



# **COURSE INFORMATION GUIDE**

**RISE EDUCATION AND TRAINING PTY LTD**

**ABN:98148196687**

**[www.riseeducation.edu.au](http://www.riseeducation.edu.au)**

**Suite 4 Level 1, 322 Old Cleveland Road Coorparoo Qld 4151**

**07 3108 4133**



## **WELCOME**

Welcome to Rise Education and Training Pty Ltd

Rise Education and Training Pty Ltd delivers high quality vocational Education and Training in Early Childhood Education and Care Courses. We endeavour to give our learners the best possible outcomes and a genuine opportunity to gain employment.

Rise Education and Training prides itself for its professional approach and friendly manner. Our trainers and assessors are experienced in their field and ready to support you throughout your course and our office staff are always available to assist you with your enquires.

We believe that it is essential that when our learners complete their training they are confident and well equipped with the required skills and knowledge for the workplace.

As a Registered Training Organisation (RTO) registered with Australian Skills Quality Authority (ASQA), we have an obligation to ensure the quality of the nationally recognised training and assessment we deliver. We must comply at all times with the Standards for RTOs 2015 which are part of the VET Quality Framework. To ensure compliance we have developed comprehensive internal policies, procedures and systems that guide our compliant operations and we must participate in audits with ASQA upon their request.

If at any time, you feel we have not met our obligations as an RTO, you have the right to make a complaint following our Complaints and Appeals Policy outlined further on in this Handbook. So, for whatever reason you have come to Rise Education & Training we thank you and are pleased to present our program of qualifications. Please contact our office on 07 3108 4133, visit our website at [www.riseeducation.edu.au](http://www.riseeducation.edu.au) or email us at [admin@riseeducation.edu.au](mailto:admin@riseeducation.edu.au) should you require further clarification on anything you find in the Student Course Guide.

# COURSE INFORMATION

## We Care About You

Rise education and training is a national accredited registered training organisation (RTO) that work closely with business owners in child care industry to increase productivity, improve employee intention and create positive workplace environment through employee training and development.

High quality, nationally recognised qualifications are as important to us as they are to you, which is why our Certificate III in Early Childhood Education and Care and Diploma of Early Childhood Education and Care are practical, engaging and led by highly experienced workplace development facilitators. Each course incorporates classroom-style and hands-on learning, so you can be confident that graduates will have a thorough knowledge of children's services as well as professionally evaluated experience in a child care centre.

Whether you are guiding a student at the beginning of their career in the child care industry, or increasing the skills and opportunities of existing staff, we can provide Queensland government-funded training and development at a cost of co-contribution fee to your employees.

Contact us to discover how Rise Education & Training can prepare your staff for a rewarding career in the child care industry and take your business to new heights.

## Why Choose Rise Education & Training

We have a holistic approach to your learning outcomes. We believe just having a certificate or qualification without real skills is not an acceptable outcome. We believe in learning and training, so you can add value to your workplace and we promise to provide you with REAL skills and knowledge that you can use every day in your current or future roles.

The Rise support network will guide you through the learning process. We provide ongoing support and assistance at any stage of your education. There is always an expert on hand to answer your questions.

### **Real skills**

Not only do our graduates earn a nationally recognised qualification, we ensure every graduate receives current and relevant employment skills.

### **Ongoing support**

In an increasingly complex world, we can help answer your questions. Rise Mentor Guidance Program.

### **Practical hands-on skills**

Our team share skills that we have learned through years of industry experience.

### **Queensland Government funded courses**

Government funding is available to our courses. Contact us now to see if you are eligible to receive a fully funded course at no cost to you or your employer.

# COURSE INFORMATION

## Studying Through Rise Education & Training

Rise Education and Training aims at providing high quality courses for individuals. Our RTO aims to foster a high-quality learning environment that can provide support and facilitation for our students in the workforce. Our RTO aspires to follow the values of professionalism, ongoing learning, ethical conduct, access, and equity. The courses will be delivered in the classroom for theory-based learning and a simulated environment in a workplace setting where students will practice and demonstrate their practical skills.

Rise Education & Training Pty Ltd aims to provide courses which are:

- Practical
- Flexible
- Affordable
- Delivered by friendly, professional and supportive staff

## Study Modes to Suit Your needs

The training and assessment offered by Rise Education & Training focuses on providing you with knowledge and skills required to the standard of performance required in the workplace. This is known as competency-based training and assessment. Each of the components of your course is a “unit of competency”. You may either be studying one or a few units of competency that make up a total qualification. Each unit of competency is linked to specific skills and knowledge required in the workplace such as communication or health and safety.

Assessment methods vary depending on the course but usually include written and/or oral questions, written assignments, projects and practical observations.

Your training will depend on your study mode and whether you are class based, external or service Based.

- **Classroom:** This requires students to attend a class part time. The Trainer and Assessor leads students through the course or unit. Please contact Rise Education & Training for information about our various locations across Brisbane.
- **Recognition of Prior Learning (RPL):** Students work through a booklet which allows them to demonstrate their knowledge and skills without completing additional learning. Students are assessed on these skills and knowledge through the Recognition process. RPL is an assessment process, where the student collates evidence of work skills and knowledge of industry. The Trainer and Assessor will assess the evidence provided by the student to make a judgement.

## Study Options

Rise Education & Training offers a variety of delivery options that allows students to complete the qualification in a mode/s that suit individual learning requirements:

**Class:** Part time (up to 48 weeks) at various locations across Brisbane and Gold Coast. Please contact Rise Education & Training for an area that will suit you.

**Recognition of Prior Learning (RPL):** Study at own pace, full time or part time

# COURSE INFORMATION

## Working Queensland Jobs Plan

Rise Education & Training offers the Certificate 3 Guarantee\* and Higher-Level Skills\* funding to eligible applicants. This enables funding for both the Certificate III and Diploma in Early Childhood Education and Care. The courses are offered in a variety of modes of study including Recognition of Prior Learning (RPL), workplace based and class based.

The training is paid for in most part by the State, but a student co-contribution fee applies. It is important to note that this course requires a high level of commitment as students can only access each subsidy level funding once!

Please call our office to discuss the eligibility and enrolment process or visit [www.training.qld.gov.au](http://www.training.qld.gov.au) to access the student fact sheets.

## Year 12 Graduate Fee-Free Training Strategy

Year 12 graduates will be able to access fee-free training through two Queensland Government training investment programs, the Certificate 3 Guarantee (Certificate III level qualifications) and User Choice (Diploma level qualifications). The fee-free training will be available for Year 12 graduates for training in high priority qualifications which includes the Certificate III in Early Childhood Education and Care and the Diploma of Early Childhood Education and Care. The Year 12 Graduate Fee - Free training strategy is for those individuals that:

have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Studies Authority enrol and start training with an approved training provider within 12 months of completing Year 12 are a Queensland resident.

## RECOGNITION OF PRIOR LEARNING APPLICATION

Assessments of RPL is based upon the mapping evidence supplied to the elements, performance criteria, evidence and knowledge requirements as indicated in units of competency. Recognition of Prior Learning (RPL) means that you can apply for recognition for the skills and knowledge that you have gained through your work and life experience, as well as training that you have completed that is outside formal training arrangements. You will be given the opportunity to apply for RPL at the time of pre-enrolment. A trainer/assessor will also be available to assist you further. Fees are applicable for recognition of prior learning and you will be advised of these fees on contacting us about an application for RPL. RPL Assessments must be finalised prior to any workplace-based learning or assessment occurring.

## RECOGNITION AND CREDIT TRANSFERS

### **RECOGNITION OF QUALIFICATIONS AND STATEMENTS OF ATTAINMENT ISSUED BY ANOTHER RTO**

# COURSE INFORMATION

## CREDIT TRANSFER

Under recognition arrangements, any existing qualifications or statements of attainment that you have from another RTO and that directly match the units in the course you are enrolling in, will result in credit towards your course, saving you both time and money. All you need to do is to indicate on your enrolment form that you wish to apply for course credit and provide a certified copy of your qualification including a record of results or your statement of attainment.

There is no charge for this service.

Rise Education & Training cannot just 'take your word' that you have completed units with another RTO. We need an actual transcript. Should you have difficulty in obtaining this from a previous RTO (for example, they may have ceased operation) you can apply for records of prior training outcomes from the Australian Skills Quality Authority by either the ASQA Info line on 1300 701 801 or by email at [studentenquiries@asqa.gov.au](mailto:studentenquiries@asqa.gov.au)

## Language, Literacy and Numeracy

Before commencing each course, you will be required to complete a Language Literacy and Numeracy (LLN) assessment to determine an LLN indicator against skills required to complete the course. The enrolment forms you complete will help us to identify any support you need and depending on the course you are enrolling in, you may also be required to complete a test that assesses your language, literacy and numeracy skills. Based on the information you provide in your enrolment and/or the results of your language, literacy and numeracy test, we will contact you to discuss your support needs. Your support needs can also be discussed during the induction to your course.

## SUPPORT SERVICES

We are committed to ensuring that you get all the support you need to be successful in your studies. You may not have studied for a while and or you might need help with study skills. You may also need assistance with skills such as reading, writing and maths.

Services that we can offer to you include:

- One on one support from our trainers/assessors including providing you with their phone and email contact details.
- Trainers/assessors are available for consultation and study support during weekday (appointment needed)
- Administration support will be available Monday to Friday excluding public holiday.
- Classes available for Certificate III & Diploma courses for those preferring a class-based model.
- Tutorial groups (student hubs) where you can work with your fellow students.
- Student will be given a USB that includes study material, alternatively contact office to purchase electronic version of textbook.
- Referral to relevant external services.

# COURSE INFORMATION

## WORK PLACEMENT

As a part of Rise Education & Training, students are required to undertake work placement.

This is the opportunity to develop and demonstrate the application of skills and knowledge in a workplace context. Written assessments allow you to demonstrate your knowledge, and a work placement allows you to demonstrate actual skills in a real-life workplace.

You will become exposed to real work conditions and expectations and develop generic employability skills as well as job-specific skills and knowledge.

Work placement also provides insight into particular job roles and responsibilities within an industry context. Students will be required to undergo a Working with Children clearance, if not already held. Workplaces will be checked/approved on acceptance of enrolment, please ensure you complete details of your workplace or intended workplace on the enrolment form. Rise Education & Training does not organise Work Placement, this is the responsibility of the student, but can help guide you in this area.

Required Work Placement hours:

CHC30113 Certificate III in Early Childhood Education and Care

120hrs(minimum) (120 hours of which needs to be completed working with babies & Toddlers)

Approx. 15 Hours per week

CHC50113 Diploma of Early Childhood Education and Care

240 hrs(minimum)

Approx. 15 Hours per week

The required work placement hours can be completed over a period agreed with your service, e.g. 2 days a week or in large blocks such as during School Holidays. The Work Placement hours will need to be confirmed with your trainer to meet requirements.

## PAYING YOUR FEES

All fee (contribution fee& fee for service) can be paid through the following method:

- Bank Cheque
- Cash
- Internet Transfer

If you choose to pay through internet transfer, the bank account detail is in below:

Account Name: Rise Education and Training

BSB: 063-014

Account Number: 1049 6730

# COURSE INFORMATION

## CHC30113 Certificate III in Early Childhood Education and Care



**ASQA Approved:** Yes

**Recognised Australia wide:** Yes

### Course Description

Through the *Certificate III in Early Childhood Education and Care*, you will be introduced to working in the field of early childhood. It is the minimum qualification to gain employment in ACECQA approved early childhood services and often the qualification studied for those wanting to begin their career in early childhood education. Rise has developed this qualification to give students theoretical knowledge and practical skills to work with children (from birth to school age) in a range of early childhood settings, which fall under the education and care national regulations and the national quality standard. Upon the completion of this course students will have the knowledge and skills to support the implementation of the early years learning framework, while supporting children's wellbeing, learning and development.

### Duration

The time frame to deliver this course is 9 months -24 months (depending on prior skills and knowledge)

### Career Opportunity

The Certificate III in Early Childhood Education and Care provides for employment in the following roles:

- Assistant Educator in long day care
- Assistant Educator in child care centres
- Assistant Educator in a Kindergarten or preschool program
- Assistant Educator in occasional care
- Family Day Care Educator
- Nanny or babysitter

### Entry Requirements

- A sound ability to read, write and speak English
- A basic ability to apply numeracy
- A current **Working with Children Check**

### Pathways to Further Study

On completion of this qualification, you can gain credit into the CHC50113 Diploma of Early Childhood Education and Care to continue your education career.



# COURSE INFORMATION

## Qualification Outline: Certificate III in Early Childhood Education and Care - Certificate 3 Guarantee

**Name of Qualification:** Certificate III in Early Childhood Education and Care

**National Course Code:** CHC30113

**Packaging Rules:** 18 units including 15 core & 3 electives

**Commencement:** Enrol Anytime

**Locations:** Queensland, Brisbane, Gold Coast

**Recognition:** Nationally Recognised Training

**Duration Study Load:**

9 months-24 months (depending on prior skills and knowledge)

**Entry Requirements:**

- Be aged 15 years or older (no longer at school)
- Permanently reside in Queensland
- Be an Australian citizen, Australian permanent resident
- Not hold or enrolled in a Certificate III or Higher-level qualification.
- (not including qualifications completed at school and foundation skills training)
- English Language & Academic Requirements.

If you are eligible for funding under Certificate 3 Guarantee, the Queensland Government will subsidise the costs of their accredited training, although a student contribution fee will be required.

**Please note:**

- Course fees include all resources, textbooks and materials.
- FEE FREE training for year 12 graduates.
- Students who do not meet the eligibility criteria for Certificate 3 Guarantee Funding, fees will be calculated at the Fee-For-Service rates.

Qualification Name	Course Code	Number of Units	Workplace Min Hours	Student Enrolment Fee	Student Concession Fee
Certificate III in Early Childhood Education & Care	CHC30113	18	120	\$216 \$12 per unit of competency	\$108 \$6 per unit of competency

## COURSE INFORMATION

### Qualification Outline: Certificate III in Early Childhood Education and Care - Fee for Service

**Name of Qualification:** Certificate III in Early Childhood Education and Care

**National Course Code:** CHC30113

**Packaging Rules:** 18 units including 15 core & 3 electives

**Commencement:** Enrol Anytime

**Locations:** Queensland, Brisbane, Gold Coast

**Recognition:** Nationally Recognised Training

**Duration Study Load:** 9 months –24 months (depending on prior skills and knowledge)

**Entry Requirements:**

- Be aged 15 years or older (no longer at school)
- Permanently reside in Queensland
- Be an Australian citizen, Australian permanent resident
- Not hold or not enrolled in a certificate IV or higher-level qualification
- not including qualifications completed at school and foundation skills training
- English Language & Academic Requirements

Qualification Name	Course Code	Number of Units	Enrolment Fee	Resource Materials Fee	Cost per Unit	Total Cost
Certificate III in Early Childhood Education and Care	CHC30113	18**	\$216	Inclusive in Enrol Fee	\$200	\$3880

## COURSE INFORMATION

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. They support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

The Certificate III in Early Childhood Education and Care is regarded as the entry level qualification to a career in the early childhood industry.

### Course Outline

Compulsory Units (15) Core/Elective

CHCECE002	Ensure the health and safety of children	Core
CHCECE004	Promote and provide healthy food and drinks	Core
CHCLEG001	Work legally and ethically	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
CHCECE007	Develop positive and respectful relationships with children	Core

(Work Placement can commence once student has been deemed Satisfactory in theory component of first 5 units of competency)

CHCECE003	Provide care for children	Core
CHCECE005	Provide care for babies and toddlers	Core
CHCECE001	Develop cultural competence	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
HLTWHS001	Participate in work health and safety	Core
CHCECE009	Use an approved learning framework to guide practice	Core
CHCECE010	Support the holistic development of children in early childhood	Core
CHCECE011	Provide experiences to support children's play and learning	Core
CHCECE013	Use information about children to inform practice	Core
HLTAID004	Provide an emergency first aid response in an education and care setting	Core

Elective Units (3):

CHCECE012	Support children to connect with their world	Elective
BSBWOR301	Organise Personal work Priorities and Development	Elective
CHCPRP003	Reflect on and improve professional practice	Elective
CHCECE014	Comply with family day care administration requirements (Additional Elective for Family Day Care Educators)	Elective

# COURSE INFORMATION

## CHC50113 Diploma of Early Childhood Education and Care

ASQA Approved: Yes

Recognised Australia wide: Yes

### Course Description

The *Diploma of Early Childhood Education and Care* is the qualification that ACECQA requires for those wanting to take on higher levels of responsibility and leadership in an early childhood service.

It is the qualification for those wishing to lead an education and care program for children before they enter formal schooling.

Rise Education and Training has developed this qualification to give students theoretical knowledge and practical skills to work with children (from birth to school age) in a range of early childhood settings, which fall under the education and care national regulations and the national quality standard. Upon the completion of this course students will have the knowledge and skills to support the implementation of the early years learning framework, while supporting children's wellbeing, learning and development.

### Duration

The time frame to deliver this course is 12 months to 24 months (depending on prior skills and knowledge)

### Career Opportunity

The Diploma of Early Childhood Education and Care provides for employment in the following roles:

Lead Educator in long day care, child care centres, occasional care

Family Day Care Educator

Assistant Educator in a Kindergarten or preschool program, working with a teacher

### Entry Requirements

- A sound ability to read, write and speak English
- A basic ability to apply numeracy
- A current **Working with Children Check**

### Pathways to Further Study

On completion of this qualification, Universities can sometimes offer credit from the Diploma to enrol in Early Childhood teaching qualifications. to continue your education career.



# COURSE INFORMATION

## Qualification Outline: Diploma of Early Childhood Education and Care - Higher Level Skills

**Name of Qualification:** Diploma of Early Childhood Education and Care

**National Course Code:** CHC50113

**Packaging Rules:** 28 units including 23 core & 5 electives

**Commencement:** Enrol Anytime

**Locations:** Queensland, Brisbane, Gold Coast

**Recognition:** Nationally Recognised Training

**Duration Study Load:** 12 months –24 months (depending on prior skills and knowledge)

### Entry Requirements:

- Be aged 15 years or older (no longer at school)
- Permanently reside in Queensland
- Be an Australian citizen, Australian permanent resident
- Not hold or not enrolled in a certificate IV or higher qualification
- (not including qualifications completed at school and foundation skills training)
- English Language & Academic Requirements.

If a person is eligible for funding under the Higher-Level Skills program, the Queensland Government will subsidise the costs of their accredited training, although a student contribution fee will be required.

### Please note:

Course fees include all resources, textbooks and materials.

Students who do not meet the eligibility criteria for Higher Level Skills Funding, fees will be calculated at the Fee-For-Service rates.

Qualification Name	Course Code	Number of Units	Workplace Min Hours	Student Enrolment Fee	Student Concession Fee
Diploma of Early Childhood Education and Care	CHC50113	28	240	\$280 \$10 per unit of competency	\$140 \$5 per unit of competency

## Qualification Outline: Diploma of Early Childhood Education and Care - Fee for Service

## COURSE INFORMATION

**Name of Qualification:** Diploma of Early Childhood Education and Care

**National Course Code:** CHC50113

**Packaging Rules:** 28 units including 23 core & 5 electives

**Commencement:** Enrol Anytime

**Locations:** Queensland, Brisbane, Gold Coast

**Recognition:** Nationally Recognised Training

**Duration Study Load:** 12 months–24 months (depending on prior skills and knowledge)

### Entry Requirements:

- Be aged 15 years or older (no longer at school)
- Permanently reside in Queensland
- Be an Australian citizen, Australian permanent resident
- Not hold or not enrolled in a certificate IV or higher qualification (not including qualifications completed at school and foundation skills training)
- English Language and Academic Requirements

The Fee for Service is applied when a student is not eligible for subsidies, government loans or where no subsidies are available.

Qualification Name	Course Code	Number of Units	Enrolment Fee	Resource Materials Fee	Cost per Unit	Total Cost
Diploma of Early Childhood Education and Care	CHC50113	28**	\$280	Inclusive in Enrol Fee	\$185	\$5460

### Recognition of Prior Learning (RPL)

## COURSE INFORMATION

- Enrolment fee: \$280 (**non-refundable**)
- Recognition of Prior Learning (RPL): \$90 per unit
- Credit Transfer: Free

Qualification Name	Course Code	Number of Units	Enrolment Fee	Cost per RPL Unit	Total Cost
Diploma of Early Childhood Education and Care	CHC50113	28**	\$280	\$90	\$2630

This qualification reflects the role of early childhood educators who are responsible for designing and implementing curriculum in early childhood education and care service. In doing so they work to implement an approved learning framework within the requirements of the Education and Care Services National Regulations and National Quality Standards.

Students who hold the latest CHC30113- Certificate III in Early Childhood and Care will be awarded credit transfers for the following 14 units on producing a copy of your Statement of Attainment. No fees apply to units that are a Credit Transfer. Therefore, overall fees may be reduced.

### Credit Transfer

CHCECE002	Ensure the health and safety of children	Core
CHCECE004	Promote and provide healthy food and drinks	Core
CHCLEG001	Work legally and ethically	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
CHCECE007	Develop positive and respectful relationships with children	Core
CHCECE003	Provide care for children	Core
CHCECE005	Provide care for babies and toddlers	Core
CHCECE001	Develop cultural competence	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
CHCECE009	Use an approved learning framework to guide practice	Core
CHCECE012	Support Children to Connect with their World	Elective
CHCPRP003	Reflect on and improve professional practice	Elective
BSBWOR301	Organise Personal work Priorities and Development	Elective
HLTAID004	Provide an emergency first aid response in an education and care setting	Core

### Course Outline

## COURSE INFORMATION

### Compulsory Units (23)

Core/Elective

CHCECE002	Ensure the health and safety of children	Core
CHCECE004	Promote and provide healthy food and drinks	Core
CHCLEG001	Work legally and ethically	Core
CHCPRT001	Identify and respond to children and young people at risk	Core
CHCECE007	Develop positive and respectful relationships with children	Core

(Work Placement can commence once student has been deemed Satisfactory in theory component of first 5 units of competency)

CHCECE003	Provide care for children	Core
CHCECE005	Provide care for babies and toddlers	Core
CHCECE001	Develop cultural competence	Core
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	Core
HLTWHS003	Maintain work health and safety	Core
CHCECE016	Support the holistic development of children in early childhood	Core
CHCECE020	Establish and implement plans for developing cooperative behavior	Core
CHCECE021	Implement strategies for the inclusion of all children	Core
CHCECE009	Use an approved learning framework to guide practice	Core
CHCECE017	Provide experiences to support children's play and learning	Core
CHCECE018	Use information about children to inform practice	Core
CHCECE022	Promote children's agency	Core
CHCECE023	Analyse information to inform learning	Core
CHCECE024	Design and implement the curriculum to foster children's learning and development	Core
CHCECE019	Facilitate compliance in an education and care service	Core
CHCECE026	Work in partnership with families to provide appropriate education and care for Children	Core
CHCECE025	Embed sustainable practices in service operations	Core
HLTAID004	Provide an emergency first aid response in an education and care setting	Core

### Elective Units (5):

CHCECE012	Support Children to Connect with their World	Elective
CHCPRP003	Reflect on and improve professional practice	Elective
BSBWOR301	Organise Personal work Priorities and Development	Elective
BSBLED401	Develop Teams & Individuals	Elective
BSBINN502	Support children to connect with their world	Elective

### How to Enrol



## COURSE INFORMATION

**Step 1.** Identify the course you are interested in, review the requirements in the Student Handbook and the Student Course information and ensure that you fully understand the information provided to before submitting Your pre-enrolment. You can submit your pre-enrolment via email or in person at our head office.

**Step 2.** Once you have made the decision to apply for an enrolment qualification you will be contacted by a Rise Education and Training representative to action an Enrolment/ Suitability Application. If you are a suitable candidate to enrol into a course you will need to complete a Literacy, Language and Numeracy indicator (LLN).

Check you meet:

- Minimum Age Requirement
- English Language & Academic Requirements
- Appropriate Visa Requirements
- Complete the enrolment application, LLN and RPL application form (if applicable).

Ensure all details are completed in full.

**Step 3.** Forward the completed enrolment application and supporting documents requested to our office:

- The course you wish to enrol in
- Copy of Certificates and Statement Results for any previously attained or partially completed qualifications
- Copy of Passport or Driver's Licence (proof of ID+ residency) - If passport provided please provide a copy of a bank statement or utility bill issued within the last 6 months showing your current residential address.
- Copy of either: current green Medicare care; Birth Certificate; current Australian passport; current New Zealand passport; or Australian citizenship certificate (proof of citizenship)

It's our commitment to you to stay in touch and help you progress through your application and enrolment but call us if you have questions and need to speak with us sooner.

**Step 4.** Your enrolment will be assessed on the information you have provided. Upon receiving all paperwork and supporting documents a formal assessment of your eligibility for government funding and suitability for the qualification is conducted. You will be notified by administration on the status of this application once your eligibility has been assessed.

\*Please note that we are unable to finalise your enrolment until all required information and supporting evidence has been provided. The office will discuss your fees and method of payment.

**Step 5.** When deemed a suitable candidate, the student will receive a Welcome email with a Confirmation of enrolment letter, an invoice showing statement of fees due or paid. Your invoice must be paid within 7 days of enrolment.