

USI

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

Course Name

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:

In the event of an emergency, do you give the RTO permission to organize emergency transport and treatment and agree to pay all costs 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
- A person with a history of short-term employment
- A person returning to the workforce after 12 months or more of absence
- A 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

- Distance
- Blended

10. RECOGNITION OF PRIOR LEARNING | CREDIT TRANSFER

Do you wish to apply for recognition or 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"/>	<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 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 following:

- 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

If Advance College cancels the course

- Students will be eligible for a full refund if Advance College cancels the course.
- Students 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 behavior, they will not be entitled to a refund. These withdrawals must be done within the guidelines as outlined in the Student Conduct Policy

Advance College offers a 5-day cooling-off period during which you can request a refund if you decide not to continue with your course.

Refund Period:

- The Refund Period is 5 calendar days from the date you enrolled and accepted the terms and conditions.
- If you wish to cancel your enrolment within this period, you must submit a written request to the Advance College email address. info@advancecollege.edu.au.

Eligibility for Refund:

- To qualify for a refund, you must submit a written request to cancel your enrolment and send it to the Advance College email address. info@advancecollege.edu.au.
- If eligible a refund will be issued, minus a \$100 enrollment fee and a \$150 cancellation fee, if the request is made within the specified time frame.
- Cancellations made after the 5-day Refund Period will not be eligible for a refund.

Payment Obligations:

- If you have set up a payment plan, you are still responsible for paying any remaining balance, even if you cancel the course.
- Advance College may take legal action to recover any outstanding fees if necessary.

Refund Processing:

- Refunds will be issued to the original payer and will be processed within four weeks of receiving the request (if eligible).

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 must re-enroll with a full course fee if they want to continue the course.

Course Commencement dates

- The 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.
- The commencement date for a classroom-based learning mode is the first day of the course.
- Students must nominate the start date of the course on the enrolment form.

STUDENT DECLARATION

Privacy Notice

Why we collect your personal information

As a registered training organization (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 enroll 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, analyzing, and communicating research and statistics about the Australian VET sector.

We are also authorized 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 authorized to disclose information to the Australian Government Department of Education, Skills, and Employment (DESE), Commonwealth authorities, and State and Territory authorities (other than registered training organizations) that deal with matters relating to VET and VET regulators for 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 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.

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 NCVER 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. 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/2024/09/Student-Handbook_4.3.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:

CHC33021 Certificate III in Individual Support (Ageing)

(Tick the box)

Course Duration	Up to one year
Classes	Need to attend the practical classes as per the schedule
Other study requirements	Approx. 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, NDIS workers screening check or similar and be updated with all vaccination requirements at your own cost prior to starting work placement
Training Location	Burwood Campus
Fee	\$1600 for Sydney students and \$1800 for distance learners.

CHC33021 Certificate III in Individual Support (Disability)

(Tick the box)

Course Duration	Up to one year
Classes	Need to attend the practical classes as per the schedule
Other study requirements	Approx. 24 hours of study per week (includes practical classes)
Work Placement	120 hours. For the distance students, 160 hours.
Other courses requirements	Obtain current police check, working with children check, NDIS workers screening check, or similar, and be updated with all vaccination requirements at your own cost before starting work placement.
Training Location	Burwood Campus
Fee	\$1600 for Sydney students and \$1800 for distance learners.

CHC33021 Certificate III in Individual Support (Ageing and Disability)

(Tick the box)

Course Duration	Up to one year
Classes	Need to attend the practical classes as per the schedule
Other study requirements	Approx. 23 hours of study per week (includes practical classes)
Work Placement	120 hours. For the distance students, 160 hours.
Other courses requirements	Obtain current police check, working with children check, NDIS workers screening check, or similar, and be updated with all vaccination requirements at your own cost before starting a work placement.
Training Location	Burwood Campus
Fee	\$1700 for Sydney students and \$1900 for distance learners.

CHC43015 Certificate IV in Ageing Support**(Tick the box)**

Course Duration	Up to one year
Classes	Need to attend the practical classes as per the schedule
Other study requirements	Approx. 22 hours of study per week (includes practical classes)
Work Placement	120 hours. For the distance students, 160 hours.
Other courses requirements	Obtain current police check, working with children check, NDIS workers screening check, or similar, and be updated with all vaccination requirements at your own cost before starting a work placement.
Training Location	Burwood Campus
Fee	\$1700 for Sydney students and \$1900 for distance learners.

CHC43121 Certificate IV in Disability Support**(Tick the box)**

Course Duration	Up to one year
Classes	Need to attend the practical classes as per the schedule
Other study requirements	Approx. 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, NDIS workers screening check, or similar, and be updated with all vaccination requirements at your own cost before starting a work placement
Training Location	Burwood Campus
Fee	\$1500 for Sydney students and \$1700 for distance learners.

Note: Distance learners who enrol on a course that has Provide First Aid as an elective unit must get the first aid certificate at their costs unless they wish to travel to our Burwood Campus. A manual handling certificate is not available for distance learners so needs to be organised by the students themselves.

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

I declare that I have a reasonable level of fitness and flexibility to carry out first aid and manual handling.

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.

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

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 the 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"/> Comunikate
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"/> Conected	<input type="checkbox"/> onected
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 daycare. 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

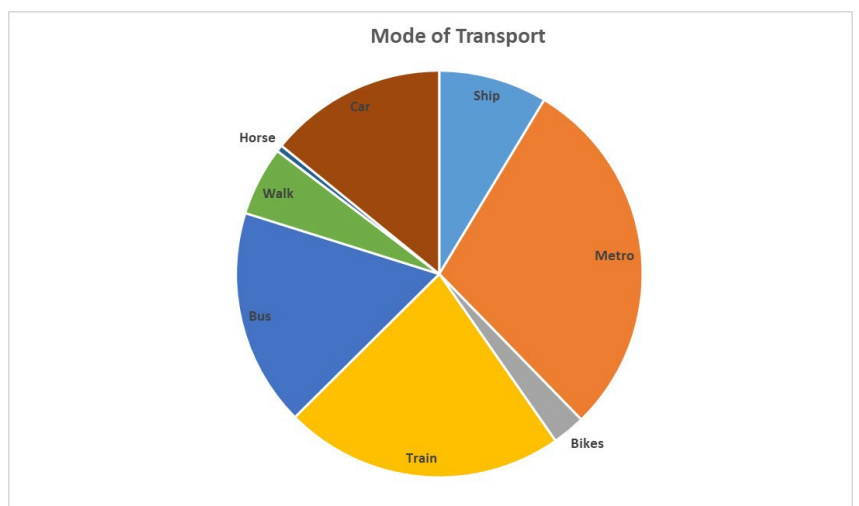
Q9. Tick, which of the following is cheapest per litre, if purchasing a bottle of soft drink and the volume you get for it?

- 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:/...../.....