



USI

Grid for USI number

Student should provide us with a ten-digit USI. If you do not have one, please register with www.usi.gov.au.

Course Name

Course Name input field

1. NAME AND DATE OF BIRTH

Please write the same name used when you applied for your USI

Surname: .....

First Name: .....

Middle Name: .....

DoB: DD/MM/YYYY: ...../...../.....

2. ADDRESS

Unit No. : ..... Street No.: .....

Street Name: .....

Suburb: .....

State: ..... Postcode: .....

3. GENDER

Male  Female  Other

4. CONTACT DETAILS

Phone number: .....

Email: .....

EMERGENCY CONTACT

Full Name: .....

Relationship: .....

Phone Number: .....

If the event of an emergency, do you give the RTO permission to organise emergency transport and treatment and agree to pay all cost related to the emergency?

YES  NO

5. CITIZENSHIP [Tick one only]

- Australian Citizen
 New Zealand Citizen
 Australian Permanent Resident
 Humanitarian Visa
 Temporary Resident

6. EMPLOYMENT [Tick one only]

Of the following categories, which best describes your current employment status?

- Full time employee
 Part time employee
 Self-employed
 Employed at a family business
 Unemployed - Seeking full time work
 Unemployed - Seeking part time work
 Not employed - Not seeking employment

If unemployed, are you registered with any employment assistance agencies? If Yes, please specify the following

- Supporting parent
 Person with a history of short-term employment
 Person returning to the workforce after 12 months or more absence
 Person requiring assistance with reading and writing

7. MARKETING/ADVERTISING

How did you hear about Advance College?

- Support agency
 Friends or family
 Newspaper advertisement
 Employment assistance agency [Job network]
 Internet
 Mailout
 Other [Please specify]

8. LANGUAGE AND CULTURAL DIVERSITY

Were you born in Australia?

- Yes, [Please specify city] .....
 No [Please specify country] .....
[Please specify city: .....

Are you of Aboriginal or Torres Strait Islander origin? [For persons of both Aboriginal & Torres Strait Island origin, mark both 'Yes' OPTIONS]

- Yes, Aboriginal
 Yes, Torres Strait Islander
 No

Do you speak a language other than English at home?

- Yes [Please specify].....
 No English only

**9. DELIVERY MODE**

- Face to Face
- Distance
- Online
- Blended

**10. RECOGNITION OF PRIOR LEARNING**

Do you wish to apply for recognition or credit transfer for your prior learning?

Yes  No

**11. SCHOOLING [Tick one only].**

What is your highest COMPLETED school level?  
[Tick ONE only]

- Completed Year 12       Completed Year 11
- Completed Year 10       Completed Year 09
- Completed Year 8       Never Attended School

Are you still attending secondary school?

Yes  No

**12. PREVIOUS QUALIFICATIONS ACHIEVED**

Have you SUCCESSFULLY COMPLETED any of the following qualifications?

(AUS- Australia, INT-International)

	Aus	Int
Bachelor's degree or higher		<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>	<input type="checkbox"/>
Diploma [or associate diploma]	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV [or adv cert / technician]	<input type="checkbox"/>	<input type="checkbox"/>
Certificate III [or trade certificate]	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>	<input type="checkbox"/>
Certificates other than the above	<input type="checkbox"/>	<input type="checkbox"/>

If yes, please state the name and year of your qualification/s?

.....  
.....

Have you successfully completed any of the above qualifications through the AUSTRALIAN APPRENTICESHIP / TRAINEESHIP PROGRAM?

- Yes (Date Completed)  
.....
- No

Have you successfully completed any of the above qualifications through the any other government funded program (e.g. productivity places program)?

- Yes (Name of the Program)  
.....
- No

**13. DISABILITY**

Do you consider yourself to have a Disability, Impairment or Long-term condition?

Yes  No

If YES, please indicate the areas of disability, impairment or long-term condition: [You may indicate more than one area]

- Hearing/ deafness
- Physical
- Intellectual
- Learning
- Mental illness
- Acquired brain impairment
- Vision Medical Condition
- Other

**14. REASON FOR STUDY**

Please select one of the followings:

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job / promotion
- To get into another course or study
- For personal interest or self-development
- It was a requirement of my job
- I wanted extra skills for my job
- Other reasons .....

Nominated Start Date of the Course: ...../...../.....

Student Signature: .....

Date: ...../...../.....

Parent/Guardian Signature: .....

Date: ...../...../.....

*(Only required if student is under 18 years of age)*

**OFFICE USE ONLY**

Photo Id Attached

Date of Birth Checked Against ID  Date: ...../...../.....

Staff Signature: .....

## **REFUND POLICY AND ENROLMENT EXTENSIONS/RE-ENROLMENT**

All notifications of cancellations must be received in writing via the Advance College email address [info@advancecollege.edu.au](mailto:info@advancecollege.edu.au).

If a refund of the course fees is required, notification of this should be included within the cancellation email so that a refund request form can be sent.

### **If Advance College cancels the course**

- Students will be eligible for a full refund if Advance College cancels the course.
- Student will not be required to request the refund; Advance College will process the refund automatically after receiving students bank account details.
- If the student is withdrawn from a course by Advance College due to inappropriate behaviour, they will not be entitled to a refund. These withdrawals must be done within the guidelines as outlined in the Student Conduct Policy

### **Course Cancellation (prior to start of a course)**

- If the course is cancelled more than 7 days before the nominated start date, the student will receive a refund minus \$100 enrolment fee.
- If the student cancels their course within seven 7 days of the course commencing, then they will be given a full refund, minus a \$100 enrolment fee and a \$150 cancellation fee.

### **Course cancellation (after the start of a course)**

- If the student cancels after the commencement of they will not be entitled to a full refund.
- Refunds will be calculated based on the scheduled class timetable and the number of units that the student should have commenced at the time of cancellation.
- Refund amount will also be minus \$100 enrolment fee and \$150 cancellation fee.

### **Special circumstances**

Advance College does not accept responsibility for changes to a student's work commitments or personal circumstances. The following situations are not considered special circumstances.

- Change in work hours
- Inconvenience of travel or travel issues
- Family commitments

Advance College will consider refunds for special circumstances in the following situations

- Serious misadventure
- Serious Illness
- Serious Illness of an immediate family member

For students to be considered for a refund for special circumstances, the student will be required to provide evidence of the special circumstances occurring.

### **Course Extensions**

- Students must complete the course within the due date. Students who are unable to complete the course within the due date may seek a 3-month extension per application, with a maximum of four applications allowed. The course extension fee is \$100.00 per application for the first two extensions and \$200.00 per application for the rest two extensions.
- The request for the extension should be made before the expiry of the enrolment. If the student has not approached for the extension before the due date, the enrolled course will be automatically cancelled after the due date. The college will not be responsible for enrolment or any refund. The student has to re-enroll with a full course fee if they want to continue the course.

### **Course Commencement dates**

- Commencement date for a blended mode (Sydney-based) learning is the date ‘course offer intake’ is started. The student mentions the commencement date in the enrolment form, or during the online application.
- For the distance, the commencement of the courses is the date the student enrolled in the course, or the date mentioned by the student in the enrolment form when they apply.
- Commencement for online students is the date that online access is provided to an individual student for a particular course.
- Commencement date for a classroom-based learning mode is the first day of the course.
- Student must nominate the start date of the course in the enrolment form.

## STUDENT DECLARATION

### Privacy Notice

#### Why we collect your personal information.

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not wish to provide us with your personal information, we will not be able to enrol you as a student.

#### How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

#### How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

#### How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

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

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER’s behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER’s Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>. If you are unable to access this information, please contact us and we will provide you with a downloaded copy.

### Surveys

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### Contact information

At any time, you may contact Advance College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

You can contact Advance College via phone (02) 9747 3204 or via email [info@advancecollege.edu.au](mailto:info@advancecollege.edu.au). You can also find Advance College’s privacy policy in the Student Handbook on our website at the following link <https://www.advancecollege.edu.au/wp-content/uploads/2020/06/Advance-College-RTO-45342-Student-HB-V3.pdf>

## Language, Literacy, and Numeracy

You have to show satisfactory performance in the Language, Literacy, and Numeracy (LLN) before starting the course. You can use the spell check on your computer, software, dictionary, thesaurus, and/or calculator to assist you in completing these activities. If it is found that you need assistance to improve your LLN to successfully complete this qualification, your Trainer and Assessor will be in contact. Where we determine that your training provider is unable to provide you with the LLN support required for successful completion of this qualification, you may be advised to undertake an LLN foundation skills course. This will assist you to raise the standard of your LLN skills to an appropriate level, prior to commencement of your qualification.

## Course Information

I declare that I have been provided with the following information about my course:

### **CHC33015 Certificate III in Individual Support (Ageing)**

Course Duration	Up to one year
Classes	Need to attend the practical classes of CHCCOM005, CHCCCS023, CHCAGE001, HLTAID011 and HLTWHS002 units.
Other study requirements	23 hours of study per week (includes practical classes)
Work Placement	120 hours. For the distance students, 160 hours.
Other course requirements	Obtain current police check and flu vaccine prior to starting a work placement
Training Location	Burwood Campus
Fee	\$1000 for Sydney students and \$1300 for distance learners.

### CHC43015 Certificate IV in Ageing Support

Course Duration	Up to one year
Classes	Need to attend the practical classes of CHCADV001, HLTHPS006, HLTHPS007, CHCCCS023, CHCAGE001, HLTAID011 and HLTWHS002 units.
Other study requirements	22 hours of study per week (includes practical classes)
Work Placement	120 hours. For the distance students, 160 hours.
Other course requirements	Obtain current police check and flu vaccine prior to starting work placement
Training Location	Burwood Campus
Fee	\$1400 for Sydney students and \$1700 for distance learners.

### CHC33015 Certificate III in Individual Support (Disability)

Course Duration	Up to one year
Classes	Need to attend the practical classes of CHCCOM005, CHCCCS023, HLTAID011, and HLTWHS002 units.
Other study requirements	24 hours of study per week (includes practical classes)
Work Placement	120 hours. For the distance students, 160 hours.
Other course requirements	Obtain current police check, working with children check and flu vaccine prior to starting work placement
Training Location	Burwood Campus
Fee	\$1100 for Sydney students and \$1400 for distance learners.

### CHC43115 Certificate IV in Disability

Course Duration	Up to one year
Classes	Need to attend the practical classes of CHCCCS026, CHCCCS023, and HLTWHS002 units.
Other study requirements	25 hours of study per week (includes practical classes)
Work Placement	120 hours. For the distance students, 160 hours.
Other course requirements	Obtain current police check, working with children check and flu vaccine prior to starting work placement
Training Location	Burwood Campus
Fee	\$1600 for Sydney students and \$1900 for distance learners.

*Note: Distance learners who enrol to a course that has Provide first aid as an elective unit must get the first aid certificate at their own costs unless they wish to travel to our Burwood Campus. A manual handling certificate is not available for distance learners.*

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I understand that I must notify the college of any residency status/visa status changes during my course duration.

I declare that I have read the Student Handbook and understand and agree to the information about the following Advance College policies, which are also available on the Advance College website <https://www.advancecollege.edu.au/>

- Complaints and Appeals
- Fee
- Withdrawal and Cancellation
- Refund
- Recognition of Prior Learning
- Credit Transfer

### Consent for Marketing of the Data and Survey Requests

I give my permission to Advance College to use any photos taken of me during my course in public material, social media, future marketing, and business purposes. I understand that I can retain the right to withdraw my consent at any time.

I understand and comply with the refund policy of the Advance College as outlined above.

I understand that I will not receive my certificate upon the completion of my course unless I have provided my USI and have paid all fees associated with the course.

<b>Student Name:</b>	.....
<b>Student Signature:</b>	.....
<b>Date:</b>	...../...../.....
<b>Parent/Guardian Signature:</b> [ONLY for the <i>students below the age of 18</i> ]	.....

# Participant Suitability Assessment Test Sheet

1. How did you hear about our college and the courses we offered?

.....  
.....  
.....  
.....  
.....

2. Why did you decide to enrol in this course?

.....  
.....  
.....  
.....

What education have you previously completed? What prior work experience do you have??

.....  
.....  
.....

How would you rate your computer skills? Which programs do you usually use?

.....  
.....  
.....

Is there any reason why you may not be able to obtain a working with children check or a clean police check?

.....  
.....  
.....

Do you have any existing health conditions or disability that will or can impact your studies? Would you require any additional support to assist you with your learning needs?

.....  
.....  
.....

What is your goal after completing this course?

.....  
.....  
.....  
.....



# Language, Literacy, and Numeracy (LLN) Test

## Certificate III and IV Level

The purpose of this evaluation is to ensure that you have the required Language, Literacy and Numeracy (LLN) skills to successfully complete your course. You can use the spell check on your computer, software, dictionary, thesaurus and/or calculator to assist you in completing these activities. Please take your time to consider your answers carefully and check your work for accuracy and thoroughness before submitting.

If it is found that you need assistance to improve your Language Literacy and Numeracy (LLN) to successfully complete this qualification, your Trainer and Assessor will be in contact. Your training provider will discuss the level of assistance you will require to successfully complete this course and what we can do to assist you in successful completion. Where we determine that your training provider is unable to provide you with the LLN support required for successful completion of this qualification, you may be advised to undertake an LLN foundation skills course. This will assist you to raise the standard of your LLN skills to an appropriate level, prior to commencement of your qualification.

You may use calculator if required.

### **Student Declaration**

---

***By submitting this work, I declare that:***

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- This work is my own and contains no material written by another person.

Student Name:

Date ...../...../.....

Signature:

## Section A: Language and Literacy

**Q1. Identify the correct synonym of the given words from the box below.**

Risk	Occupation	Choice	Cool	Help	Care	Service
------	------------	--------	------	------	------	---------

- A. Danger -----
- B. Profession -----
- C. Guide -----
- D. Option -----

**Q2. Name the given punctuation marks below:**

- A. , -----
- B. . -----
- C. ? -----
- D. ; -----

**Q3. Compound words are those with two different words combined, for instance, Seashore and Skyline. Pick from two different boxes below and make FOUR compound words.**

Sound	Man	Fare
Ear	Sugar	Age

Proof	Gentle	Well
Cup	Phone	Copy

- A. -----
- B. -----
- C. -----
- D. -----

**Q4. If someone emphasised the need of harmony and coalition during project work, what would they be referring to?**

- A. Confidence
- B. Endurance -----
- C. Teamwork
- D. Aversion

**Q5. Tick the box next to the correct spelling of the following words**

i.	<input type="checkbox"/> Communicate	<input type="checkbox"/> Comunicate	<input type="checkbox"/> Komunikate
ii.	<input type="checkbox"/> Disinfectent	<input type="checkbox"/> Disinfectant	<input type="checkbox"/> Disinphectant
iii.	<input type="checkbox"/> Staypler	<input type="checkbox"/> Stapler	<input type="checkbox"/> Stappler
iv.	<input type="checkbox"/> Wellcome	<input type="checkbox"/> Welcum	<input type="checkbox"/> Welcome
v.	<input type="checkbox"/> Connected	<input type="checkbox"/> Conectted	<input type="checkbox"/> Conected
vi.	<input type="checkbox"/> Arive	<input type="checkbox"/> Arrive	<input type="checkbox"/> Aryve
vii.	<input type="checkbox"/> Grashus	<input type="checkbox"/> Gratious	<input type="checkbox"/> Gracious

**Q6. From the following 10 different types of website types, which is the correct domain for the given organisation they relate to?**

- A. Network company .....
- B. Commercial venture .....
- C. Government institution .....
- D. University/College .....

.com	.net
.org	.edu
.in	.info
.gov	.au

**Section B: Numeracy**

**Q7. You are an educator at a family day care. You have been asked to prepare and administer an infant formula for a 5-month old baby. The instructions for preparing the formula have been provided below.**

Age	Cooled boiled water	Level teaspoon of infant CARE*	Number of feeds per day
Up to 1 week	45 mL	1	7-9
1 week to 1 month	90 mL	2	6-8
1 to 2 months	135 mL	3	5-6
3 to 5 months	180 mL	4	5
6 to 7 months	225 mL	5	4-5
Over 7 months	225 mL	5	3-4

*\*1 standard level teaspoon = 5g of powder.*

- A. How many millilitres of water would you need to prepare one portion of feed for this infant?  
.....
- B. How many teaspoons of formula would you need to prepare one portion of feed for this infant?  
.....
- C. How should the water be prepared before being added to the formula?  
.....
- D. How many grams of powdered formula is in one teaspoon?  
.....

**Q8 Provide the answers of the following numerical problems.**

- A. 20% of 300 .....
  - B. Multiply 9 by 12 .....
  - C. Divide 50 by 2,000 .....
  - D.  $\frac{3}{4}$  of 32 is .....

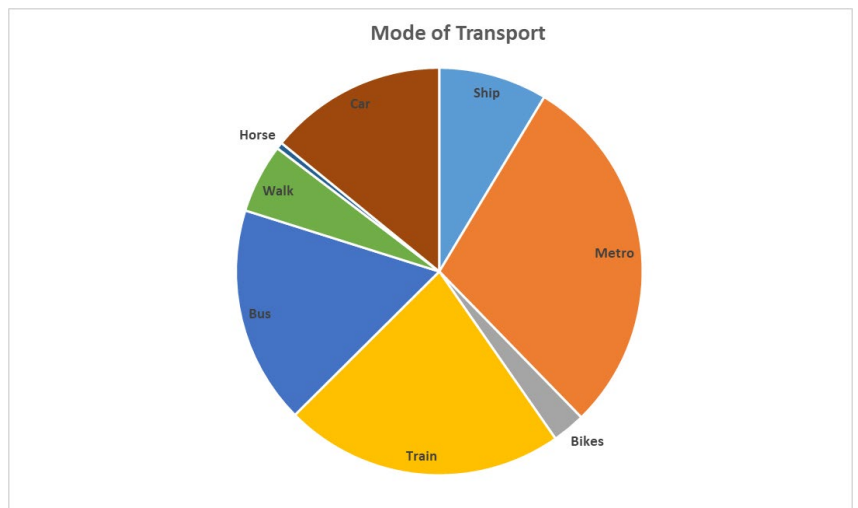
**Q9. Tick, which of the following is cheapest per litre, if purchasing a bottle of soft drink and the volume you get for it?**

- A. 2 litre for \$5.5
- B. 500 ml for \$1.0
- C. 1.5 Litre for \$4.50
- D. 200 ml for \$1.40



**Section C: Visual Comprehension**

**Q10. What is the most preferred mode of transport as per the pie chart below?**

.....



**Q11. Look at the safety signs below. Select the correct label or meaning of the sign from the options provided.**

	<p>a. <input type="checkbox"/> Ice skating in progress</p> <p>b. <input type="checkbox"/> Slippery when wet</p> <p>c. <input type="checkbox"/> Hazardous spill ahead</p> <p>d. <input type="checkbox"/> Beware. Groovy dancing ahead</p>
	<p>a. <input type="checkbox"/> Please conserve the water</p> <p>b. <input type="checkbox"/> Do not drink</p> <p>c. <input type="checkbox"/> Wash your hands</p> <p>d. <input type="checkbox"/> Turn tap off after use</p>
	<p>a. <input type="checkbox"/> Tap not working</p> <p>b. <input type="checkbox"/> Only drink this water</p> <p>c. <input type="checkbox"/> Do not drink</p> <p>d. <input type="checkbox"/> Caution when drinking this water</p>
	<p>a. <input type="checkbox"/> Ambulance</p> <p>b. <input type="checkbox"/> Public Health Service</p> <p>c. <input type="checkbox"/> Accident and Emergency</p> <p>d. <input type="checkbox"/> First Aid</p>

### Section C: Reading and Writing Comprehension

**Q12. Write at least one reason as to why this course will help you achieve your career goals. Please be detailed and clear as well as check spelling and grammar properly.**

**Q13. Read a health article provided by the government website and answer the questions that follow.**

**Cold and Flu**

People often talk about colds and flu (influenza) but it's important to realise colds and flu are different illnesses caused by different viruses.

Colds are very common. Children may get 5-10 colds a year, while adults may get 2-4 colds each year. Colds affect the nose the throat and upper airways and common symptoms include coughing, fever, sore throat, sneezing, blocked or runny nose and general congestion.

They are caused by about 200 different viruses and there is no vaccine for a cold.

The flu is a viral infection affecting your nose, throat and sometimes your lungs. Typical symptoms of flu include fever, sore throat and muscle aches. Its symptoms tend to be more severe and last longer than those of a cold. The flu can also lead to complications, such as pneumonia, which can sometimes lead to death.

Three different types of influenza viruses infect humans - types A, B and C. Only influenza A and B cause major outbreaks and severe disease.

There is a vaccine available for the flu and it's recommended 'at risk' people, such as the elderly or those with chronic illnesses have an annual flu vaccination. Flu viruses circulating in the community continually change, and immunity from the vaccine doesn't last a long time so that's why yearly vaccination is recommended.

Good hygiene is one of the most important ways to help prevent colds and flu.

Other ways to help prevent flu can include antiviral medicines, although these are only recommended for preventing flu if you have been exposed to the flu in the previous 48 hours.

Antibiotics only work for bacterial infections, so they won't work for colds and flu, which are caused by viruses.

If you are feeling concerned about any symptoms of a cold or flu then see your doctor.

*Source: <http://www.healthdirect.gov.au/colds-and-flu>*

**Questions:**

**A.** According to the article, are the cold and flu the same? If not, what is the difference?

.....  
.....  
.....  
.....

**B.** According to the article, how many colds do adults get in a year?

.....  
.....

C. Is there a vaccine for the cold?

.....  
.....

D. According to the article, which group of the people are considered to be at “high risk”?

.....  
.....

E. Do antibiotics work for the cold and flu? If not, why?

.....  
.....  
.....  
.....  
.....

**End of the Test**

***FOR OFFICIAL USE ONLY***

**LLN Feedback**

- Satisfactory, proceed the training
- Satisfactory but needs to improve in a specific area, proceed the training with additional support
- Not Satisfactory

Assessor Signature: ..... Date: ...../...../.....