

APPLICATION/ENROLLMENT FORM 2018 – 19 (CHC33015)

1. INSTRUCTIONS

The application form must be completed in English. Information should be typed in, or if written, block capitals should be used. Please ensure that all fields are filled in on the form. You must initial at the bottom of each page. Missing or incorrect information may cause delays in the application process. Return your completed application form, supported documentation, and application fee to Hope Training College of Australia. Please provide your family name(s) and given name(s) as shown on your National ID e.g. Passport or Driver License etc.

READ & UNDERSTAND THE FOLLOWING:

It is advised that you must make yourself familiar with the following before submitting the application form. You can contact the college for further information.

STUDENT HANDBOOK

HTCA Student Handbook, which is available on our website,; www.hope.edu.au or you can ask HTCA staff for the hard copy.

Unique Student Identifier (USI)

From 1 January 2015 legislation states that Registered Training Organisations (RTOs) must not issue a Statement of Attainment or a Qualification unless the student has been assigned a USI You are required to provide your Unique Student Identifier with your application

My Unique Student Identifier is: _ _ _ _ _

To Create Your USI, please Visit at <https://www.usi.gov.au> or Talk to reception for the help.

- I DO NOT HAVE and will apply my own and provide to HTCA.
 I DO NOT HAVE and I am giving authority to create a USI behalf of me.

2. PERSONAL DETAILS

Title: (Mark X in one box only) Mr., Miss, Mrs., Ms., Other,

Preferred Name: _____ Family/Last Name: _____

First/Given Name: _____ Second Given Name: _____

Gender: Male Female Indeterminate Date of Birth (DD/MM/YYYY) _____

Phone: Home _____ Mobile: _____ Work: _____

Email: _____

3. CONTACT DETAILS

Flat/ Unit Number: _____ Building/ Property Name: _____

Street Number & Name: _____

Suburb: _____ State: _____ Post Code: _____ Country: Australia

Emergency Contacts:

Name: _____ Contact No. _____

Relationship with you: _____

Mailing Address (if different from Home Address)

Same as Home Address (Please go to next question)

Post Office Box:

Care of (who or place):

Street No:

Street Name:

Suburb:

State:

Post Code:

Country: Australia

4. ENGLISH LANGUAGE PROFICIENCY LEVEL (Mark X and complete details that apply to you)

Do you speak a language other than English at home? English only Yes

If Yes then which language:

How well do you speak English? (Mark X against what you believe applies to you)

Very Well Well Not Well Not at all

5. CULTURAL DIVERSITY (Mark X and complete details that apply to you)

In which country were you born? Australia or Other (Please specify)

Place of Birth:

Are you an Australian Citizen? Yes No

Are you a Permanent resident? Yes No

Are you International student? Yes No Other Visa

(if you are an International student, we cannot offer you any course)

If you are not a citizen of Australia please provide a certified copy of your visa

Are you of Aboriginal or Torres Strait Islander origin? (Mark X one box only)

No Torres Strait Islander Aboriginal Both Aboriginal and Torres Strait Islander

6. SUPPORT SERVICES

Do you identify yourself as having a disability? (Mark X to all that apply to you)

No Hearing/ Deaf Learning Physical
 Intellectual Vision Medical Other

Is there anything we can do to assist you achieve your learning?

7. EDUCATIONAL BACKGROUND

Education: What is your highest COMPLETED school level? (Mark X in ONE box only)

Never attended school Year 9 or equivalent Year 11 or equivalent

Year 8 or below Year 10 or equivalent Year 12 or equivalent

What year did you complete school? I'm still at school

Have you successfully completed any of the following qualifications?

(Mark X if you have any qualifications) (Please provide an evidence if you have marked X in any)

Qualification	Recognition ID	Please Provide Detail
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Non-Australian Qualification	
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Non-Australian Qualification	
<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Non-Australian Qualification	
<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Non-Australian Qualification	
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Non-Australian Qualification	
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Non-Australian Qualification	
<input type="checkbox"/> Other Certificate not listed Please Specify	<input type="checkbox"/> Australian Qualification <input type="checkbox"/> Non-Australian Qualification	

Is this the **first time** you have enrolled at Hope Training College of Australia? Yes No

Are you applying for **Recognition of Prior Learning** (RPL)?
(for RPL fee please visit at www.hope.edu.au) Yes No

Are you applying for **Credit Transfer**?
(for Credit transfer fee please visit at www.hope.edu.au) Yes No

8. PURPOSE OF STUDY

Which category best describes your reason for undertaking this course? (Mark X in one box only)

- | | | |
|--|---|--|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> To try a different career | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To start my own business | <input type="checkbox"/> It was a requirement of my job | <input type="checkbox"/> For personal interest or self-development |
| <input type="checkbox"/> Other reasons | | |

9. CURRENT EMPLOYMENT STATUS: (Which of the following best describes your current employment? Mark X)





- | | |
|---|--|
| <input type="checkbox"/> Full time employee | <input type="checkbox"/> Unemployed – seeking full time work |
| <input type="checkbox"/> Part time employee | <input type="checkbox"/> Unemployed – seeking part time work |
| <input type="checkbox"/> Self- employed | <input type="checkbox"/> Unemployed – not looking for work |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Unpaid family worker |

10. WHICH COURSE YOU ARE ENROLLING IN

Course	Specialisation (if any)
CHC33015 Certificate III in Individual Support	<input type="checkbox"/> Ageing, <input type="checkbox"/> Disability, <input type="checkbox"/> Home & Community,

11. COURSE FEE & PAYMENT PLANS

Pricing for individuals registering for public courses will be at the published rate in the Marketing Flyer / Information Flyer and on the website.

-  **The enrolment fee is non-refundable.**
-  Other special offers and discounts may be marketed from time to time
-  For fee breakdown please visit our fee section on www.hope.edu.au
-  Our online learning resource are free

Course Detail	Enrolment Fee	Tuition Fee	Total Fee
CHC33015 Certificate III in Individual Support - Ageing	\$250	\$1200	\$1450
CHC33015 Certificate III in Individual Support - Ageing, Disability	\$250	\$1600*	\$1850*
CHC33015 Certificate III in Individual Support - Disability	\$250	\$1200	\$1450
CHC33015 Certificate III in Individual Support – Ageing, Home & Community	\$250	\$1300	\$1550*
CHC33015 Certificate III in Individual Support – Ageing, Disability, Home & Community	\$250	\$1700	\$1950*

**We do not accept payment of more than \$1500 from a prospective or current learner prior to the commencement of the course.*

Payment Plan option: Direct Debit payment with **\$15 extra** with every payment you set up. This plan will provide you freedom of customize your payment as you wish. Learner must complete all payments before going on Vocational Work Placement.

Our Late payment penalties of **\$2 per day** after due date will apply for students who do not pay fees on time.

For more details on the fees & payment options, please talk to our staff.

For more details on the fees & payment options, please refer to the Student Handbook.

12. COURSE FEE REFUND OPTIONS

SCENARIO	REFUND
Enrolment fee (\$250)	Non – Refundable
Withdrawal within a week after enrolment	Full Tuition Fee will be refunded (Enrolment Fee will be not refunded)
Withdrawal after 1 week and before completion of 2 weeks from enrolment date	90% of tuition fee will be refunded
Withdrawal after 2 weeks and before completion of 3 weeks from enrolment date	80% of tuition fee will be refunded
Withdrawal after 3 weeks and before completion of 4 weeks from enrolment date	70% of tuition fee will be refunded
Withdrawal after 4 weeks and before completion of 5 weeks from enrolment date	60% of tuition fee will be refunded
Withdrawal after 5 weeks and before completion of 6 weeks from enrolment date	50% of tuition fee will be refunded
Withdrawal after 6 weeks and before completion of 7 weeks from enrolment date	40% of tuition fee will be refunded
Withdrawal after 7 weeks and before completion of 8 weeks from enrolment date	30% of tuition fee will be refunded
Withdrawal after 8 weeks and before completion of 9 weeks from enrolment date	20% of tuition fee will be refunded
Withdrawal after 9 weeks and before completion of 10 weeks from enrolment date	10% of tuition fee will be refunded
Withdrawal after 10 weeks and before completion of 11 weeks from enrolment date	0% of tuition fee will be refunded
Course withdrawn by College	Full fee will be refunded (including enrolment fee)
The College is unable to provide the course for which the original offer was made	Full fee will be refunded (including enrolment fee)
RPL Application Fee	Non- Refundable

Note: Refund request needs to be submit in written or by email. Request time will be calculated based on time when request will be submitted. If refund request received after hours by email that will be consider in next working day's request. For more details on refund policy, please refer to Student Handbook

13. CAREER PLAN

Why do you want to study the proposed course/s?

Do you have any experience in the related field?

What are your future career goals? Describe how the proposed course will help you in achieving your career goals

Why did you choose to study at Hope Training College of Australia?

14. COMPUTER SKILL CHECKLIST (For each question, mark X in ONE box only)

Hope Training College of Australia delivers major part of study online. Therefore, it is very important to provide your current level of knowledge regarding use of computer.

My skill level at these Computer Operations is :	Competent	Need support	No Experience
Start and shut down computer and related equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use a USB memory stick, CD memory disc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Switch Wi-Fi on and off	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File and Folder Management			
Create, delete, copy and rename files and folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save documents in folders and open files from folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Word Processing (such as MS Word)			
Enter & edit text and use the following functions: clipboard, cut, copy, paste, delete and insert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change font style, size, colour and change margins, line/paragraph spacing, use tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create and edit headers and footers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert page numbers, file name, date time, pictures, bullet & numbered lists	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Insert and edit tables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use clip art, shapes, text boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internet			
Enter and understand web addresses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search for and access resources and information through a search browser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Download, store and print information from the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference material sourced from the Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Understand the use of copyright material form electronic sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create, write and send an email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use functions in emails, such as: copy, past, font size & style,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attach files, open attachments, store and print attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sort emails into folders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15. PRE ENTRY QUESTION SECTION

Eligibility for entry into courses at Hope Training College of Australia requires demonstration, by prospective candidates, of their ability to understand entry requirements, prerequisites of Training Plan and the potential ability to achieve the competencies stipulated in the training package. Hope Training College of Australia uses the candidate's responses to the questions in this application form to perform the eligibility assessment. Further information may be required by telephone interview, written or computer based assessment or face-to-face interview.

Hope Training College of Australia is also obliged to assess whether the course for which candidates are applying is suitable to satisfy the candidate's training needs and will assist them with their vocational objectives. Candidates should also declare any other learning needs they may have that will assist Hope Training College of Australia to provide the best possible training outcomes.

Please complete the following:

- I am aged over 18 years and will provide evidence of my age
- I understand that to complete listed course/s, I require to spend 120 or more hours on Work placement, which is unpaid work to get experience in real environment.
- I understand that Language Literacy and Numeracy (LLN) test is required for entry in to listed course/s

Or

- Equal or Higher qualification from Any Australian Institute and I will provide evidence of achieved qualification.

Please sign the declaration at the end of this document. Information contained in this document must be your personal responses. You must not solicit help or accept assistance from another person.

16. ENROLLING STUDENT DECLARATION OF UNDERSTANDING

Privacy Notice

- I understand that:

Hope Training College of Australia is required to provide to the Government through the relevant Department, with **student and training activity data** which may include information I provide in the enrolment form. Information is required to be provided in accordance with the Australian Skills Quality Authority (www.asqa.gov.au - Activity Data Collection). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and / or research activities. For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and / or other organisations. I may be contacted and requested to participate in a National Centre for Vocational Education Research Survey or a Department endorsed project or audit or review.

For further information in relation to how student information may be used or disclosed, please contact CEO - Hope Training College of Australia on phone (1300 464673).

Terms and Conditions of your enrolment

- I agree to be bound by the College's Student Code of Conduct, policies, and procedures whilst I remain an enrolled student.
- I agree to pay all fees and charges relating to my enrolment, unless payment is to be made by my employer or other contracted third party, in which case a purchase order or authority to invoice letter will be presented at time of fees payment.
- I acknowledge and agree to the terms and conditions.

By signing this form, I certify that the information provided is true and correct. I further certify that:

1. I acknowledge that any false information and/or failing to disclose any relevant information on my application for enrolment may result in the withdrawal of any offer and/or cancellation of enrolment at the discretion of Hope Training College of Australia;
2. I have received the Student Handbook, read, and understood all the contents of it.
3. I have received the course fees plan and payment plan information (if applicable) and have been informed of the refund policy;
4. I have read and understood the relevant course information and I agree to the course requirements.
5. If applicable to my course, I have received the information about any materials, documents and / or resources which I have to provide/or obtain myself;
6. If applicable to my course, I have been informed about the practical placement requirements which I must attend to achieve my qualification;
7. I acknowledge that my Certificate and/ or Statement of Attainment will be issued by Hope Training College of Australia within 30 days from being deemed competent in my course; however release of my certificate or statement of attainment may be delayed if all payments have not been received in full, or I have not provided my Unique Student Identifier number;
8. I understand that my personal information is protected by law under the Privacy Act 1988 and Privacy Amendment Act 2014, and is collected by Hope Training College of Australia to assess my eligibility of enrolment. The information is required to process my application. My information may be used by Hope Training College of Australia. Personal information will only be provided to other persons or agencies with my permission or where required by law.

17. ENROLLING STUDENT DECLARATION OF UNDERSTANDING

Applicant's Full Name:

Sign:

Date: ___/___/___

18. OFFICE USE ONLY SECTION & ELIGIBILITY CHECKLIST

Task	Outcome	Checked by
Application / Enrolment Form filled, signed and dated	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Clients meets age requirements (18 or over)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Client satisfies the criteria of literacy–speaking, reading and comprehension and writing (Check section 15 or/and LLN test)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Client possess Satisfactory Computer Skills – Emails, Internet, Word, PowerPoint (Check section 14)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Client demonstrated the ability of accessing Technology, how to use Skype, GoToMeeting, Video/Audio recording	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Existing skills and knowledge criteria assessed	<input type="checkbox"/> YES <input type="checkbox"/> NO	
RPL process required	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Amount of training discussed with client	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Is client suitable for the course offered	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Offer Letter to be issued	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Student ID (Axcelerate contact ID):	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Supporting Documents have been collected

Passport Medicare Driver License Visa Evidences YES NO
 Other:-

Fee Breakdown:

Total Fee: \$ **Enrolment Fee \$** **How Enrolment fee paid: Cash Card**

Instalments:- Yes: Manual, Yes: Auto Debit, No: Upfront (in 7 days from sign up date)

1st Instalment \$ 2nd Instalment \$ 3rd Instalment \$ 4th Instalment \$

Processed by (Hope Training College of Australia):

Name: _____ **Sign:** _____ **Date:** _____