CHILDRENS SERVICES

Online Studies

CHC30113 Certificate III in Early Childhood Education & Care
CHC40113 Certificate IV in School Age Education & Care
CHC50113 Diploma of Early Childhood Education & Care
Introduction to Online Study

Before applying to study online in Early Childhood Education and Care please read this information carefully which will help you decide whether studying online is the best option for you.

Studying online requires you to complete your course via an online platform, Blackboard, which contains all your study materials and assessments. You will be provided a login and password via email to access this material once you have been enrolled and made payment.

Online Study requires discipline as it is your responsibility to manage your own work and to ensure you are reading the course content online and completing your assessments by the due dates. We encourage students to consider whether online study is a preferable mode of study.

Lecturer Support:

You will be supported by your online lecturers it is important to remember there is no face to face contact with your lecturers and you do not engage directly with fellow students as you would in on-campus studies during every day class activities.

You will have access to lecturers via Blackboard and they can help clarify your concerns, assist with course content, mark your assessments and provide you with feedback. It is always best to email your lecturer and include your mobile number so they can call back to discuss questions if needed.

Course Structure:

Qualifications are broken down into 3 or 4 Stages/Semesters with an intensive practical skills workshop run at the end of each stage. There are 4 enrolment intakes per year (see page 7 dates). Please see below course structure for which stage units are delivered. All stages must be completed in sequence (Stage 1 must be completed before Stage 2 etc). You can enrol in

<table>
<thead>
<tr>
<th>Course</th>
<th>Stages</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30113 Certificate III in Early Childhood Education &amp; Care</td>
<td>3</td>
<td>18 months</td>
</tr>
<tr>
<td>CHCECE002 Ensure the health and safety of children</td>
<td>1</td>
<td>1st Semester</td>
</tr>
<tr>
<td>CHCECE004 Promote and provide healthy food and drinks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE010 Support the holistic development of children in early childhood</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE003 Provide care for children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE005 Provide care for babies and toddlers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE011 Provide experiences to support children’s play and learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE009 Use an approved learning framework to guide practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE007 Develop positive and respectful relationships with children</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCLEG001 Work legally and ethically</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCPRRT001 Identify and respond to children and young people at risk</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE006 Support behaviour of children and young people</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HLTWHS001 Participate in workplace health and safety</td>
<td>2</td>
<td>2nd Semester</td>
</tr>
<tr>
<td>CHCDIV002 Promote Aboriginal and or Torres Strait Islander cultural safety</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHCECE001 Develop cultural competence</td>
<td>3</td>
<td>3rd Semester</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Level</td>
</tr>
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<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
<td>1</td>
</tr>
<tr>
<td>CHCECE012</td>
<td>Support children to connect with their world</td>
<td>1</td>
</tr>
<tr>
<td>CHCECE026</td>
<td>Work in partnership with families to provide appropriate education and care for children</td>
<td>1</td>
</tr>
<tr>
<td>HLTADID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
<td>1</td>
</tr>
<tr>
<td>CHC40113</td>
<td>Certificate IV in School Age Education &amp; Care</td>
<td>2</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
<td>1</td>
</tr>
<tr>
<td>CHCECE004</td>
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<td>1</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
<td>1</td>
</tr>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
<td>1</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
<td>1</td>
</tr>
<tr>
<td>CHCDIV001</td>
<td>Work with diverse people</td>
<td>2</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>2</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
<td>2</td>
</tr>
<tr>
<td>CHCSAC001</td>
<td>Support children to participate in school age care</td>
<td>2</td>
</tr>
<tr>
<td>CHCSAC003</td>
<td>Work collaboratively and respectfully with children in school age care</td>
<td>2</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people</td>
<td>2</td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children’s play and learning</td>
<td>3</td>
</tr>
<tr>
<td>CHCSAC002</td>
<td>Develop and implement play and leisure experiences in school age care</td>
<td>3</td>
</tr>
<tr>
<td>CHCSAC004</td>
<td>Support the holistic development of children in school age care</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE012</td>
<td>Support children to connect with their world</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE021</td>
<td>Implement strategies for the inclusion of all children</td>
<td>3</td>
</tr>
<tr>
<td>CHVSAD004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
<td>3</td>
</tr>
<tr>
<td>CHC50113</td>
<td>Diploma of Early Childhood Education &amp; Care</td>
<td>4</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
<td>1</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
<td>1</td>
</tr>
<tr>
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<td>1</td>
</tr>
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<td>Support the holistic development of children in early childhood</td>
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</tr>
<tr>
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<td>Provide experiences to support children’s play and learning</td>
<td>1</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
<td>2</td>
</tr>
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<td>CHCECE001</td>
<td>Develop cultural competence</td>
<td>2</td>
</tr>
<tr>
<td>CHCDIV002</td>
<td>Promote Aboriginal and/or Torres Strait Islander cultural safety</td>
<td>2</td>
</tr>
<tr>
<td>CHCECE026</td>
<td>Work in partnership with families to provide appropriate education and care for children</td>
<td>2</td>
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<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
<td>2</td>
</tr>
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<td>Support behaviour of children and young people</td>
<td>2</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify and respond to children and young people at risk</td>
<td>2</td>
</tr>
<tr>
<td>CHCLEG001</td>
<td>Work legally and ethically</td>
<td>2</td>
</tr>
<tr>
<td>CHCECE017</td>
<td>Foster the holistic development and wellbeing of the child in early childhood</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE018</td>
<td>Nurture creativity in children</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE023</td>
<td>Analyse information to inform learning</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE022</td>
<td>Promote children’s agency</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE020</td>
<td>Establish and implement plans for developing cooperative behaviour</td>
<td>3</td>
</tr>
<tr>
<td>CHCECE021</td>
<td>Implement strategies for the inclusion of all children</td>
<td>3</td>
</tr>
<tr>
<td>CHCMGT003</td>
<td>Lead the work team</td>
<td>4</td>
</tr>
<tr>
<td>CHCECE019</td>
<td>Facilitate compliance in an education and care service</td>
<td>4</td>
</tr>
</tbody>
</table>

**Level**: 1, 2, 3, 4

**Duration**: 18 months, 24 months, 36 months, 48 months
**Course Cost:**
The total fees for each qualification are outlined below, however you will pay for one stage of units every 6 months:

<table>
<thead>
<tr>
<th>Course</th>
<th>Full Fees</th>
<th>Concession</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHC30113 Certificate III in Early Childhood Education &amp; Care</td>
<td>$1263.60</td>
<td>$374.40</td>
</tr>
<tr>
<td>CHC40113 Certificate IV in School Age Education &amp; Care</td>
<td>$3684.40</td>
<td>$1109.85</td>
</tr>
<tr>
<td>CHC50113 Diploma of Early Childhood Education &amp; Care</td>
<td>$10103.55</td>
<td>$3,036.30</td>
</tr>
</tbody>
</table>

*These costings are approximate only*

Payment Options are:
- Pay in Full
- Set up a Payment Plan
- Third Party Payments (paid by your employer or other agency)
- Diploma is eligible for a VET Student Loan Application

For more information on our payment options please visit our website at [https://www.northmetrotafe.wa.edu.au/futurestudents/feespaymentoptions](https://www.northmetrotafe.wa.edu.au/futurestudents/feespaymentoptions)

**Entry Requirements**

**Certificate III in Early Childhood Education & Care:**
- OLNA or NAPLAN 9 Band 8
- C Grades in Year 10 English & Maths or equivalent
- Certificate I or Certificate II

We recommend students have good reading and writing skills and are confident using a computer.

**Certificate IV in School Age Education & Care:**
- C Grades in Year 11 WACE General English and OLNA or NAPLAN 9 Band 8
- C Grades in Year 11 English & Maths or equivalent
- Certificate II or Certificate III

We recommend students have good reading and writing skills and are confident using a computer.

**Diploma of Early Childhood Education & Care:**
- Completion of WACE General or ATAR (Minimum C Grades) or equivalent
- AQF: Certificate III
We recommend that students are over the age of 18 before enrolling in the Diploma of Early Childhood Education & Care.

Students need to have the ability to undertake research and apply themselves to self-directed learning activities. We recommend this path for students who have confident study skills, solid literacy levels and life experience and/or industry background.

If you complete your Certificate III in Early Childhood Education and Care you will be automatically accepted into the Diploma qualification. Advantages of completing the Certificate III prior to the Diploma are:

- You will receive credits for your Stage 1 & 2 of the Diploma ECEC
- You will have the required foundation skills and knowledge to understand and complete the Diploma ECEC
- You will have an understanding of how to write, reference and complete written assessments
- You will have experience in organising yourself to meet required assessment deadlines
- You will have an increased chance of successfully completing the Diploma ECEC

Work Placement

Work Placement is compulsory for students undertaking the Early Childhood Education and Care qualifications. The training package requires you be assessed on your skills in a work place setting.

North Metropolitan TAFE work with a number of organisations which offer students supervised work placements. Please do not approach any organisations directly about a placement unless you are currently employed there. The online SFP Coordinator will work with your service and send them relevant information as required.

If you are employed as an Educator you are able to complete your work placement in your place of employment. During your Orientation session you will be given more information regarding work placement.

Prior to your Work Placement you are required to obtain and submit the following documents through Blackboard:

- Working with Children Check [https://workingwithchildren.wa.gov.au/](https://workingwithchildren.wa.gov.au/) (This form will be provided at Orientation and must be signed by your lecturer)

**PLEASE NOTE:** We cannot assess your Work Placement regionally. You will be required to complete your Work Placement in the metropolitan area.

Please note that prior to you commencing a work placement you MUST be marked as competent in the Theory assessments.

First Aid
All students enrolled in Early Childhood Education & Care (ECEC) are encouraged to obtain First Aid training externally. It is your responsibility to organise and pay for the training as it is not available in the online course. The First Aid unit required to complete your course is **HLTAID004: Provide an emergency first aid response in an education and care setting**

**Skills Recognition**

**Recognition of Prior Learning (RPL)**
RPL is usually successful if you are working in the Early Childhood Education and Care sector for the last 3 years. An Assessor will match your skills and knowledge to the requirements of the qualification. To apply for RPL please visit our website [https://www.northmetrotafe.wa.edu.au/futurestudents/rpl-checklist](https://www.northmetrotafe.wa.edu.au/futurestudents/rpl-checklist). If you have any additional questions regarding RPL please email your query to [online.childrenservices@nmtafe.wa.edu.au](mailto:online.childrenservices@nmtafe.wa.edu.au)

**Credit Transfer**
Credit transfer recognises formal education that you have previously undertaken. There is no charge for processing a credit transfer application. To apply for a credit transfer please email a certified copy of your Academic Records to [online.childrenservices@nmtafe.wa.edu.au](mailto:online.childrenservices@nmtafe.wa.edu.au)

**How to Apply & Enrol**

**New Students**
Once you have decided to apply for the course you will need to complete the forms in your Enrolment Pack and email this to [online.childrenservices@nmtafe.wa.edu.au](mailto:online.childrenservices@nmtafe.wa.edu.au).

When you are filling out your forms it is important to complete ALL sections of the form including your **USI (Unique Student Identifier)**. You can create or search for your USI at [http://www.usi.gov.au](http://www.usi.gov.au). The USI will remain with you for life and enables you to access and retrieve your training records from any registered training organisation.

Please make sure you email your enrolment forms back to [online.childrenservices@nmtafe.wa.edu.au](mailto:online.childrenservices@nmtafe.wa.edu.au) by the Applications Close dates indicated in these **2020 Intake periods**

<table>
<thead>
<tr>
<th>2020 Intakes</th>
<th>Applications Close</th>
<th>Payments Due</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1 Intake</td>
<td>24th Jan 2020</td>
<td>31st Jan 2020</td>
<td>3rd Feb 2020</td>
<td>26th June 2020</td>
</tr>
<tr>
<td>Term 2 Intake</td>
<td>27th March 2020</td>
<td>3rd April 2020</td>
<td>20th April 2020</td>
<td>25th Sept 2020</td>
</tr>
<tr>
<td>Term 3 Intake</td>
<td>26th June 2020</td>
<td>3rd July 2020</td>
<td>20th July 2020</td>
<td>11th Dec 2020</td>
</tr>
</tbody>
</table>

Once your application has been received and assessed you will receive an email confirming your acceptance and your payment options will be emailed to you. **Your place in the course**
will only be confirmed upon receiving payment and you will receive your Blackboard login details and Orientation information once you have arranged payment.

Continuing Students will be emailed at the end of each 6 month end date with enrolment and payment options to continue in the next stage of the course for the next available intake. Your place in the course will only be confirmed upon receiving payment.
# Student Registration

Completing this form each semester will assist speed up your enrolment. The information is required by state and federal departments for accredited training.

<table>
<thead>
<tr>
<th>Semester</th>
<th>1</th>
<th>2</th>
<th>Year</th>
</tr>
</thead>
</table>

## Section 1 – Student Personal Details

- **Student's Name**
  - First Name
  - Middle Name(s)
  - Last Name

- **Student ID Number**
  - Date of Birth (DD/MM/YY)

- **Title**
  - Mr
  - Mrs
  - Miss
  - Ms
  - Dr
  - Unspecified

- **Gender**
  - Male
  - Female
  - Other

- **Residential Address**

- **Suburb**

- **Postal Address**

- **Suburb**

- **Mobile Number**

- **Email**

- **Emergency Contact Name**

- **Emergency Contact Number**

- I am a
  - **New Student**: Go to Section 2
  - **Continuing Student**: Go to Section 3

## Section 2 – New Students to North Metropolitan TAFE

**I am:**
- An Australian citizen
- A permanent resident
- Visa holder of subclass ______

**Office Use Only**

EVIDENCE SIGHTED: YES
- **Type:** Birth Cert.
- Citizenship Cert.
- Passport
- Visa
- Subclass verified
- Exp Date: _____/____/

I confirm that the information has been sighted and verified. Enrolment Officer [Signature]

Student Eligible to continue with enrolment? [ ]

NO [ ]

Reason & Action: ____________________________

## Section 3 - Concession

(Not applicable to international, RPL, Diploma or above, or fee for service students)

I am eligible for a concession: YES

COMPLETE THIS SECTION

NO

CONTINUE TO SECTION 4

- **Health Care Card**
- **Pensioner Card**
- **Health Benefits Card Issued by Dept of Veterans' Affairs**
  - Concession Number
  - Exp Date: _____/____/

- **15 – 17 Years Old**
- Other – Specify: ____________________________

- **Driver's Licence**
- **Proof of Age**
- Other Specify: ____________________________

**Office Use Only**

Concession verified by: ____________________________

Date: ____________________________

Entered into UE [ ]
## SECTION 4 – GUARDIAN CONSENT AND HEALTH INFORMATION

**I AM UNDER 18 YEARS OF AGE:**  [YES] [NO] COMPLETE THIS SECTION  [CONTINUE TO SECTION 5]

Under the School Education Act (1999), young people of compulsory school age must be granted approval by the Minister (or delegate) to participate in activities instead of full-time school. An exemption is granted to students enrolled and participating in a full-time course at a TAFE and who submit a completed and signed Parent and Health Consent form lodged with the TAFE; This information will be provided to relevant North Metropolitan TAFE staff.

<table>
<thead>
<tr>
<th>SCSA ID</th>
<th>LAST HIGH SCHOOL ATTENDED</th>
</tr>
</thead>
</table>

**I AM STILL ATTENDING SECONDARY SCHOOL:** [YES] [NO]

**GUARDIAN NAME**

**RELATIONSHIP** [PARENT] [LEGAL GUARDIAN]

**OR**

**I WISH TO REGISTER AS AN INDEPENDENT MINOR** [□] [OFFICE USE ONLY APPLICATION FOR IND MINOR STATUS ISSUED]

**GUARDIAN ADDRESS**

**GUARDIAN MOBILE**

**GUARDIAN OTHER CONTACT NO**

**EMAIL**

**SECOND GUARDIAN NAME**

**RELATIONSHIP** [PARENT] [LEGAL GUARDIAN]

**GUARDIAN MOBILE**

**GUARDIAN OTHER CONTACT NO**

**EMAIL**

**HEALTH CARE INFORMATION** – Please list any medical conditions that the minor has that may impact on their ability to undertake their course at North Metropolitan TAFE.

Please note: It is a guardian’s responsibility to inform North Metropolitan TAFE if your child’s medical information changes throughout the course of their enrolment. In the event of an emergency, every effort will be made by North Metropolitan TAFE to contact you. As the parent/guardian/responsible adult of the above named student, I acknowledge that the information I have provided is correct and I consent to the student undertaking studies at North Metropolitan TAFE.

**GUARDIAN SIGNATURE**

**DATE**

**OFFICE USE ONLY** [HCF ENTERED INTO ASRI] [GUARDIAN DETAILS UPDATED IN UE] [IND MINOR APP RECEIVED]

## SECTION 5 – UNIQUE STUDENT IDENTIFIER

**I HAVE SUPPLIED NORTH METROPOLITAN TAFE WITH MY USI:** [YES] [CONTINUE TO SECTION 6]

(PLEASE NOTE: ENROLMENTS ARE UNABLE TO BE PROCESSED WITHOUT A USI)

I confirm that:

- [□] I understand the privacy Notice relating to USI and understand that this information is protected by the Student Identifiers Act 2014
- [□] I understand that the personal information provided in connection to my USI is collected by the Registrar for the purposes of applying for, verifying and creating a USI and may disclosed as required under the Privacy Act 1988.

**STUDENT SIGNATURE**

**DATE**

**COUNTRY OF BIRTH**

**TOWN/CITY OF BIRTH**

My Unique Student Identifier No is: ___ ___ ___ ___ ___ ___ ___ ___
**SECTION 6 – STUDENT STATISTICAL INFORMATION**

CONTINUING STUDENTS NEED ONLY COMPLETED FIELDS THAT HAVE CHANGED SINCE PREVIOUS SEMESTER

**STATISTICAL INFORMATION** - All students are required to complete the following questions each semester. This information is subject to Privacy Guidelines as outlined in the College Privacy Statement.

1. In which country were you born? 
   - [ ] Australia [ ] Yes
   - Other - please specify Eg China [ ] No

2a. Do you mainly speak English at home? 
   - [ ] Yes [ ] No

2b. Do you speak a language other than English at home? 
   - [ ] No, English Only [ ] No go to question 3

2b1. Yes, Other - please specify Eg. Italian [ ] Yes

2c. How well do you speak English? 
   - [ ] Very Well [ ] Very Well
   - [ ] Well [ ] Not Well
   - [ ] Not Well [ ] Not At All

2d. Do you intend to seek help with English? 
   - [ ] Yes [ ] No

3. Are you an Aboriginal or Torres Strait Islander origin? 
   - [ ] No [ ] Yes, Aboriginal
   - [ ] Yes, Torres Strait Islander [ ] Yes, both Aboriginal and Torres Strait Islander

4a. Do you consider yourself to have a disability, impairment or long-term condition? 
   - [ ] Yes [ ] No

4b. If YES, then please indicate the areas of disability impairment or long-term condition. (You may indicate more than one area) 
   - [ ] Hearing / Deaf [ ] 11
   - [ ] Physical [ ] 12
   - [ ] Intellectual [ ] 13
   - [ ] Learning [ ] 14
   - [ ] Mental Illness [ ] 15
   - [ ] Acquired Brain Impairment [ ] 16
   - [ ] Vision [ ] 17
   - [ ] Medical Condition [ ] 18
   - [ ] Other [ ] 19

4c. Will you require special assistance because of your disability? 
   - [ ] Yes [ ] No

5a. What is your highest COMPLETED school level? 
   - Completed Year 12 [ ] 12
   - Completed Year 11 [ ] 11
   - Completed Year 10 [ ] 10
   - Completed Year 9 or Lower [ ] 9
   - Did not go to school [ ] 8

5b. In which YEAR did you complete that school level? 
   - [ ] Year 12

5c. Are you still attending secondary (high) school? 
   - [ ] Yes [ ] No

5d. If you completed High School in WA, which was the last High School you attended? 

6a. Have you SUCCESSFULLY completed any of the following qualifications? 
   - [ ] Yes [ ] No

6b. If YES, then tick ANY applicable boxes. 
   - Bachelor Degree or Higher Degree [ ] 30
   - Advanced Diploma or Associate Degree [ ] 31
   - Diploma (or Associate Diploma) [ ] 32
   - Certificate IV (or Advanced Certificate/Technician) [ ] 33
   - Certificate III (or Trade Certificate) [ ] 34
   - Certificate II [ ] 35
   - Certificate I [ ] 36
   - Certificates other than the above [ ] 37

7. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)
   - [ ] Employed
   - [ ] Unemployed
   - [ ] Not in the Labour Force

7a. Employed 
   - [ ] Full-Time Employee [ ] 30
   - [ ] Part-Time Employee [ ] 31
   - [ ] Self Employed - Not Employing Others [ ] 32
   - [ ] Employer [ ] 33
   - [ ] Employed - Unpaid Worker in a Family Business [ ] 34

7b. Unemployed 
   - [ ] Unemployed - Seeking Full-Time Work [ ] 35
   - [ ] Unemployed - Seeking Part-Time Work [ ] 36

7c. Not in the Labour Force 
   - [ ] Not Employed - Not Seeking Employment [ ] 37

8. Of the following categories, which BEST describes your main reason for undertaking this course/training/apprenticeship? (Tick ONE box only)
   - [ ] Job Related
   - [ ] Further Study
   - [ ] For personal interest or self-development

8a. Job Related 
   - [ ] To get a job [ ] 30
   - [ ] To develop my existing business [ ] 31
   - [ ] To try for a different career [ ] 32
   - [ ] To get a better job or promotion [ ] 33
   - [ ] It was a requirement of my job [ ] 34
   - [ ] I wanted extra skills for my job [ ] 35

8b. Further Study 
   - [ ] To get into another course of study [ ] 36

8c. For personal interest or self-development 
   - [ ] Other [ ] 37

9. Where did you hear about TAFE? (Tick any applicable boxes.) 
   - [ ] Through School [ ] 30
   - [ ] TAFE Careers [ ] 31
   - [ ] Training Information Centre (Forrest Place) [ ] 32
   - [ ] Newspaper Advertisement [ ] 33
   - [ ] TV Advertisement [ ] 34
   - [ ] Radio Advertisement [ ] 35
   - [ ] TAFE Handbook [ ] 36
   - [ ] Through Work [ ] 37
   - [ ] Suggested by Employment Agency [ ] 38
   - [ ] Family / Friends [ ] 39
   - [ ] Information Stand [ ] 40
   - [ ] Cinema Advertisement [ ] 41
   - [ ] Internet [ ] 42
   - [ ] Other [ ] 43

**OFFICE USE ONLY**

AVETMISS SURVEY UPDATED IN UE [ ] DATE: [ ]

Page 3 of 4
SECTION 7 — TERMS & CONDITIONS OF ENROLMENT

By accepting an enrolment at North Metropolitan TAFE, students accept the following terms and conditions of enrolment:

STUDENT OBLIGATIONS AND RESPONSIBILITIES - Your enrolment at North Metropolitan TAFE is subject to you agreeing to meet the following obligations:

STUDENT CODE OF CONDUCT
Students must comply with the Student Code of Conduct, which defines your required conduct at the College in respect to student academic integrity and personal behaviour. The Code defines what constitutes misconduct and the sanctions that can be imposed. Cheating and anti-social behaviour is treated very seriously by TAFE and may result in your suspension or exclusion from the College. Copies of the Code are available on the Institute’s Student Portal and relevant student webpages on our website: northmetrotafe.wa.edu.au

PAYMENT OF FEES
Payment of fees in full at time of enrolment
If you have paid your fees in full at time of enrolment, you have met your financial obligations. You may be eligible for a refund if you withdraw, please refer to the refund conditions.

Payment by instalments
If you have entered into a direct debit - Payment Plan, which is a legally binding agreement with the College, you are required to ensure you have sufficient funds to pay the agreed instalments on the due date. Defaulting on your instalments/payments will result in penalty charges. Arrangements must be made to pay outstanding instalments to avoid access to services being cancelled. The College will seek to recover any outstanding funds through a debt collection agency. Please be aware, subject to the Refund Policy, a student on a Payment Plan may be liable for unpaid fees even if they withdraw.

Please note: Students enrolling in a unit that they have previously passed are charged at a fee-for-service rate.

Parking permit fees
Applicable only at Joondalup, Mclarty, Balga and Midland campus sites and details available at Student Service counters at the relevant campus.

UNIQUE STUDENT IDENTIFIER & STUDENT STATISTICAL INFORMATION
Students must get their Unique Student Identifier (USI) from the USI registry www.usi.gov.au and then submit it together with their Student Statistical Information Form at enrolment, as the College has the legal responsibility to collect and submit a USI and statistical information for all students as part of its funding obligations. A student’s enrolment will be cancelled if they do not submit a USI.

CHANGES TO YOUR ENROLMENT
Students must formally request to make any enrolment amendments by attending in person at a Student Services counter.

Enrolment amendments include:
- Name changes (documentary evidence must be provided)
- Withdrawing from one or more units (this can be done via the withdrawal form available on our website)
- Contact details changes (this can also be done on Student Portal)

Enrolling in additional units or transferring to another class or course only as directed by your lecturer (additional fees may apply)

WITHDRAWING FROM A COURSE
If you choose not to continue with your studies you must complete the withdrawal form on our website. Until this notification is received, your enrolment will remain active. IF YOU DO NOT FORMALLY WITHDRAW YOU WILL RECEIVE A RE-ENROL RESULT (ie. Fail). Please refer to the refund policy to check eligibility for a refund or a reduction in your fees upon withdrawal.

www.northmetrotafe.wa.edu.au/content/withdrawals

OBLIGATIONS OF STUDENTS IN RECEIPT OF CENTRELINK ALLOWANCES
If you are in receipt of a Youth Allowance or Austudy/Abstudy, you must maintain a full-time study load to remain eligible for these payments. You must advise Centrelink immediately if you: amend or reduce your enrolled hours, change your course of study, stop studying, commence employment, change hours of work or employment income, or change address. You can update your details using your Centrelink online account. More information can be found on the Department of Human Services website: humanservices.gov.au/students

1. I have read and understood these obligations and conditions governing my enrolment at the College; and certify that all information provided to the Institute is true and accurate; and agree to abide by the above conditions, the College’s By-laws, policies and the Student Code of Conduct.
2. I understand it is an offence to give incorrect residency, identity or USI details to access a State funded place.
3. By accepting enrolment at NMT I grant permission to use information made by the student for Publication e.g. Testimonials, photo, video in which I might appear
4. In case of insufficient student enrolments, NMT reserves the right to cancel classes (and offer a full refund) or combine classes of a similar nature or offer alternative delivery options such as online or workplace learning

SIGNATURE [signature] DATE [date]

RESIDENCY
State funded places are available only to permanent residents and holders of select visa subclasses. Non-residents must pay commercial fees. If on a student visa, you must apply through TAFE International WA (TIWA).

STUDENT EMAIL AND CORRESPONDENCE
All enrolled students must activate their free student email account. Any important information regarding enrolments, fees, changes in delivery, and results will be sent via your student email.

You have an obligation to access the correspondence and other notifications sent to you via your student email on a regular basis.

Email notification has the same status as mail sent by post.

RESULTS
Results will not be given over the phone. Your results are available via the Student Portal on our Website northmetrotafe.wa.edu.au. If you require an official copy of your results before completing your course, you can request a copy by emailing helpawards@nmtafe.wa.edu.au

Please note students who enrol in assessable units or examine subjects and do not complete assessment requirements will receive a RE-ENROL result.

COURSE COMPLETION / AWARDS
Once you’ve completed your studies, you are entitled to receive your Award Certificate / Diploma or Statement of Attainment through our Online Application at www.northmetrotafe.wa.edu.au/content/request-your-award-diploma-certificate

REFUSAL OF RE-ADMISSION TO NORTH METROPOLITAN TAFE
The College may refuse admission to students who have defaulted on the payment of course fees or breached the Student Code of Conduct. Until all outstanding fees are paid, or the period of suspension has passed, affected students will not be permitted to enrol.

ELIGIBILITY FOR REFUND OF TUITION & RESOURCE FEES - STUDENTS MUST OFFICIALLY WITHDRAW
All students seeking a refund must officially withdraw from the relevant Unit of Competency or Course by filling in the online Request to Withdraw form or by attending a Student Service counter. Lecturers cannot accept verbal notifications.

Delivery Changes – full refund granted if course or unit is cancelled or rescheduled to a time unsuitable to the student, a student is not given a place due to maximum number of places being reached, or other circumstances as determined by the College.

Refund at withdrawal – VET students who withdraw formally on or before the census date for their unit/s will receive a full refund of the course fee for the unit/s and:
- 50% refund of the resource fee if the unit/s are Certificate I to IV
- A full refund of the resource fee if the unit/s are Diploma or Advanced Diploma

If entitled to a refund, upfront part or full payments will be reimbursed, and the corresponding debt will be remitted if on VET FEE HELP or VET Student Loans. No incidental fees are refunded. Important: please check your enrolment record to confirm the actual Census Date for your unit/s. Your enrolment record can be accessed via the Student Portal on North Metropolitan Website (www.northmetrotafe.wa.edu.au).

Fees for Fee for Service courses are not refundable, once classes have commenced. Refund conditions for Higher Education course fees are published on our website.

PRIVACY
The College collects student information to complete the enrolment process and to maintain and improve the quality of the Vocational Education and Training System, and Higher Education sector. Enrolment details may be passed on to other Government agencies, or representatives thereof, and remain confidential to those agencies. Students may also be contacted to participate in surveys, essential to monitoring the quality of service provision. The Western Australian Public Sector Management Act (1994), the State Records Act (2000) and the Privacy Act 1988 (Cth) apply to this organisation and provide protection against the misuse of student information.