

ENROLMENT FORM

International Students will be required to complete the Enrolment Form for International Students
This Form can be filled out digitally or can be printed and completed with handwriting using blue or black pen.



Please return this form, along with a copy of all supporting evidence:

- Via Post: ACCCO, PO Box 1108, Fortitude Valley QLD Australia 4006; or
- Via Email: enrolments@accco.com.au

Study Information					
Course: What course do you wish to enrol in?					
CHC22015 Certificate II in Community Services		CHC30213 Certificate III in Education Support			
CHC30113 Certificate III in Early Childhood Education and Care		CHC40213 Certificate IV in Education Support			
CHC50113 Diploma of Early Childhood Education and Care		CHC40113 Certificate IV in School Age Education and Care			
CHC50113 Primary Teacher Bridging Program		CHC50213 Diploma of School Age Education and Care			
CHC62015 Advanced Diploma of Community Sector Management		Other:			
Study term: Please refer to our website for course durations for Full Time and Part Time definitions					
Full time			Part time		
Study Mode: How do you wish to complete your course?					
Class - required to undertake vocational placement		External - required to undertake vocational placement			
VET for School - Please provide your LUI number:		Recognition of Prior Learning (RPL)			
Study materials: Nominate your preferred format for Training and Assessment materials					
Electronic			Paper		
Unique Student Identifier Number (USI)					
I have a USI and it is: <i><insert your USI number here></i>					
I have a USI but I do not know what it is. I understand I will have to log on to my USI portal to grant permission for ACCCO to access and verify my USI					
I do not have a USI. I have read the USI Privacy Statement located within the ACCCO Student Handbook and give my permission for ACCCO to obtain a USI on my behalf.					
Personal Details					
<i>Please print clearly your full legal name, exactly as it appears on your identity documents</i>					
Given name: (First name)		Middle name:			
Surname:					
Other name/s:					
Date of Birth:		Gender:		Female	Male
Home Phone:		Mobile:			
Email:					
Residential Address:					
Suburb/Town:					
State/Territory:		Postcode:			
A colour copy of identification documents will need to be supplied with your enrolment application and must match the details provided above. Change of name documentation may need to be supplied e.g. marriage certificate.					

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Postal Address			
Postal address is the same as your residential address listed previously			Yes
Postal Address:			
Suburb/Town:			
State/Territory		Postcode:	
Emergency Contact Details: (Next of kin)			
Name:		Relationship:	
Address:			
Suburb/ Town:			
State/Territory:		Postcode	
Home phone:		Mobile:	
Employment information			
Are you currently employed?		Yes	No
Are you a volunteer in an Approved education and care service or school?		Yes	No
Work Status: Of the categories listed, which best describes your current employment?			
Full Time Employment	Casual Employment	Unemployed Not seeking work	
Part Time Employment	Volunteer Unpaid Employment	Unemployed Seeking Full Time Work	
Self - Employed	Employed - Unpaid work <i>e.g. family business</i>	Unemployed Seeking Part Time Work	
Workplace Details: (if applicable)			
Workplace Name:			
Address of workplace:			
Suburb/Town:			
Position/Role held:			
Date commenced employment:			
Director/Manager name:			
Director/Manager email:			
If applicable, on average, how many hours do you work per week?			
Are you a Job Active Participant? <i>If you are a Job Active Participant seeking subsidised training, you will be required to submit a letter from an employment service provider.</i>		Yes	No
Do you hold a current Working with Children Check/Police Check? <i>You will be unable to commence your work placement without a relevant 'working with children check' screening. Please read more about the 'working with children checks' in the ACCCO Student Handbook.</i>		Yes	No
		Expiry Date:	

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Cultural information				
Citizenship	Australian Citizen:		Permanent Resident:	
	Other – visa document holder: Please specify			
Country of birth:				
Town/City of birth:		Year arrived in Australia (if applicable)		
Are you of Aboriginal and/or Torres Strait Islander origin?	Aboriginal	Torres Strait Islander	Aboriginal + Torres Strait Islander	No
Do you speak a language other than English at home?	No, English only		Yes – Please specify:	
Do you require the services of an interpreter?	Yes		No	
How well do you speak English?	Very Well	Well	Not Well	Not at all
Learning needs				
Do you feel you may need assistance with language, literacy or numeracy (LLN)? <i>ACCCO Trainer Assessors conduct LLN diagnostic assessments to determine and plan for individual learning needs.</i>			Yes	No
Do you consider yourself to have a disability, impairment or long term condition? If yes, please specify below where applicable:			Yes	No
Hearing/Deaf	Physical		Intellectual	
Learning	Mental Illness		Acquired Brain impairment	
Vision	Medical condition		Other – Specify	
Enrolment history				
What is your highest COMPLETED school level? (or equivalent)				
Year 8 or below	Completed Year 9	Completed Year 10	Completed Year 11	Completed Year 12
Are you still attending school?			Yes	No
What is (or was) the name of your school?				
What State/Territory did you attend high school?				
What year did you leave high school?				
Are you still attending university?			Yes	No
Are you still enrolled with another training provider or TAFE?			Yes	No
Do you wish to apply for Credit Transfer/s <i>Credit transfers will only be awarded for authenticated and eligible qualifications/transcripts as outlined in our Student Handbook.</i>			Yes	No
Do you wish to apply for Recognised Prior Learning? <i>An RPL interview will be conducted by your Trainer Assessor after enrolment to determine eligibility. Please note, RPL is not necessarily a quick process. A student is required to collate and coordinate evidence to show they have sufficient, valid and current knowledge and skills equivalent to the qualification they are enrolled in</i>			Yes	No

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Have you commenced but not completed any of the following qualifications?		
Certificate I	Certificate II	Certificate III
Certificate IV	Diploma or Associate Diploma	Advanced Diploma or Associate Degree
Bachelor Degree or higher	Other education (including certificate or overseas qualifications not listed above) Please specify:	
Have you SUCCESSFULLY COMPLETED any of the following qualifications?		
Certificate I	Certificate II	Certificate III
Certificate IV	Diploma or Associate Diploma	Advanced Diploma or Associate Degree
Bachelor Degree or higher	Other education (including certificate or overseas qualifications not listed above) Please specify:	
Please provide details of any completed qualification/s below (<i>if applicable</i>)		
Name of qualification		
Issuing training provider		
Year of issuance		
What is the status of your qualification:		
Australian Qualification	Australian Equivalent qualification	International
Name of qualification		
Issuing training provider		
Year of issuance		
What is the status of your qualification:		
Australian Qualification	Australian Equivalent qualification	International
For recognition purposes, all qualifications not studied through ACCCO must be attached with the enrolment application. ACCCO will be contacting the issuing Training Provider of any Australian qualifications, to verify the authenticity of the qualification/Statement of Attainment. Credit Transfers will not be awarded until transcripts can be authenticated.		
Professional Goals		
Which best describes you main reasons for studying with ACCCO?		
To get a job	To develop my existing business	
To start my own business	To try a different career	
To get a better job/promotion	It was a requirement for my job	
I wanted extra skills for my job	To get into another course of study	
For personal interest/self-development	Other: please specify	
Marketing		
How did you find out about ACCCO?		
Internet search	Social Media	School visit
Newspaper	Careers Market/Expo	Word of mouth: Whom?
Radio/Television	Previous Student	Employer recommended? Whom?
Other:		

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Fees

It is your responsibility to ensure you have read our Fees and Refunds Policy. By submitting your enrolment application you are acknowledging that there are fees attached to your enrolment.

I have a promotional code to complete the qualification at a reduced price	Yes Promotional Code:	No
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I am interested in applying for subsidised training and understand that eligibility for funding is dependent on a specific eligibility criteria.
Please visit our website for available funded study options according to your State/Territory

What State/Territory do you live in?	Queensland	Northern Territory
	Victoria	New South Wales
	South Australia	Western Australia
	Australian Capital Territory	Tasmania

What State/Territory do you work in? <i>(if applicable)</i>	Queensland	Northern Territory
	Victoria	New South Wales
	South Australia	Western Australia
	Australian Capital Territory	Tasmania

Do you wish to access a VET Student Loan to pay for your qualification? <i>* VSL only available for the Diploma of Early Childhood Education and Care</i>	Yes	No
--	-----	----

Have you accessed a VET Student Loan or VET FEE HELP loan previously	Yes Provide your CHESSN Number:	No
--	------------------------------------	----

Do you hold a current Centrelink Concession or Health Care Card?	Yes <i>A colour copy of your card will need to be supplied with your enrolment application</i>	No
--	--	----

Do you intend to seek a Centreline Study Allowance?	Yes	No
---	-----	----

Please select your preference for payment of your enrolment and tuition fees:

I would like to establish a Direct Debit payment plan (Pay Way) for payment of my fees.

I would like to pay for my fees via Master Card or Visa Card.

My fees will be paid by a third party other than an employer.
Please specify contact name and contact details:

My fees will be paid by my employer.
Please provide contact name and contact details:

By submitting your enrolment application you are agreeing to the terms and conditions stipulated in our Student Handbook and policies/procedures available on the ACCCO website. www.accco.com.au. It is important that you read the information so you are aware of terms you are agreeing to. Please note: The Enrolment Fee is non-refundable, except in extenuating circumstances as outlined in our Fees and Refunds Policy.

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Student Agreement

Your enrolment will be assessed on the information you have provided on this form. You will be notified by an enrolments officer on the status of this application once your eligibility has been assessed.

By submitting your enrolment application, I acknowledge:

- ✓ It is my responsibility to read and abide by the information provided within the Student Handbook located on the ACCCO website: www.accco.com.au
- ✓ I had read and understood the requirement for a Unique Student Identifier (USI) to process my enrolment, in-line with the USI Privacy Statement provided within the Student Handbook. I understand that my Qualification/Statement of Attainment may not be issued to me without a USI number.
- ✓ As part of my learning program I am required to undertake vocational placement within an approved education and care setting or relevant industry workplace.
- ✓ Information such as my academic progression, enrolment information, and results may be shared by ACCCO with government departments, regulatory agencies and/or my employer where it relates to legislative requirements.
- ✓ If I withdraw from my course at any time prior to the completion date determined within ACCCO's Confirmation of Enrolment, I may be liable for any fees owing, in line with the Fee and Refund Policy.
- ✓ I have read and understand the Fee and Refund Policy located at www.accco.com.au
- ✓ Confirmation of enrolment will only be confirmed once the enrolment process has been completed, with all relevant supporting evidence provided within the application
- ✓ I understand my enrolment in the course will be suspended or cancelled if I act in a manner which breaches a child's protection or rights; places a child in danger of being injured or at risk; have my 'working with children' check cancelled or suspended; knowingly does not adhere to legislation, policy or procedure and/or knowingly fail to show duty of care.
- ✓ I understand that ACCCO may request a medical certificate in order to continue my studies in circumstances where ACCCO believes they need to adequately protect the student's or child's welfare, wellbeing or similar. Where this is not forthcoming, suspension or cancellation of the course may occur.
- ✓ In consideration of accepting this application for enrolment as a student and providing tuition to me, I agree that I will not hold ACCCO, and/or its employees, and/or agents liable for any loss, damage, death or injury which I may suffer or cause during the period of:
 - i. my attendance at any premises owned, operated or controlled by ; and/or
 - ii. my attendance at any activity to which has organised or has any knowledge of including any sporting, cultural, social, educational or recreational event
- ✓ I understand that my enrolment is accepted under the condition that applicable tuition and other fees are paid on or before the due date.
- ✓ I understand that issuance of my qualification or final assessment may be withheld until my account has been finalised (*pending funded study contractual requirements*)
- ✓ I understand that ACCCO reserves the right to vary fees without prior notice
- ✓ I understand that my enrolment is valid until the nominated end date, on the proviso that I remain an active student (refer to Student Handbook for clarification of 'active student').
- ✓ I understand that in the event I become inactive, I may incur additional administration fees, as outlined within the Fees and Refunds Policy.
- ✓ I understand all enrolment documentation to support my enrolment application is required to finalise my enrolment application and understand my enrolment may be delayed due to evidence that I have not provided.
- ✓ I understand that a course commencement date and nominated completion date will be provided to me on my Confirmation of Enrolment letter.
- ✓ I understand that as a Centrelink approved provider, ACCCO is obliged to provide study progression reports to Centrelink in the event that I am in receipt of a Centrelink Study Allowance.
- ✓ It is my responsibility to ensure my concession evidence is current throughout my enrolment with ACCCO. In the event that my concession evidence becomes out of date, I acknowledge that I may be charged at the non-concessional rate.

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Student Declaration

By ticking the below listed statements and signing this application, I declare:

I have honestly and accurately provided information contained within this enrolment application I declare that all of the information that I have provided on this form is correct as of the date of signing.

I declare that I have read, completed and understood all of the details of this enrolment form and that I have been given the opportunity to ask questions and raise any concerns about the content of this form prior to signing this agreement.

I have read, understood and agree to the information provided within the Student Handbook and policies available on the ACCCO website www.accco.com.au.

I give my consent to ACCCO to verify, locate, or create a Unique Student Identifier (USI) in order to process my enrolment, in-line with the USI Privacy Statement provided within the Student Handbook. I understand that in order to grant ACCCO permission to view my USI transcripts I will have to do so through the USI portal.

I accept that my qualification will not be issued without a USI number.

I accept that information contained in these forms may be provided to State and Commonwealth agencies; and research organisations and I consent to that occurring.

I acknowledge that ACCCO may share information on my progression of study with my employer where it relates to legislative requirements.

I give permission for ACCCO to contact the relevant Training providers, in order to authenticate competencies awarded to me as listed on the certificates I have provided for recognition purposes. I understand that my details on the certificate I have provided will be discussed with the training providers to authenticate any academic transcript/s and Statement of Attainment/s I have submitted for recognition purposes.

I acknowledge it is my responsibility to ensure my concession evidence is current throughout my enrolment with ACCCO. In the event that my concession evidence becomes out of date, I acknowledge that I may be charged at the non-concessional rate.

I give permission for ACCCO to provide a copy of my completed qualification or Statement of Attainment to my Employer.

I understand that there are fees attached to my enrolment and study as outlined within the fee schedules available on the ACCCO website. www.accco.com.au.

I understand that in the event I access a VET Student Loan, I will owe a debt to the Australian Government for the loan, which will be managed by the Australian Taxation Office (ATO).

I declare that I have attached all of the required evidence to support my application, as stipulated on the enrolment form and nominated on the checklist on page 8.

I understand that failure to attach all required enrolment identification documents may delay my enrolment process.

Student name	Student signature	Date
Parent/Guardian name <i>Required for students under the age of 18</i>	Parent/Guardian signature	Date
Witness name	Witness signature	Date

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Privacy Consent Statement

Consent To Use And Disclosure Of Personal Information To Commonwealth, State And Territory Regulatory Agencies; Other Government Agencies/Departments; Or Educational Institutions

I (First, middle and last name) -

Of (current residential address) -

With (date of birth) -

- ✓ I declare that the information I have provided within this enrolment application, to the best of my knowledge is true and correct.
- ✓ I, the above mentioned, understand and agree that 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; or sensitive personal information (*including my ethnicity or health information*); in addition to Personal Information collected by Australian Child Care Career Options (ACCCO) PTY LTD, may be disclosed to Commonwealth, State and Territory regulatory agencies; and other government agencies.
- ✓ The government agency may disclose my Personal Information to other Australian government agencies, including those located in other Australian States and Territories.
- ✓ 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 subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.
- ✓ I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.
- ✓ I consent for ACCCO to contact applicable Training Providers to authenticate the issuance of qualifications/Statement of Attainments I have provided for recognition purposes (*where applicable*).
- ✓ I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with ACCCO for the purposes of evaluating and assessing my subsidised training.
- ✓ I understand ACCCO, as my training provider, is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:
 - School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
 - Employer – if I am enrolled in training paid by my employer.
 - Government departments and authorised agencies.
 - NCVER.
 - Organisations conducting student surveys.
 - Researchers.
- ✓ I understand that I may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. Please note you may opt out of the survey at the time of being contacted.
- ✓ I understand that as a Centrelink approved provider, ACCCO is obliged to provide study progression reports to Centrelink in the event that I am in receipt of a Centrelink Study Allowance.

Student name	Student signature	Date
Parent/Guardian name <i>Required for students under the age of 18</i>	Parent/Guardian signature	Date

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Enrolment application checklist

Please complete the following checklist to ensure all relevant evidence is attached with your enrolment form. If you are unable to supply the required documents please call 1300 139 406 to discuss alternative documents with an enrolments officer.

Attached	Required evidence to support enrolment application
	Proof of identification (ID) - Colour copy of Passport or Driver's Licence or 18+ Card or Australian Birth Certificate – Please note: A copy of <u>both sides</u> of the Driver Licence will be required
	Proof of residential address – e.g. Driver's Licence with address showing; or utilities bill; or bank statement – Please note: A copy of <u>both sides</u> of the Driver Licence will be required
	Colour copy of Medicare card (please note that this constitutes as evidence of Australian citizenship)
	Copy of Working with Children/Blue Card/Police check (<i>if held</i>)
	Qualifications and/or Transcripts of units studies in Certificate III in Early Childhood Education and Care (<i>if applicable</i>)
	Transcripts and/or qualifications of any previously completed studies for recognition purposes (<i>if applicable</i>)
	Evidence of being a Job Active Participant – e.g. Letter from employment service provider (<i>if applicable</i>)
	Evidence of Concession - Concession Card or Healthcare Card (<i>if applicable</i>)
	(Page 7) Signed Student Declaration including witness signature signed on the same date
	(Page 8) Completed and signed Privacy Consent Statement
	Completed Language, Literacy and Numeracy diagnostic assessment
	Marriage Certificate or Name Change Documents (<i>if applicable</i>)

Please return this form, along with a copy of all supporting evidence as listed above:

- Via Post: **ACCCO, PO Box 1108, Fortitude Valley Qld Australia 4006**; or
- Via Email: enrolments@accco.com.au

If your enrolment application is accepted, you will be issued a Letter of Confirmation, confirming acceptance into the qualification.

Student Name: _____

The Language, Literacy and Numeracy indicator is conducted to assess your capabilities in the mentioned areas. This indicator is not intended to cause anxiety, but is used to establish program or course options in which we can support you in completing the qualification or course.

Q1 – Describe in 100 words a time where you have been asked to lead a group of people, what was your biggest challenge?

Q2 – Jane has a bottle of orange cordial and needs to dilute it to make up 5 litres of the soft drink.

If the instructions indicate that the ratio is one part cordial to every hundreds parts of water, how many millilitres of cordial will Jane need to use?

1. 5 ml
2. 50 ml
3. 100 ml
4. 500 ml

Q3 - Joanne is a new sales assistant in a paint shop her job is to assist customers in their choice of styles of paints and process sales using the point of the sale cash register.

Joanne is a qualified interior designer but has not used a retail system since leaving school 25 years ago, however she is confident using a home computer.

If you were responsible for assessing the training needs of Joanne how would you describe Joanne's level of skill/knowledge in using the register at the paint shop?

- A. No prior knowledge
- B. Some Knowledge
- C. Could perform with help
- D. Can perform on her own

Q4 . Hand, foot and mouth disease is a common viral infection. It is not related to the disease in cattle with a similar name (foot-and-mouth disease).

Symptoms of hand, foot and mouth disease include tiny blisters on various parts of the body, including in the mouth, and on the fingers, palms of hands, buttocks, nappy area, soles of the feet, upper arms or upper legs. The blisters last a little longer than a week. Some children may also have a fever, sore throat, runny nose or cough. Vomiting or diarrhoea are uncommon. The most troublesome symptom is often the blisters in the mouth, which make it difficult for the child to eat or drink. The incubation period is usually 3–5 days.

People are infectious as long as the blisters contain fluid. Faeces can remain infectious for several weeks.

1. What type of infection is Hand, foot and mouth?
2. Name three symptoms associated with this infection
3. How long is the incubation period?
4. How long can the infection remain for?

Q5 Tick the boxes that represent positively communicating with children

- Getting down to their level
- Shouting loudly to be understood
- Giving the child your full attention
- Making sure your body language is positive
- Listening carefully to what the child tells you

Q6 In the space provided below write a short paragraph why communication is important in the workplace

Q7 Just before sally went home from her job as an Chef on Friday night, the restaurant manager informed her that she would be taking the next two weeks off, and that she was appointing Sally to take her place starting Monday.

Although Sally has more seniority than the other employees and is an excellent chef , she doesn't feel confident in being able to handle the manager's job. Sally doesn't feel comfortable dealing with the customers, using the cash register, or handling conflicts that may arise between employees. She feels that he will fail at being able to do the manager's Job.

In the space provided below please describe how you think sally should handle this request

Q8

Write in the space below five qualities or attributes that you consider make a good team player

1 _____

2 _____

3 _____

4 _____

5 _____

Q9 when do you think new coaching new skills would be required (Tick the correct box).

1. When a new team member starts?
2. When a new process is introduced?
3. When there is a new task to be learnt?
4. When there is a new skill to be learnt?
5. All of the above?

Q10

Read the following passage and answer the questions

Helen works for aged care provider Green Trees, who provides at-home assistance to Tom, who is 84 years old.

Several years ago Tom had a stroke which left him with limited mobility. Until recently, Tom was able to get himself in and out of his wheelchair and off his bed, with carers there to help him with his daily activities. Lately, Helen has observed Tom is struggling to transfer himself.

Although it's been suggested that he would benefit from taking up a residential care place, Tom wants to stay in his own home. He is nervous about moving to a residential care facility.

Q1 Why might Tom wish to remain at home? –

Q2 What are some possible risks of Tom staying at home?

Q3 How could Tom benefit in moving to a residential home?

Language, Literacy and Numeracy Support Indicator

Level 5



Trainer: _____ Apprentice/Trainee: _____ Certificate Level: _____

<p>Informal Literacy and Numeracy Indicator: throughout the development of the training plan, your trainer will be conducting an informal assessment of your Literacy and numeracy skills. It is important that we identify any special needs for assistance before we begin our training, so that we can equip you with the skills necessary to complete this program.</p> <p>Does the trainee require additional assistance for: <input type="checkbox"/> Literacy <input type="checkbox"/> Language <input type="checkbox"/> Numeracy <input type="checkbox"/> Comprehension</p>	<p>Indicator of Special Needs. Through discussion with the trainee and employer, we need to identify any special needs that are required so that the training will be successfully delivered. Any workplace modifications should be discussed with the A.A.C. and funding is available through the DAWS program. <i>Special Requirements may include:</i></p> <p> <input type="checkbox"/> Adaptive Technology <input type="checkbox"/> On-Line Learning <input type="checkbox"/> Tutorial assistance <input type="checkbox"/> Literacy Support </p> <p>Please outline the special needs identified (if any).</p>
<p><input type="checkbox"/> This trainee has demonstrated the required level of L, L & N to complete this course of study</p> <p><input type="checkbox"/> This trainee will need additional L, L & N training to be able to complete this course of study. (Attach a report from the trainer with recommendations).</p> <p><input type="checkbox"/> This trainee will need additional Tutorial Assistance for comprehension. (Attach a report from the trainer with recommendations).</p>	

The Student requires...	Describe skills needed on the job	Describe skills needed in training	What skills does the potential trainee demonstrate?
<p>Reading Read short simple texts that are relevant to the person</p>			
<p>Writing Write a paragraph about a simple subject</p>			
<p>Maths Select and use mathematical actions in straightforward circumstances</p>			
<p>Oral Communication Take part in short oral exchanges which are relevant to routine tasks</p>			

Trainee Signature: _____ Employer Signature: _____ Trainer Signature: _____

HOW TO APPLY

1. CHOOSE YOUR COURSE

Once you have made the decision to apply for a qualification you will need to complete an enrolment form and a Literacy, Language and Numeracy indicator (LLN).

Check you meet:

- Minimum Age Requirement
- English Language & Academic Requirements
- Appropriate Visa Requirements

Forms can be found on our website in the 'useful forms' section under STUDENTS.

Alternatively you can contact ACCCO on 1300 139 406 and these forms can be emailed or posted to you.

2. PREPARE YOUR APPLICATION

Complete the Enrolment Form, LLN indicator and prepare details of:

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

3. SUBMIT YOUR APPLICATION

Submit your Enrolment Form and Supporting Documents:

In Person:

QLD, NSW & SA, local offices only.

Email:

enrolments@acco.com.au

Post:

QLD: PO Box 1108 Fortitude

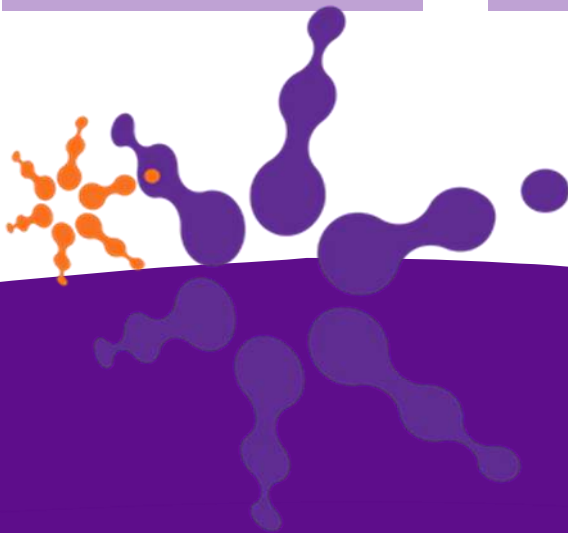
Valley QLD 4006

NSW: PO Box 433 Ingleburn

NSW 2565

SA: PO Box 2506 Gawler

SA 5118



4. PROCESS OF YOUR APPLICATION

Your enrolment will be assessed on the information you have provided.

Upon receiving all paperwork and supporting evidence a formal assessment of your eligibility for government funding and suitability for the qualification is conducted.

You will be notified by an enrolments officer on the status of this application once your eligibility has been assessed.

**Please note that we are unable to finalise your enrolment until all required information and supporting evidence has been provided.*

5. CONFIRM YOUR ENROLMENT

If your enrolment application is accepted, students will receive a welcome email with a Letter of Confirmation attached, confirming acceptance into the qualification.

It is important to check your junk or spam folder as this email can end up here sometimes.

If not received, please contact our enrolments team on 1300 139 406 during business hours.

ANY QUESTIONS?

Our education specialists are more than happy to help you with any questions you have.

Please contact them via

Email

enrolments@accco.com.au

OR Call

1300 139 406

ENROLMENT FORMS

Enrolment forms can be found on our website in the 'useful forms' section under STUDENTS. Alternatively you can contact ACCCO on 1300 139 406 and request these forms via email or post. An overview of this is found at www.accco.com.au/students/useful_forms_students/