

## ECTARC Single Unit Enrolment Application Form

Please ensure you have all relevant information and documentation prior to commencing this online enrolment form. This form must be completed in one sitting as it will not be able to be retrieved at a later date to continue your application.

Please complete all fields in this form and click PAY NOW at the end to submit the form. Please collect all the documents you need to complete this application before commencing. Press the SUBMIT button once.

Title

First given name

Second given name (middle)

Family name (surname)

Previous names - if you have been known by a previous name please write this in the box below.

Yes      Please note: Do you only have a one word name? Tick this box if you have only a one word name that cannot be written in the above (first name, second name, family name) format. Write your one word single name in the 'Family Name' section please and leave the First given and Second given names blank.

Date of birth

### Home/Usual Residential Address

Building or Property name (if applicable)

Unit/Flat Number

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

Street Name

Suburb, locality or town

State/Territory

Post Code

*Need assistance? Call ECTARC on 02 4223 1111*

## Postal Address

Building or Property name (if applicable)

Unit/Flat Number

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

Street Name

Suburb, locality or town

State/Territory

Post Code

**Please provide either a home or mobile phone number**

Home phone

Mobile number

Email Address

Alternate email address (optional)

Gender

Female

Male

Other

Are you of Aboriginal or Torres Strait Islander origin?

Yes

No

Do you speak a language other than English at home

No, English only.

Yes, other please specify below

Main language spoken at home

Proficiency in spoken English

Very well

Not at all

Well

Not stated

Not well

*Need assistance? Call ECTARC on 02 4223 1111*

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

Not stated          No                          Yes

If you indicated the presence of a disability, impairment or long term condition, please select the area(s) from the following list. Please note: you may indicate more than one area - please see a copy of the Disability Supplement for an explanation of the following disabilities at <https://ectarc.com.au/training/about/resources/>

|                           |   |        |
|---------------------------|---|--------|
| Acquired Brain Impairment | Mental Illness                                    | Vision |
| Hearing/Deaf              | Other   |        |
| Intellectual              | Physical  |        |
| Learning                  | Physical/Mobility                                 |        |
| Medical Condition         | Support services, equipment and facilities needed |        |

## Study Reason

Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only).

|                                  |  |
|----------------------------------|--|
| It was a requirement of my 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 get a job                     | To get skills for community/voluntary work |
| To get a better job or promotion | Other reasons                              |

How did you find out about ECTARC?

|  |   |
|--|---|
| I have previously studied with ECTARC                | Visited ECTARC stand at a conference or school expo       |
| Director/educator in my service told me about ECTARC | A friend who has studied with ECTARC told me about ECTARC |
| Facebook   | Early childhood publication                               |
| Instagram  | School Careers Advisor told me about ECTARC               |
| You Tube   |   |

Is there another way that you heard about ECTARC that is not mentioned above?

## Identification

### Proof of identity

Please attach a copy of your photo identification (such as your driver's licence, proof of age card or passport) as a JPEG or PDF file. Please note: in the coming weeks your proof of identify needs to be verified. You will receive further instructions on how this will be done by ECTARC.

Please ensure you only attach a JPG or PDF file. HEIC files are not accepted.

In which country were you born?

In which town were you born?

## Employment details

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).

Full time employee

Unemployed - seeking full-time work

Part time employee

Unemployed - seeking part-time work

Self employed - not employing others

Not-employed - not seeking employment

Self employed - employing others

Employed - unpaid worker in a family business

Are you currently working in a regulated education and care service within Australia (please tick)? If you are unsure if your service is regulated please ask the Director/Nominated Supervisor or contact ECTARC for further information.

Yes - if you answer yes please complete all details below about the service.

No

*Need assistance? Call ECTARC on 02 4223 1111*

## Service details (if applicable)

Service Name

Director's Name

Director/Service's Email

Workplace Supervisor's Name

Workplace Supervisor's qualification (Copy to be provided to ECTARC)

Service Street Address

Service Suburb

Service Postcode

Service Postal Address (if different from above)

Service Phone Number

Groups covered at service: (Please tick next to all age groups represented at your service)

Birth-24 months

24-36 months

3-5 years

6-12 years

Additional needs

Not working in a service

I declare that the information given above is correct. I am aware that if my service does not have all of the relevant groups required for my qualification, I am required to complete the remaining work placement hours at another service as a practicum student.

Please write your name and sign in the spaces below if you understand these requirements.

Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*Need assistance? Call ECTARC on 02 4223 1111*

Has the Director/Nominated Supervisor agreed to you utilising the workplace for your work placement hours and will provide a Workplace Supervisor to complete on-the-job third party reports? Please ensure you have discussed these requirements with your chosen workplace and are allocated a qualified Workplace Supervisor (i.e. holds a Diploma of Early Childhood Education and Care or Bachelor of Teaching in Early Childhood or equivalent).

Yes

No

### Education history

Are you still enrolled in secondary or senior secondary education?

Yes

No

If answered YES to the above question, please write the name of your school or college below.

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

Please note: If you are currently enrolled in secondary education, the highest school level 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.

Did not go to school

Year 8 or below

Year 9 or lower

Year 10

Year 11

Year 12

Not stated

Year that you completed your highest school level

Have you successfully COMPLETED any further qualifications?

Yes

No

Not Stated

*Need assistance? Call ECTARC on 02 4223 1111*

Advanced Diploma or Associate Degree  
Bachelor Degree  
Bachelor Degree or Higher Degree level  
Certificate I  
Certificate II  
Certificate III (or Trade Certificate)  
Certificate IV (or Advanced Certificate/Technician)  
Advanced Diploma or Associate Degree  
Diploma (or Associate Diploma)  
Bachelor Degree or Higher Degree level  
Doctoral Degree  
Graduate Diploma or Graduate Certificate  
Master Degree  
Other Education (including certificates or overseas)

## Unique Student Identifier (USI)

All students studying nationally recognised training in Australia from 1 January 2015, are required to have a Unique Student Identifier (USI). A USI is a code made up of 10 (ten) numbers and letters. Your USI will allow online access to your training records and results. We cannot enrol you in training until your USI is provided. ECTARC cannot issue you with a nationally recognised VET qualification or Statement of Attainment when you complete the course if you do not have a USI number. In addition, we are required to include your USI in the data we submit to NCVET throughout your enrolment.

If you do not have a USI, please follow this link below to create one in a new window (takes about 3 minutes). Once complete, copy your USI into the field below. If you need help with this process, please call us on 02 4223 1111.

<https://portal.usi.gov.au/student/TermsAndConditions?ReturnUrl=%252fstudent%252fUsi%252fForgotten%252fSuccess>

### Have you forgotten your USI number?

Search here - <https://www.usi.gov.au/students/find-your-usi>

### PLEASE ENTER YOUR USI NUMBER HERE

*Don't have a USI? Apply here: <https://www.usi.gov.au/>*

Do you give permission to ECTARC to verify your USI number?

Yes

No

## Credit Transfer

**YOU MUST PROVIDE COPIES OF YOUR QUALIFICATION/S AND TRANSCRIPT/S!**

You may be able to receive credit for studies you have done in the past which reduces the number of units you will need to study. For ECTARC to assess you for credit transfer eligibility you need to do two (2) things:

- 1) Provide ECTARC with copies of any qualification certificates and transcripts you have completed with ECTARC or any other Registered Training Organisation.
- 2) Give ECTARC permission to view your USI records/transcripts.

### STEP 1

Please provide copies of any qualification certificates and transcripts you have completed with ECTARC or any other Registered Training Organisation. Please ensure you only provide a JPG or PDF file. HEIC files are not accepted.



## STEP 2

You need to give ECTARC permission to view your USI records/transcripts via the USI website. To give ECTARC permission please watch the following video for instructions on how to do this - click here <https://www.usi.gov.au/video/how-give-permission-my-training-organisation-view-my-usi-transcript-online>

### Instructions

- i) Click on this link to access the USI website <https://www.usi.gov.au/>
- ii) Enter ECTARC's RTO code 90331
- iii) When you find ECTARC click the 'ADD' link.
- iv) Go to the PERMISSIONS tab and tick the box to give ECTARC permission to view your transcript. Remember to click the SAVE button.

I have been on to the USI website and given my permission for ECTARC to view my USI records/transcripts online.

I understand that ECTARC may contact the RTO I previously studied with to verify my qualification and for this I give my permission.

Name of Registered Training Organisation (RTO) that issued my qualification

I give permission for ECTARC to contact the above issuing RTO to verify the authenticity of the copy of the transcript I have provided and that it is true and correct.

Signature

\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## ECTARC Privacy Statement

The information requested in this form will be used by ECTARC for research, to provide statistical information to relevant government departments and internal management purposes only. In supplying the requested information, the participant is deemed to have consented to the use of the information for those purposes.

ECTARC agrees that the information will not be given or sold to any third party and will only be used for the above specified uses.

Please write your name and sign in the spaces below if you have read the ECTARC Privacy Policy and Privacy Notice Annexure at <https://ectarc.com.au/training/about/policies/> and agree to the terms of this ECTARC Privacy Statement. **(Please note: If under 18 please have your parent/guardian complete the below signature fields).**

Signature

\_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

## Disclosure of Information/Confidentiality Statement

I understand that I must not disclose to any third-party, any confidential information in relation to the management, staff, children and families, or any other student or visitor of the service/s that I am employed at and completing my work placement hours or the service/s that I am completing a practicum.

I understand that any breach of confidentiality will result in disciplinary action that may lead to dismissal from the ECTARC training program and/or legal action.

Please write your name and sign in the spaces below if you agree to the terms of this privacy statement.

Signature

\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## VET Data Use Statement

Under the Data Provision Requirements 2012 and National VET Data Policy (which includes the National VET Provider Collection Data Requirements Policy at Part B), Registered Training Organisations are required to collect and submit data compliant with AVETMISS for the National VET Provider Collection for all Nationally Recognised Training. This data is held by the National Centre for Vocational Education Research Ltd (NCVER), and may be used and disclosed for purposes that include:

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

NCVER is authorised by the National Vocational Education and Training Regulator Act 2011 (NVETR Act) to disclose to the following bodies, personal information collected in accordance with the Data Provision Requirements or any equivalent requirements in a non-referring State (Victoria or Western Australia), for the purposes of that body:

- a VET regulator (the Australian Skills, Quality Authority, the Victorian Registration and Qualifications Authority or the Training Accreditation Council Western Australia)
- the Australian Government Department of Education, Skills and Employment
- another Commonwealth authority
- a state or territory authority (other than a registered training organisation) that deals with or has responsibility for matters relating to VET.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

Please write your name and sign in the spaces below if you agree to the terms of this VET Data Use Statement.

Signature

\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## Consent to use and disclosure of personal information

I understand and agree that, under the National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020, ECTARC is required to collect personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive personal information (including my ethnicity or health information) and other enrolment and training activity-related information (together Personal Information) and disclose that Personal Information to the National Centre of Vocational Education Research Ltd (NCVER).

My Personal Information (including the personal information contained on my enrolment form and my training activity data) may be used or disclosed by ECTARC for statistical, regulatory and research purposes. ECTARC may disclose my personal information for these purposes to third parties, including:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship and traineeship;
- Employer – if I am enrolled in training paid by my employer;
- Commonwealth and State or Territory government departments and authorized agencies, including the NSW Department of Education (Department)
- NCVER
- Organisations (including the Department) conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. I may opt out of the survey at the time of being contracted. NCVER will collect, hold, use and disclose my Personal Information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at <https://www.ncver.edu.au/>).

*Need assistance? Call ECTARC on 02 4223 1111*

The Department may disclose my Personal Information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidized training or for any Fee Exemptions or Concessions. My Personal information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone, email or post, during or after I have ceased subsidized training with ECTARC for the purpose of evaluating and assessing my subsidized training.

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 the manner outlined above.

Please write your name and sign in the spaces below if you agree to the terms of this Consent to Use and Disclosure of Personal Information Statement (Please note: If under 18 please have your parent/guardian complete the below signature fields).

Signature

\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## PARENT/GUARDIAN TO COMPLETE IF APPLICANT IS UNDER 18 YEARS

Parent/Guardian Name

Parent/Guardian Signature

\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## ECTARC Policies

Prior to enrolment you are required to read and understand ECTARC's:

- Policies and procedures which can be found at <https://ectarc.com.au/training/about/policies/>
- Training & Course Guide which can be found at <https://ectarc.com.au/training/training-courses/training-course-guide/>
- Fee Schedule which can be found at <https://ectarc.com.au/training/training-courses/fee-schedule/>
- Student Handbook which can be found at <https://ectarc.com.au/wp-content/uploads/HB15SP-10.4V28-Distance-Information-Handbook.pdf>

Please tick if you have read and understood ECTARC's policies and procedures, course guide, fee schedule and traineeship handbook.

## Terms and Conditions of Enrolment

### ENROLMENT

Submission of this Enrolment Application Form does not guarantee enrolment. This application will be reviewed with the completed Foundation Skills Questionnaire to ensure this qualification is suitable for your needs. Once the enrolment application process has been finalised you will receive a notification that your first unit (including your learning materials and assessment task) has been opened on the ECTARC Training Portal.

All units have a practical component, meaning your ECTARC TDO is required to assess you in the workplace, via video evidence and/or simulation, or any combination of these. For full qualifications, practical assessment in the workplace is compulsory.

All qualifications and some single units have work placement hour requirements. A qualification or Statement of Attainment cannot be issued until evidence has been received that all required hours have been completed.

As you complete a unit you may purchase more units. At any given time you may have a maximum of 6 units open. Processing of units may take up to 3 business days. ECTARC can only accept payments from a student of up to \$1500 at any given time. Any payment over this amount will be refunded.

### Student Support

Distance students are supported by ECTARC's distance student support team to support and guide you throughout your studies. Students are given the personal email address of their TDO/s to send questions and correspondence. If your TDO/s is out of the office when a student calls, students can be assured there will be another TDO to speak with at all times during office hours. For after hours support ECTARC holds Tuesday evening support nights. TDOs are available between 5pm and 7pm every Tuesday night to call for assistance.

In addition to telephone and email support, ECTARC also offers students the opportunity to participate in interactive online study sessions. See and speak with an ECTARC TDO, ask questions or listen to other students ask questions and hear the answers they are given in a live study session. Students need a headset with a microphone, a computer and internet access to participate in an online study session.

### Submission of Assessments

You must submit at least one assessment task within a 6 month period or your enrolment will be made inactive. If you remain inactive for 12 months, and ECTARC's efforts to contact you are unsuccessful and you have not made contact with ECTARC, you will be withdrawn from the program. To recommence studies, you will be required to complete the full enrolment process again and this will include the payment of enrolment fees.

Students have the opportunity to submit an assessment task a maximum of three times (per unit) for assessment. If a unit is deemed Not Competent after the third submission, and a student wants to re-enrol in that particular unit, a unit re-enrolment fee of \$65.00 will be charged.

## First Aid

If first aid is part of your qualification, you are required to complete this with a first aid provider and once ECTARC has received evidence of your successful completion, you will receive a Credit Transfer for this unit. Please refer to your course details for the specific unit code and title that must be completed. PLEASE NOTE: Your first aid certificate must be current on the day that you complete your qualification. If your First Aid expires throughout your enrolment period you will be required to update this with a First Aid provider. ECTARC will reimburse up to \$160 of the cost of training. A copy of the receipt and transcript must be provided to ECTARC for this to be processed.

## Work Placement Hours

If your qualification has required Work Placement hours these must be completed throughout your enrolment period. If you currently work within a regulated education and care service within Australia, these hours may be completed at your place of employment, however where not all required ages/groups are present you will be required to complete the remaining requirements as a Practicum at a different service.

## Extensions

Distance students have 2 years to complete a Certificate III and Certificate IV qualification, 3 years for a Diploma qualification and 6 months for a single unit course (such as Child Protection, Safe Food Handling, Menu Planning). If a student does not complete their course in the required time frame and wishes to extend the amount of time they have to do a course an extension can be granted and fees apply. An extension must be applied for prior to the student's enrolment period end date. To extend a course for 1 month costs \$40.00, 3 months will cost \$100.00 and 6 months will cost \$200.00. Please note: Extensions must be requested prior to the end date to ensure continued enrolment. Extensions commence the day after the current enrolment period ends, not from the request or payment date.

## Refunds

The enrolment fee is non-refundable, except where the student withdraws their application within the 14 day cooling off period, or they do not satisfy the enrolment criteria, in which case it is refunded in full. If a student is accepted by ECTARC and then elects not to participate in the course after the cooling off period, then the enrolment fee is non-refundable.

ECTARC offers clients refunds on fees paid in the following circumstances:

- within 10 business days of purchase - cost of the unit less a 20% administration fee
- where a student has overpaid the enrolment fee/unit charges - full refund of the difference
- where a course is cancelled by ECTARC - full refund.

Students must request a refund in writing. All refunds will be forwarded to the student within 2 weeks of receipt of the request. Please email [info@ectarc.com.au](mailto:info@ectarc.com.au) to apply for a refund and state the reasons you wish to receive a refund. For more information on refunds please download the ECTARC Training and Course Guide at <https://ectarc.com.au/training/about/policies/>

## Change of Training Package

ECTARC is required by legislation to only train current qualifications as listed on training.gov.au. From time to time the qualifications that ECTARC offer may be revised by Skills IQ, the organisation responsible for ensuring that the qualifications offered in the CHC Training Package meet the requirements of the sector. Where a change of training package occurs, ECTARC will work with students individually to either complete the qualification currently enrolled in within the teach out period (where appropriate), or transition students to the new qualification. A review of the qualifications means that the qualification structure and content is likely to change, which may affect the fees payable and the number of units to be completed.

## Complaints and Appeals

ECTARC offers all students the opportunity to appeal against an assessment decision or make a complaint. The appeals and complaints process is considered a valuable tool for management to improve the products, services and business operations it delivers to students. Students are encouraged to contact ECTARC and speak to the Consumer Protection Officer to raise any complaint/concern and are to be reassured that their complaint/concern will be dealt with:

- promptly and efficiently
- in a fair and equitable manner
- so as to respect confidentiality and ensure impartiality is maintained
- so that parties are informed regularly of action being taken/progress
- in a manner whereby follow up checks are made at a later date to review the appropriateness of solutions reached
- so that documented records are maintained.

The formal appeals and complaints process is outlined in detail in the SP-5.2 Complaints Handling Procedure and SP- 15.1 Appeals which are available on the ECTARC website at <https://ectarc.com.au/training/about/policies/>

Where a student feels that an issue needs to be addressed further by an external organisation they can contact the National Training Complaints Hotline. The hotline will not investigate complaints but will forward complaints to the most appropriate agency, authority or jurisdiction for consideration. Complaints can be registered with the National Training Complaints Hotline by Phone: 13 38 73, Monday to Friday, 8am to 6pm nationally or emailing [skilling@education.gov.au](mailto:skilling@education.gov.au).

## Declaration

I declare that I have read, fully understood, and accept the terms and conditions of enrolment.

The information I have given you in this form is correct and I consent to ECTARC using my personal information to complete or verify my application including the verification of previous qualifications with the issuing RTO.

Enter your name below

Signature

\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_

## Parent/Guardian Approval for persons under 18 years of age

I declare that I have read, fully understood, and accept the terms and conditions of enrolment. The information given in this form is correct and I consent to ECTARC using my personal information to complete the enrolment for the applicant.

Parent/Guardian full name

Parent/Guardian address

Parent/Guardian suburb

Parent/Guardian state

Parent/Guardian postcode

Parent/Guardian phone or mobile number

Signature

\_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_



**COURSE**

CHCPRT001 Identify and respond to children and young people at risk - fee \$420

CHCPRT001 Identify and respond to children and young people at risk BRIDGING - fee \$120

HLTFSE001 Follow basic food safety practices - fee \$210.00

CHCECE004 Promote and provide healthy food and drinks - fee \$210.00

**PAYMENT DETAILS**



Card Number

\_\_\_\_/\_\_\_\_  
Month/Year

\_\_\_\_\_  
Security Code

Cardholder Name