

## Payment Details

How do you wish to pay? (please refer to the payment schedule on previous page):

- Payment in full (remember to deduct the \$200 discount)  
 Payment plan

TOTAL PAYMENT ENCLOSED:

### METHOD OF PAYMENT

- Cheque / Money Order (please enclose, payable to Network of Community Activities)  
 Direct Deposit  
(please fax or send form once payment is remitted)

**BSB 082-016 A/C 04611-6199**

**Date Paid:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Your Ref:** \_\_\_\_\_

Please note that if candidates are required to complete further in-service or accredited training to meet competency requirements these fees are not included in the Qualification course fees. They will be paid separately to the training provider and are the responsibility of the candidate or their employer

## Cancellations and Refunds

**Candidates can withdraw from an accredited training course at any point, however they must meet the following requirements:**

- A written notice of withdrawal must be received by our office.
- An administration charge of \$250 will be charged per participant. This charge will be deducted from any refund due to the participant.
- Refunds will be subject to the 4 stages of the project, i.e. if a participant cancels halfway through, they will only receive a refund for the unused fees.
- Please allow four weeks for the administration process once we've received the written withdrawal notice.
- If the qualification pathway is being undertaken through an Existing Worker or New Worker Traineeship, the policies regarding cancellations and refunds will be dealt with under the State or Australian government guidelines as well as the above procedures. Please see Network for further information on this issue.

## Conditions

By lodging this form you are agreeing to Network's training policy and procedures. These can be found on our website. Participants are also agreeing for their details to be released for VETAB compliance audits.

Signature: \_\_\_\_\_

Return this form with payment to:

**Network of Community Activities - 66 Albion Street Surry Hills NSW 2010**

Or fax to: **(02) 9281 9645**

Enquiries: Tel: (02) 9212 3244 or email: training@netoosh.org.au

### Office Use Only

ID Code:  Amount Received: \$  Receipt No:  Date:



# QUALIFICATIONS ENROLMENT FORM

## TAX INVOICE

**ABN: 68 002 561 631**

Network of Community Activities 66 Albion St, Surry Hills NSW 2010

Phone: (02) 9212 3244 Fax: (02) 9281 9645 Email: training@netoosh.org.au Web: www.netoosh.org.au

National Provider Number: 90537

## Personal Details

Name:  Email:

Address:  Phone:

Mobile:

Postcode:  Fax:

Date of birth:  Gender:  Male  Female

Are you or your service a member of Network?  Yes  No

Do you speak a language other than English?  Yes  No

(if yes, please specify)

Do you require language, literacy or numeracy support?  Yes  No

(if yes, please specify)

Are you of Aboriginal or Torres Strait Islander origin?  Yes  No

Are you an Australian Citizen?  Yes  No

If 'No' please state country of birth:

Do you consider yourself to have a disability, impairment or long-term condition?  Yes  No

If yes, please provide details, including any support required.

P.T.O.

The information requested in this form will be used by Network for research, statistical information to the 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 these purposes.

Once your documentation is received at Network, the processing of your enrolment will take 14 working days. The candidate's material will be issued and supporting documentation sent to your employer.

## Employment Details

Name of Service:

Phone:  Email:

Fax

Postal Address:   
  
  
 Postcode:

Name of Supervisor:

(e.g. Coordinator, Management Committee member, Supervisor)

Current employment status: (please tick)  full-time  part-time  casual  self employed

How many years at this service?  How many hours do you work?

How many years experience in children's services in total?

## Course Details

**Course you wish to enrol in:** (please tick): **Course Code**

Certificate IV in Children's Services (Outside School Hours Care) CHC41208

Diploma of Children's Services (Outside School Hours Care) CHC51008

Diploma of Children's Services (Outside School Hours Care) - Integrated Pathway CHC51008

Diploma of Children's Services (Outside School Hours Care) - Transition Pathway CHC51008

(You must have completed your Certificate IV through Network to be eligible for this pathway.)

Please note that all of the above course options are based on workplace recognition, i.e. recognition of prior learning (RPL). Candidates will be given advice and instructions on preparing and presenting evidence in order to be assessed as competent according to the requirements of the qualifications.

Each candidate is required to be assessed in the workplace at least once in each course.

## Course Fees

	Members	Non-Members
Certificate IV in Children's Services (Outside School Hours Care)	\$1,800	\$2,250
Diploma of Children's Services (Outside School Hours Care)	\$1,800	\$2,250
Diploma of Children's Services (Outside School Hours Care) Integrated Pathway	\$2,500	\$3,125
Diploma of Children's Services (Outside School Hours Care) Transition Pathway	\$1,000	\$1,250
<b>Discount for full payment at commencement of program</b>	<b>\$200</b>	

## Payment Plan

Participants can choose to break down payment across the four stages of the course. The first payment needs to be made before the commencement course.

<b>DIPLoma OR CERTIFICATE IV</b>	Members	Non-Members
Start-up	\$450	\$562.50
Marking of Evidence Portfolio and Record Book	\$450	\$562.50
Workplace Assessment Visit	\$450	\$562.50
Issue of Statement of Attainment	\$450	\$562.50
<b>Total</b>	<b>\$1,800</b>	<b>\$2,250</b>

<b>DIPLoma (INTEGRATED PATHWAY)</b>	Members	Non-Members
Start-up	\$625	\$781.25
Marking of Evidence Portfolio and Record Book	\$625	\$781.25
Workplace Assessment Visit	\$625	\$781.25
Issue of Statement of Attainment	\$625	\$781.25
<b>Total</b>	<b>\$2,500</b>	<b>\$3,125</b>

<b>DIPLoma (TRANSITION PATHWAY)</b>	Members	Non-Members
Start-up	\$250	\$312.50
Marking of Evidence Portfolio and Record Book	\$250	\$312.50
Workplace Assessment Visit	\$250	\$312.50
Issue of Statement of Attainment	\$250	\$312.50
<b>Total</b>	<b>\$1,000</b>	<b>\$1,250</b>