ECTARC NSW Funded Enrolment Application Form

Please complete all pages of this document and submit to

NSWFundedPrograms@ectarc.com.au

Choose which funding area you currently live in

You must live in one of the below regions listed below to access funding. Please use the following link to use your postcode to determine which region you belong https://education. nsw.gov.au/skills-nsw/contact-us/locations-by-postcode.

- ☐ Capital region - Certificate III
- ☐ Central Coast - Certificate III
- ☐ Central Coast - Certificate IV or Diploma
- ☐ Central West - Certificate III
- ☐ Coffs Harbour/Grafton - Certificate III
- ☐ Coffs Harbour/Grafton - Certificate IV or Diploma
- ☐ Far West & Orana - Certificate III
- ☐ Far West & Orana - Certificate IV or Diploma
- ☐ Hunter Valley excluding Newcastle - Certificate III
- ☐ Illawarra - Certificate III
- ☐ Illawarra - Certificate IV or Diploma
- ☐ Mid North Coast - Certificate III
- ☐ Murray - Certificate III
- ☐ Murray - Certificate IV or Diploma
- ☐ New England and North West - Certificate IV or Diploma
- ☐ Newcastle and Lake Macquarie - Certificate III
- ☐ Newcastle and Lake Macquarie - Certificate IV or Diploma
- ☐ Richmond Tweed - Certificate III
- ☐ Richmond Tweed - Certificate IV or Diploma
- ☐ Riverina - Certificate IV or Diploma
- ☐ Southern Highlands/Shoalhaven - Certificate III
- ☐ Southern Highlands/Shoalhaven - Certificate IV or Diploma
- ☐ Sydney - Certificate III
- ☐ Sydney - Certificate IV or Diploma

Please choose what qualification your are interested in
- ☐ CHC30121 Certificate III in Early Childhood Education and Care
- ☐ CHC50121 Diploma of Early Childhood Education and Care
- ☐ CHC50213 Diploma of School Age Education and Care
- ☐ BSB40520 Certificate IV in Leadership and Management

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Need assistance? Call ECTARC on 02 4223 1111

ECTARC NSW Funded 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

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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, Aboriginal   Yes, Torres Strait Islander   Yes, Aboriginal & Torres Strait Islander

    No   Not stated

Main language spoken at home

    No, English only.   Yes, other please specify below

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Proficiency in spoken English

Very well   Not at all

Well   Not stated

Not well

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

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?

Citizenship Status

Australian Citizen

Permanent Humanitarian Visa Holder

New Zealand Citizen   Other

Visa (Work)

Permanent Resident

Proof of citizenship

Please attach a copy of your birth certificate, passport or green medicare card. Please note: ECTARC is required to verify this document against your proof of identify.

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

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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

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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:____/____/____

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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

To develop my existing business

To start my own business

To get a job

To get a better job or promotion

I wanted extra skills for my job

To get into another course of study

For personal interest or self-development

To get skills for community/voluntary work

Other reasons

To try for a different career

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

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Have you successfully COMPLETED any further qualifications?

Yes

No

Not Stated

If yes, what level of education have you completed (tick any applicable boxes)?

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)

If you answered yes, what was the full name of the qualification you completed? (please note you are required to upload copies of these qualifications in the next question)

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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 NCVER throughout your enrolment.

If you do not have a USI, please follow this link https://www.usi.gov.au/students/get-a-usi 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.

Have you forgotten your USI number?

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

PLEASE ENTER YOUR USI NUMBER HERE

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 during your traineeship. 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.

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STEP 2

You need to give ECTARC permission to view your USI records/transcripts via the USI website.

Instructions

1. Click on this link to access the USI website https://www.usi.gov.au/ and log in to your account (click on 'Login to the USI registry' and Login to the Student Portal). Continue through the steps (you may have to login again).
2. Click on the 'Provide Your USI' tab. Go the section that says 'SET UP ACCESS TO YOUR USI ACCOUNT/PERMISSIONS'
3. Enter ECTARC's Organisation code 90331 and click search
4. When you find ECTARC click the 'ADD' link.
5. 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:____/____/____

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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 Disclosure of Information/Confidentiality 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.

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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).

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

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/training/about/policies/

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

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.

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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/).

The Department may disclosure 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:____/____/____

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Refund Policy

Students are eligible to receive a tuition fee refund within 30 days from their enrolment date. Any requests for a refund within the 30 day withdrawal with no penalty period must be in writing and addressed to ECTARC management. Trainees do not receive a refund of tuition fees after the 30 day withdrawal with no penalty period. Please refer to the ECTARC P-1.50 Smart and Skilled Fee Administration Policy on the ECTARC website at http://www.ectarc.com.au/policies. Please write your name in the space below and complete the digital signature and date to confirm you have read and understand the refund policy.

Signature

_____ Date:____/____/____

Training package changes, transition and teach out

I have read and understood the information provided on the ECTARC website under each specific qualification at www.ectarc.com.au regarding the implementation of the new qualifications including the transition and teach out. I understand that if I do not complete this qualification I am enrolling in prior to 2023 I will be required to transition to a new qualification which may include additional training, assessment and associated fees.

Please write your name in the space below and complete the digital signature and date to confirm you have read and understand this information.

Signature

_____ Date:____/____/____

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Terms and Conditions of Enrolment

ENROLMENT

Once approved, an ECTARC Training and Development Officer (TDO) will provide necessary information and access to the ECTARC Training Portal to commence the program at the initial sign up. A maximum of two units of competency will be provided. Applicable tuition fees must be paid on enrolment (or evidence of exemption/concession application must be provided). Credit Transfers will be granted where a unit of competency has been successfully completed previously. If you have previous experience in education and care services, you may be eligible for Recognition of Prior Learning (RPL). Please discuss this with your ECTARC TDO.

A Training Plan will be developed in consultation with the student and employer/employer representative. This Training Plan provides the dates that unit requirements (assignments, practical tasks and on the job requirements) are to be completed and submitted to ECTARC in order for the student to successfully complete the program by the contracted end date. Regular progression reports will be provided to the student and employer and ECTARC are required to notify Training Services NSW in writing if a student fails to progress through their studies.

STUDENT SUPPORT

Each student is allocated a personal TDO to support and guide them throughout their studies. Students are given the email address of their TDO to send questions and correspondence. If a personal TDO 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. TDO's 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. Students need a headset with a microphone, a computer and internet access to participate in an online study session.

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.

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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.

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 http://www.ectarc.com.au/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.

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 number of units to be completed.

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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:____/____/____

Please complete all pages of this document and submit to
NSWFundedPrograms@ectarc.com.au