifying my USI is the Centre of Professional Learning and Education (CPL) RTO 88148.

## WHAT IS THE ADDRESS OF YOUR USUAL RESIDENCE?

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

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/Property Name

Flat/Unit Details

Street or Lot Number  
(e.g. 205 or Lot 118)

Street Name

Suburb, Locality or Town

State/Territory

Postcode

## WHAT IS YOUR POSTAL ADDRESS (IF DIFFERENT FROM ABOVE)?

Building/Property Name

Flat/Unit Details

Street or Lot Number  
(e.g. 205 or Lot 118)

Street Name

Suburb, Locality or Town

State/Territory

Postcode

## LANGUAGE AND CULTURAL DIVERSITY

### In which country were you born?

Australia

Other - Please specify:

### Town/City 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

Yes - please specify:

### How well do you speak English?

Fluently

Somewhat fluently: can make myself understood but have some problems with it

Not very well: know a lot of words and phrases but have difficulties communicating

Know some vocabulary, but can speak in sentences

Not at all

### Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No

Yes, Aboriginal

Yes, Torres Strait Islander

## SCHOOLING

### What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the Highest school level completed refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the Highest school level completed is Year 9.

Completed Year 12

Completed Year 9 or equivalent

Completed Year 11

Completed Year 8 or lower

Completed Year 10

Never attended school

### What year did you complete that school level?

### Are you still enrolled in secondary or senior secondary education?

Yes

No

## PREVIOUS QUALIFICATIONS ACHIEVED

### Have you SUCCESSFULLY completed any of the qualifications below?

Yes

No

Yes (If yes, please enter one of these Prior Education Achievement Recognition Identifiers any applicable qualification level.)

A - Australian

E - Australian Equivalent

I - International

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use

1. A - Australian

2. E - Australian equivalent

3. I - International

	A	E	I
Bachelor Degree or Higher Degree			
Advanced Diploma or Associate Degree			
Diploma (or Associate Diploma)			
Certificate IV (or Advanced Certificated/Technician)			
Certificate III (or Trade Certificate)			
Certificate II			
Certificate I			
Certificates other than the above			

## PERSONAL IDENTIFICATION AND ELIGIBILITY DOCUMENTS

To determine eligibility for a training initiative, you are required to provide the following evidence to the Centre of Professional Learning and Education (RTO 88148). Original documents will need to be sighted by an RTO representative and copies of evidence provided prior to your enrolment into the elected qualification. NB: Completing this eligibility checklist does not guarantee you enrolment into the training initiative.

**Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.**

### Are you:

an Australian Citizen

a Permanent Resident

New Zealand Passport Holders - resident in Australia for at least 6 months

a Temporary Visa Holder

<b>Proof of identity &amp; Citizenship/ Permanent Residency</b>  *Must provide TWO copies of ID that prove citizenship or permanent residency and proof of identity.  * ID must include a date of birth and your residential address	Evidence Requirements	Reference Number/Copy of Documentation	RTO Signature and Date
	Australian Birth Certificate		
	Australian Passport		
	Visa (must be on the Skills Canberra eligibility list)		
	Nationalisation Certificate		
	Green Medicare Card		
	Australian Driver's Licence		
	Australian Proof of Age Card		

## DISABILITY/ADDITIONAL NEEDS

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

Yes

No (Go to the next section)

**If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:**

(You may indicate more than one area)

Please refer to the Disability supplement on the following page for an explanation of the following disabilities.

Hearing/deaf	Acquired brain impairment
Physical	Vision
Intellectual	Medical condition
Learning	Other:
Mental Illness	

**If you answered YES to the above question do you require any assistance to participate in this course?**

No

Yes  
(Outline assistance you require - we will arrange a meeting to discuss this with you).

## DISABILITY/ADDITIONAL NEED SUPPLEMENT

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

### 'HEARING/DEAF'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

### 'PHYSICAL'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

### 'INTELLECTUAL'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

### 'LEARNING'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

### 'MENTAL ILLNESS'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

### 'ACQUIRED BRAIN IMPAIRMENT'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

### 'VISION'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

### 'MEDICAL CONDITION'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

### 'OTHER'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

## STUDY REASON

**Study Reason – Of the following categories, which BEST describes your main reason for undertaking this course / traineeship / apprenticeship?** (Tick ONE box only)

To get a job	I wanted extra skills for my job
To develop my existing business	To get into another course of study
To start my own business	For personal interest or self-development
To try for a different career	To get skills for community/voluntary work
To get a better job or promotion	Other reasons
It was a requirement of my job	

## CREDIT TRANSFER

### Do you wish to apply for credit transfer?

If you have already successfully completed any units of competency within the qualification in which you are enrolling, you may be eligible for credit transfer. Under Mutual Recognition Arrangements, RTOs recognise Australian Qualifications Framework (AQF) Statement of Attainments and Qualifications that have been issued by other Registered Training Organisations.

**An original or certified copy must be sighted by an authorised CPLE staff member and a copy of your transcripts will be recorded for your file.**

Yes - complete the credit transfer application form	No
Name and code of qualification for credit transfer:	
Name of RTO who issued qualification:	

## RECOGNITION OF CURRENT COMPETENCY (RCC)/RECOGNITION OF PRIOR LEARNING (RPL)

### Do you wish to apply for RCC/RPL\*?

\*Please note RPL incurs an additional fee on top of student administration fees charged. Please refer to our fee policy for further information

Recognition of Prior Learning (RPL) is a form of assessment that recognises your skills and knowledge that you have gained through formal training, work, volunteering and life experiences. If you wish to apply for RPL you will be required to provide CPLE with evidence that you hold the required skills and knowledge that align with the qualification requirements. You will be required to complete a self-assessment tool and a CPLE Lead Educator will assess the evidence provided and will grant you RPL if you meet the eligibility requirements for the assessment.

Yes - Please comment on your experiences and which modules you would like to apply for RPL	No
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## ENTER YOUR CURRENT EMPLOYMENT INFORMATION (WHERE APPLICABLE)

Employer Organisation Name	Your Position
Supervisor Name	
Employers Street Address	
Suburb, Locality or Town	
State/Territory	Postcode
Telephone	Fax
Email	
Website	

## EMPLOYMENT

### Of the following categories, which BEST describes your current employment status?

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

(Tick ONE box only)

Full-time employee	Employed - unpaid worker in a family business
Part-time employee	Unemployed - seeking full-time work
Self-employed - not employing others	Unemployed - seeking part-time work
Self-employed - employing others	Unemployed - not seeking employment

## OCCUPATION

### Which of the following classifications BEST describes your current or recent occupation?

(Tick ONE box only) If unemployed, go to the next question

Managers	Sales Workers
Professionals	Machinery Operators and Drivers
Technicians and Trade Workers	Labourers
Community and Personal Service Workers	Other
Clerical and Administrative Workers	

## INDUSTRY

Which of the following classifications BEST describes the Industry of your current or previous Employer?

(Tick ONE box only) If unemployed, go to the next question

Agriculture, Forestry and Fishing	Financial and Insurance Services
Mining	Rental, Hiring and Real Estate Services
Manufacturing	Professional, Scientific and Technical Services
Electricity, Gas, Water and Waste Services	Administrative and Support Services
Construction	Public Administration and Safety
Wholesale Trade	Education and Training
Retail Trade	Health Care and Social Assistance
Accommodation and Food Services	Arts and Recreation Services
Transport, Postal and Warehousing	Other Services
Information Media and Telecommunications	

## PRIVACY NOTICE

### WHY WE COLLECT YOUR PERSONAL INFORMATION

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide adequate information as requested, the Centre of Professional Learning and Education (CPL) RTO 88148 may not be able to process your application.

Failure to provide CPL with permission to collect your personal information, will result in us being unable to process your enrolment and offer you our training and assessment services as we will be unable to complete our legally required reporting requirements.

### HOW WE USE YOUR PERSONAL INFORMATION

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

### HOW WE DISCLOSE YOUR PERSONAL INFORMATION

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

### HOW THE NCVER AND OTHER BODIES HANDLE YOUR PERSONAL INFORMATION

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education,



Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact CPLE.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

The Information Privacy Act 2014 (the Information Privacy Act) is the law that Skills Canberra, (the Chief Minister, Treasury and Economic Development Directorate or CMTEDD) and all ACT public sector agencies must follow when handling your personal information.

The Information Privacy Act has a set of 13 principles called the Territory Privacy Principles (TPPs). Skills Canberra must apply the TPPs when they collect, store, use, disclose, provide access to or correct your personal information.

The Information Privacy Act also requires that Skills Canberra have a current and up to date Privacy Policy that tells you how they will handle personal information when carrying out our functions and activities; and provide you with a Privacy Notice that tells you about why they are collecting your personal information and how they might use or disclose it.

Section 9, Information Privacy Act 2014, a public sector agency includes... 'a Minister, an administrative unit (directorate), statutory office holders and their staff assisting them, territory authorities and instrumentalities, ACTTAB Ltd, an ACT Court or an entity prescribed by regulations'.

The Privacy Policy followed by Skills Canberra is available to download here: <https://www.cmtedd.act.gov.au/legal/privacy>

## **SURVEYS**

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

## **CONTACT INFORMATION**

At any time, you may contact the Centre of Professional Learning and Education (CPLE) RTO 88148 to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

## **CENTRE OF PROFESSIONAL LEARNING AND EDUCATION (RTO 88148)**

**RTO MANAGER:** Carla Scalia

**PH:** 6293 6220

[cple@commsatwork.org.au](mailto:cple@commsatwork.org.au)

## APPLICANT 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.

In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment or the withdrawal of any offer made by Centre of Professional Learning and Education (CPL) RTO 88148.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed, and NCVET policies, procedures and protocols published on NCVET's website at [www.ncver.edu.au](http://www.ncver.edu.au)

### Marketing Use Content

I give Centre of Professional Learning and Education (CPL) RTO 88148 permission to use photos in public material and social media (including any photos where I may be recognised) as may be useful.

I authorise images of my participation in training to be used by Centre of Professional Learning and Education (CPL) RTO 88148 for future marketing and business purposes.

I understand that I retain the right to withdraw my consent at any time.

**Yes, I give consent for these images/recordings to be used.**

**No, I do not give consent for these images/recordings to be used.**

Applicant Signature:

Date:

Time of Signing:

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

Parent/Guardian Name:

Parent/Guardian Signature:

Date:

Time of Signing: