

## **Welcome to Yarnteen College**

### **Enrolment procedure**

1. Fill out an enrolment form available from Yarnteen College office, please ensure you;
  - Complete all questions on the enrolment form
  - Sign the enrolment form
  - Pay the appropriate fee(s) if any
2. Submit completed form to the Yarnteen College office (**see contact details on Cover Letter**)
3. Attend induction at the Yarnteen College office where you will be given further more detailed information – this is normally held on the first day of training.

### **Personal Information**

Information supplied will be used by the Department of Education for research, statistical analysis, program evaluation, post – completion surveys and internal management purposes.

**By initialling each page, you are agreeing to the use of your information for these purposes.**

### **Fees, Charges and Refunds**

The course you have enrolled in has no fees or charges hence no refunds are available.

### **Access and Equity Policies**

Yarnteen College and its representatives are committed to access and equity principles and processes in the delivery of its services and working environment in accordance with;

- Sex Discrimination act 1984 [http://austlii.law.uts.edu.au/au/legis/cth/consol\\_act/sda1984209/](http://austlii.law.uts.edu.au/au/legis/cth/consol_act/sda1984209/)
- Human Rights and Equal Opportunity Act 1986  
[http://www.austlii.edu.au/au/legis/cth/consol\\_act/hraeoca1986512/](http://www.austlii.edu.au/au/legis/cth/consol_act/hraeoca1986512/)
- Racial Discrimination Act 5 1975  
[http://austlii.law.uts.edu.au/au/legis/cth/consol\\_act/rda1975202/](http://austlii.law.uts.edu.au/au/legis/cth/consol_act/rda1975202/)
- NSW Anti-Discrimination Act and Disability Discrimination Act 1992  
<http://www.studentservices.utas.edu.au/alda/options/app/app1.htm>

### **Recognition of Prior Learning/Current Competencies**

Each student who has enrolled in a course/unit is able to apply for Recognition of Prior Learning (RPL). RPL takes into account a student's background and experience that may be relevant to the course. If a student already possesses the required knowledge then they may be given credit for part or all of a competency. You will be required to support your claim for RPL with evidence this may be in the form of certificates or statements from other training, practical demonstration, or satisfactory completion of an assessment. There *is* a fee involved in assessing RPL.

### **Client Selection**

Yarnteen College is an indigenous community training organisation that provides accredited training for Aboriginal and Torres Strait Islander people, their family members and the general public. Our selection criterion is based around these principles. *NOTE: Selected courses are funded specifically for Aboriginal and Torres Strait Islander people.*

### **Welfare and guidance services**

Yarnteen College is committed to providing clients with support, advice and assistance while training. To achieve this and to ensure the quality delivery of training and education, Yarnteen College provides;

- Education and Career Counselling
- Assistance when applying for RPL and RCC
- Grievance /conflict resolution
- Stress management
- Access and equity issues
- Client welfare and support

### **Language Literacy and Numeracy services**

Language, Literacy and Numeracy (LLN) Support is available to provide clients with advice and support services in the provision of language, literacy and numeracy assessment services. Clients needing LL&N support are identified at induction. Our trainers are skilled in language learning and teaching and are able to offer clients case by case support in this area. You as a learner are encouraged to openly identify any LL&N needs to staff or trainers prior to learning. This will enable us to assist you in making the most of your training.

### **Client complaint and grievance procedures**

*Yarnteen College is committed to delivering quality education and training* and recognises that differences and grievances can arise from time to time. The quick settlement of these matters is in the best interest of all parties concerned. If you are experiencing any difficulties during your program of study, do not hesitate to discuss your concerns with your trainer, a Yarnteen College staff member or management. If you need further assistance in resolving the matter you may acquire the appropriate paperwork for formal lodgment of the grievance through Yarnteen College administration.

### **Disciplinary action**

Yarnteen College's goal is to create a fair and efficient environment for all students and therefore expects students to follow all policies and procedures outlined in our Student handbook. Should any student act with disregard to any of Yarnteen College's policies and procedures, it may be necessary for management to take disciplinary action.

### CLIENT ENROLMENT APPLICATION

(OFFICE USE) Client No.	
PERSONAL DETAILS	
<b>First Name:</b> _____ <b>Surname:</b> _____ <b>Other Previous Name known by:</b> _____ <b>Residential Address:</b> _____ <b>Suburb:</b> _____ <b>Postcode:</b> _____ <b>e-mail Address:</b> _____ <b>Telephone:</b> (Home) _____ (Work) _____ (Mobile) _____ <b>Sex:</b> M [ ] F [ ] <b>Date of Birth:</b> ___/___/___	
MEDICAL DETAILS	
Do you consider yourself to have a disability? If so, what assistance do you require? <span style="float: right;">YES / NO</span> If YES please specify _____  Do you give permission for the Yarnteen College to call urgent medical treatment for you in an emergency and agree to pay all costs? <span style="float: right;">YES / NO</span>  <b>EMERGENCY</b> Name: _____ <b>CONTACT:</b> Telephone: _____ Relationship to you: _____  Do you have any food allergies, medical conditions or special dietary requirements? If yes, please specify _____ _____	
PERSONAL STATISTICS	
Do you speak a language other than English and/or do you require assistance with English? <span style="float: right;">YES / NO</span> If YES please specify _____ Country of Birth: _____  Are you of Aboriginal or Torres Strait Islander origin? <span style="margin-left: 20px;">[ ] Aboriginal</span> <span style="margin-left: 20px;">[ ] Torres Strait Islander</span> <span style="margin-left: 20px;">[ ] Neither</span>  Do you have Learning, Literacy or Numeracy issues that you would like additional support with? <span style="float: right;">YES / NO</span>	
CURRENT EMPLOYMENT DETAILS	
<b>Do you currently have paid employment?</b> 1. _____ Yes, full-time employee 2. _____ Yes, part-time employee 3. _____ Yes, self employed and/or an employer 4. _____ No, but I am looking for paid employment	

**EDUCATIONAL DETAILS**

**HIGH SCHOOL**

Last School attended: \_\_\_\_\_ Level achieved: \_\_\_\_\_ Year completed: \_\_\_\_\_

**TERTIARY/TECHNICAL EDUCATION**

Tertiary/Technical Institution: \_\_\_\_\_

Course: \_\_\_\_\_ Level achieved: \_\_\_\_\_ Year completed: \_\_\_\_\_

**RECOGNITION OF PRIOR LEARNING (RPL) AND/OR CURRENT COMPETENCIES (RCC)**

Do you wish to apply for RPL and/or RCC? YES / NO

If YES, please fill out an RPL and/or RCC Application, available from the College office

**COURSE DETAILS**

CourseName: \_\_\_\_\_

Commencement Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Completion Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

**ENROLMENT CONDITIONS**

- 1. I must comply with the policies and rules of Yarnteen College.
- 2. I must attend class and meet the requirements of the program.

I \_\_\_\_\_ **APPLY FOR ADMISSION TO THE YARNTREEN COLLEGE AND DECLARE:**

- a) I have read, understand and agree to the conditions of enrolment.
- b) The information I have provided is true and correct to the best of my knowledge.

Client's Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

**TRAVEL ARRANGEMENTS**

If course is off campus, please state how you plan to travel to the Wollombi camping facilities:

- Bus provided by Yarnteen college, departing Hunter Street address
- Other method of transport, please state below

**Office use only:**

Entered onto VETtrak - Yes / No Date: \_\_\_\_\_ Entered by: \_\_\_\_\_

Comments: