



AUSTRALIAN INSTITUTE OF
EARLY CHILDHOOD STUDIES

Student Information & Enrolment Guide

Australian Institute of Early Childhood Studies

56 Commercial Drive, Shailer Park QLD 4128

Ph: 3801 3962 Fax: 3801 5144

Website: www.aiecs.com.au

Email: college@qccs.com.au

CRICOS PROVIDER CODE: **02773E**

WHY CHOOSE THE AUSTRALIAN INSTITUTE OF EARLY CHILDHOOD STUDIES?

Six Days per week 8am-6pm Phone Support Line

Giving you access to our trainers by phone after hours to help you with your studies.

FREE Saturday Study Groups

Held Once per month, designed to help students finish assessment tasks – which mean that you can access face to face training & network with other students while working through your qualification faster.

Flexible Learning

We offer a range of flexible learning styles in order to meet your needs. You can make choices in relation to where and when you study, methods and resources used for learning, negotiating the style of assessment undertaken, the level of assistance and guidance you require. You will be able to select from any of the following or a combination of these:

- Self-paced external study packages
- Online study packages
- Weekend Workshops
- Recognition of Prior Learning

Online Student Training Centre

You can use our **unique Online teaching** which offers portability, convenience, affordability, flexibility and support. Students can enrol and study directly via: www.aiecs.com.au. Course duration can be self selected, Full time or Part Time

Personalised & Flexible Service

We meet your individual training needs by adapting our service to your learning style, & keeping in close contact with you either by phone, email &/or in person. Most centres within the Southeast Queensland region are visited once per month at their work place. This means that you have our full support throughout your studies to maintain your motivation.

Graduation Ceremonies Yearly

Where we share in recognising your achievements with your family and friends in our formal awards ceremony.

Backed up by many centres across South East QLD

Giving you hands on experience, while being abreast of industry issues, innovative and best practice and even leading to future employment prospects.

Our Nurturing Approach to Training & Assessment

Our staff have over 35 years experience in the industry, across all positions & can therefore empathize with whatever stage you are at in your career & studies. By identifying with you this way, our Trainer/Assessors are able to **motivate, train & support you**. We are committed to getting you through your qualification so you can join our list of happy graduates.

No hidden or extra costs

All of our services are included within the cost of individual units. No surprises! You know how much your course will cost before enrolling. And you get to **KEEP ALL of your study materials**, which mean that you have them forever as a personal resource.

GRADUATION CEREMONY

AIECS holds a graduation ceremony yearly at the Shailer Park campus in which every completed student receives an invitation.

Guests: Please feel free to invite as many guests as you please as there is no maximum number of attendants.

Food and Beverage: A selection of hot and cold finger foods and refreshments are available for graduates and their guests

Photographer: Graduates may have professional photos taken by the onsite photographer. Package details are included in the graduation invitation.

Academic Gowns: Academic dress is available for hire from the college at a fee which includes the gown, stoll and mortar board.

Dress: Smart Casual.

Next Graduation: **18th June 2011**

DISTANCE AND INTERSTATE LEARNING

The AIECS is committed to providing quality, flexible training options to students, which is why we also provide our training packages to students outside of South East Queensland, Interstate and in remote areas within Australia.

Our Trainer Assessors are contactable six days per week from 8am-6pm to assist you throughout your studies. In addition, your Trainer will contact you once per month through a 'phone visit' or via webcam so that even if you are studying via distance education, you are not made to feel alone!

The AIECS offers the same unit pricing for students studying through distance education as per those listed within our fee schedule.

Distance Education students also have the same added benefits of our Online Student Training Centre services. Enroll, purchase and download your training materials, print additional resources and tax receipts all with the click of a button!

For more information regarding our distance education programs, please contact Administration – (07) 3801 3962 to discuss your individual needs.



CHC30708 - Certificate III In Children's Services

Total: 15 modules (including First Aid)

- **11 Compulsory units (including First Aid)**
- **4 Elective units**

Qualification Description

This Qualification covers workers who use organization policies, procedures and individual Children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Depending on the setting, workers may work under direct supervision or autonomously.

Career Opportunities

Employment may be sought in the following areas:

- Child Care Assistant
- Playgroup Supervisor
- Family Day Care worker
- Child Care worker
- Outside School Hours Care Assistant
- Recreation Assistant
- Nanny
- Mobile Assistant

Modes of Delivery

- Self-paced external study packages
- Traineeships
- Recognition of Prior Learning
- Online study packages & distance Education
- Saturday workshops
- Night Classes

Duration

Self paced means you can fit study in with your lifestyle. There are no due dates on assessment and no exams. There are 14 units in the Certificate III course and the completion of Senior First Aid Certificate. You can nominate to complete the course in 12 months and study full time, or complete the course in 24 months and study part time. Your completion date is calculated from the date your enrollment is approved.

Our highly qualified Trainer Assessors can provide you with a training plan to assist you with completion timeframes for each unit to suit your study goals.

A practical component is also required for the course, not exceeding a total of 240 hours per year.

Entry Requirements

- Completion of Year 10 with sound English
- Completion of a student evaluation on language, literacy and numeracy

(**NOTE:** Paid employment in the field of Children's Services cannot be obtained until applicants are 17 years of age)

Vocational Placement

Completion of on-the-job tasks in a Children's Services setting is a compulsory requirement of this Qualification. This means that students must have access to a licensed Child Care Service on a regular basis.

The on-the-job experience gives students the practical 'hands on' skills required to achieve competency. Practicum can be completed at different times throughout a program or in a block (this allows students that do not work in Child Care to do their practicum during annual leave time). The Practical component is required for successful completion of this course and should not exceed 240 hours per year.

Further Studies

On successful completion of this Qualification students may progress in to the ***CHC50908 Diploma of Children's Services (Early Childhood Education and Care)*** in which 12 modules from this course have National recognition.

Units of Competency

Compulsory	
CHCCHILD401A	Identify and respond to children and young people at risk
CHCCN301A	Ensure the health and safety of children
CHCCN302A	Provide Care for Children
CHCCN303A	Contribute to provision of nutritionally balanced food in a safe and hygienic manner
CHCCS400A	Work within a relevant legal and ethical framework
CHCFC301A	Support the development of children
CHCIC301D	Interact effectively with children
CHCPR301A	Provide experiences to support children's play and learning
CHCPR303D	Develop understanding of children's interests and developmental needs
HLTFA301B	Apply First Aid
HLTOHS300A	Contribute to OHS Processes
Elective	
CHCIC302A	Support Aboriginal and/or Torres Strait Islander families to participate in children's services
CHCCN305A	Provide care for babies
CHCCHILD301A	Support behavior of children and young people
CHCRF301A	Work effectively with families to care for the child



CHC50908 – Diploma of Children’s Services (Early Childhood Education and Care)

Total: 18 modules

- 13 Compulsory units
- 5 Elective units

Qualification Description

This Qualification covers workers in Children’s services who are responsible for planning, implementing and managing programs in early childhood services, in accordance with licensing, accreditation and duty of care requirements. At this level:

- Workers have responsibility for supervision of other staff and volunteers
- In most states it is the highest Qualification required at Director or service manager level for children’s services centre-based care.

Career Opportunities

Employment may be sought in the following areas:

- Authorized supervisor (children’s services)
- Centre Manager (children’s services)
- Children’s advisor
- Children’s service Director/Manager
- Children’s service coordinator
- Director (children’s services)
- Child Care worker
- Group/team coordinator/leader (children’s services)
- Program leader (children’s services)
- Child development worker

Modes of Delivery

- Self-paced external study packages
- Apprenticeships
- Recognition of Prior Learning
- Online study packages & distance Education
- Saturday workshops
- Night Classes

Duration

Self paced means you can fit study in with your lifestyle. There are no due dates on assessment and no exams. There are 30 units in the Diploma course, 18 if you have already completed the Certificate III In Children’s Services. The average time it takes to complete this program is four years part-time or two years full time. The more time you allocate to study the quicker you can achieve your qualification.

Our highly qualified Trainer Assessors can provide you with a training plan to assist you with completion timeframes for each unit to suit your study goals. A practical component is also required for the course, not exceeding a total of 240 hours per year.



Entry Requirements

- Completion of Year 12 with sound English OR
- Completion of a CHC30708 Certificate III in Children's Services **OR**
- Completion of a CHC30402 Certificate III in Children's Services **AND** relevant Gap Assessment.
- Completion of a student evaluation on language, literacy and numeracy

(NOTE: Paid employment in the field of Children's Services cannot be obtained until applicants are 17 years of age)

Vocational Placement

Completion of on-the-job tasks in a Children's Services setting is a compulsory requirement of this Qualification. This means that students must have access to a licensed Child Care Service on a regular basis.

The on-the-job experience gives students the practical 'hands on' skills required to achieve competency. Practicum can be completed at different times throughout a program or in a block (this allows students that do not work in Child Care to do their practicum during annual leave time). The Practical component is required for successful completion of this course and should not exceed 240 hours per year.

Further Studies

On successful completion of this Qualification students may progress in to the *CHC60208 Advanced Diploma of Children's Services*.

Units of Competency

Compulsory

CHCCN511A	Establish and maintain a safe and healthy environment for children
CHCFC502A	Foster physical development in early childhood
CHCFC503A	Foster social development in early childhood
CHCFC504A	Support emotional and psychological development in early childhood
CHCFC505A	Foster cognitive development in early childhood
CHCFC506A	Foster children's language and communication development
CHCIC501A	Manage Children's services workplace practice to address regulations and quality assurance
CHCIC510A	Establish and implement plans for developing cooperative behaviour
CHCIC512A	Plan and implement inclusion of children with additional needs
CHCPR502D	Organise experiences to facilitate and enhance children's development
CHCPR509A	Gather, interpret and use information about children
CHCPR510A	Design, implement and evaluate programs and care routines for children
CHCRF511A	Work in partnership with families to provide appropriate care for children

Electives

CHCIC511A	Implement and promote inclusive policies and practices in children's services
CHCORG506C	Coordinate the work environment
CHCCN520C	Advocate for the rights and needs of children and young people
CHCFAM503B	Work with a child focused approach
CHCPR515A	Develop and implement a program to support sustainable practice





Gap Assessment

In recognition of the implemented changes between the CHC02 and CHC08 training packages, students who have completed a CHC30402 Certificate III in Children's Services are required to complete a gap assessment which covers the differences between this training package and the new CHC30708 Certificate III in Children's Services as a pre-requisite prior to enrolment. The completion of this gap assessment aims to satisfy the course entry requirements for the *CHC50908 Diploma of Children's Services (Early Childhood Education and Care)* and assess students in the crucial areas and differences between the CHC02 and CHC08 training packages.

This is achieved through an assessment process of the following modules:

1. ***CHCCHILD401A Identify and respond to children and young people at risk***
2. ***CHCCN301A Ensure Children's Health and Safety***
3. ***CHCCN302A Provide Care for Children***
4. ***CHCCN303A Contribute to provision of nutritionally balanced food in a safe and hygienic manner***
5. ***CHCCN305A Provide care for babies***
6. ***CHCFC301A Support the development of children***
7. ***CHCCS400A Work within a relevant legal and ethical framework***
8. ***CHCPR301A Provide experiences to support children's play***
9. ***CHCPR303D Develop understanding of children's interests and developmental needs***
10. ***HLTOHS300A Contribute to OHS processes***
11. ***CHCIC302A Support Aboriginal and Torres Strait Islander Families to participate in the Children's Services***
12. ***CHCCHILD301A Support behavior of children and young people***

Students who completed the following modules as part of their CHC30402 Certificate III in Children's Services studies will not be required to undertake the assessment process of the following CHC08 units:

02 unit		08 unit
CHCIC1C		CHCIC301D
CHCRF1C		CHCRF301A

HLTFA301B Apply first aid is not assessed in this gap assessment



Gap assessment process

Students will be required to provide examples of how they show competencies in the relevant crucial areas such as through current or previous work experiences and practices.

The student's competencies in each element will need to be verified by their work place supervisor as nominated below.

This evidence will be documented and discussed with your Trainer. This may be conducted by the following methods, but not be limited to:

- Telephone communications
- Email communications
- Simulated work environment
- On the job

Students must be deemed Satisfactory in all gap assessment modules before being granted Competency Achieved in this Gap Assessment, and meet the entry requirements for the **CHC50908 Diploma of Children's Services (Early Childhood Education and Care)**.



CHC60208 – Advanced Diploma of Children’s Services

Children’s Services focus OR Training & Assessment focus

Total: 13 modules

- 7 Compulsory units
- 6 Elective units

Qualification Description

This Qualification covers workers in Children’s services who may operate at an advanced level in early childhood education and care to:

- Provide specialist services
- Act as a resource for other workers
- Provide practice supervision of staff including volunteers
- Work intensively with clients
- Work with clients with complex needs

Career Opportunities

Employment may be sought in the following areas:

- Child and family support service coordinator
- Children’s services coordinator
- Inclusive support facilitator
- Service director

Modes of Delivery

- Self-paced external study packages
- Recognition of Prior Learning
- Online study packages & distance Education
- Saturday workshops
- Night Classes

Duration

Self paced means you can fit study in with your lifestyle. There are no due dates on assessment and no exams. There are 13 units in the Advanced Diploma course. The average time it takes to complete this program is three years full time or six years part time. The more time you allocate to study the quicker you can achieve your qualification.

Our highly qualified Trainer Assessors can provide you with a training plan to assist you with completion timeframes for each unit to suit your study goals. A practical component is also required for the course, not exceeding a total of 240 hours per year.



Entry Requirements

- Completion of a CHC50908 Diploma of Children's Services (Early Childhood Education and Care) **OR**
- Completion of a CHC50302 Diploma of Children's Services **AND** the additional completion of a suitable Gap Assessment through the AIECS
- Completion of a student evaluation on language, literacy and numeracy

(NOTE: Paid employment in the field of Children's Services cannot be obtained until applicants are 17 years of age)

Vocational Placement

Completion of on-the-job tasks in a Children's Services setting is a compulsory requirement of this Qualification. This means that students must have access to a licensed Child Care Service on a regular basis.

The on-the-job experience gives students the practical 'hands on' skills required to achieve competency. Practicum can be completed at different times throughout a program or in a block (this allows students that do not work in Child Care to do their practicum during annual leave time). The Practical component is required for successful completion of this course and should not exceed 240 hours per year.

Further Studies

On successful completion of this Qualification students may progress in to higher educational studies or the TAA4014 Certificate IV in Training & Assessment.

Students have the option to complete the Advanced Diploma Qualification with a **Children's Services focus** or a **Training and Assessment focus**.

Those who complete the Qualification with the Training and Assessment focus are eligible to receive 4 Credit Transfers towards the Certificate IV in Training & Assessment, and can complete this Qualification by completing an additional 10 modules.

Alternatively, those who have already completed the TAA4014 and a Diploma of Children's Services would receive 5 credits towards the Advanced Diploma with a Training & Assessment focus, leaving only 8 modules to complete.



Course Note:

Students have the option to complete the CHC60208 Advanced Diploma of Children's Services Qualification with a **Children's Services focus** or a **Training and Assessment focus**.

Those who wish to complete the Advanced Diploma with a Training & Assessment focus are eligible for 4 Credit transfers towards the TAA40101 Certificate IV in Training & Assessment Qualification.

Alternatively, those who have already completed the TAA40101 Certificate IV in Training & Assessment and module CHCCN20B - Advocate for the rights and needs of children and young people (CHCCN520C on the new package) through their Diploma of Children's Services would receive 5 credits towards the Advanced Diploma with a Training & Assessment focus, leaving only 8 modules to complete.

Units of Competency

Compulsory	
BSBMGT608B	Manage innovation and continuous improvement
CHCCS502A	Maintain legal and ethical work practices
CHCCS604A	Manage the delivery of quality services to clients
CHCORG611A	Lead and develop others in a community sector workplace
CHCORG620C	Promote and represent the service
CHCORG624C	Provide leadership in community services deliver
CHCORG627B Pro	vide mentoring support to colleagues

Children's Services focus

Electives	
CHCIC302A	Support Aboriginal and/or Torres Strait Islander families to participate in Children's Services
CHCIC620C	Manage complex behavioural situations
CHCRF623C	Respond to problems and complaints about the service
BSBMGT605B	Provide leadership across the organization
CHCORG607C	Manage workplace issues
CHCCN520C	Advocate for the rights and needs of the children and young people

OR

Training and Assessment focus

Electives	
CHCCN520C	Advocate for the rights and needs of the children and young people
CHCIC620C	Manage complex behavioural situations
TAAASS410C Assess	competence
TAADEL401B	Plan and organize group-based learning
TAADEL402B F	acilitate group-based learning
TAADES402B	Design and develop learning programs



Gap Assessment

In recognition of the implemented changes between the CHC02 and CHC08 training packages, students who have completed a CHC50302 Diploma of Children's Services are required to complete a gap assessment which covers the differences between this training package and the new CHC50908 Diploma of Children's Services (Early Childhood Education and Care) as a pre-requisite prior to enrolment. The completion of this gap assessment aims to satisfy the course entry requirements for the *CHC60208 Advanced Diploma of Children's Services* and assess students in the crucial areas and differences between the CHC02 and CHC08 training packages.

This is achieved through an assessment process of specific criteria as part of the following modules:

1. ***CHCIC501A Manage children's services workplace practice to address regulations***
2. ***CHCIC510A Establish and implement plans for developing cooperative behavior***
3. ***CHCIC511A Implement and promote inclusive policies and practices in children's services***
4. ***CHCIC512A Plan and implement inclusion of children with additional needs***
5. ***CHCORG506C Coordinate the work environment***
6. ***CHCFC505A Foster cognitive development in early childhood***
7. ***CHCFC504A Support emotional and psychological development in early childhood***
8. ***CHCFAM503B Work with a child focused approach***
9. ***CHCFC503A Foster social development in early childhood***
10. ***CHCCN511A Establish and maintain a safe and health environment for children***
11. ***CHCPR510A Design, implement and evaluate programs and care routines for children***
12. ***CHCRF511A Work in partnership with families to provide appropriate care for children***
13. ***CHCFC506A Foster children's language and communication development***
14. ***CHCFC502A Foster physical development in early childhood***



15. CHCPR515A Develop and implement a program to support sustainable practice

16. CHCPR509A Gather, interpret and use information about children

Students who completed the following modules as part of their CHC50302 Diploma Of Children's Services studies will not be required to undertake the assessment process of the following CHC08 units:

02 unit		08 unit
CHCCN20B	⇒	CHCCN520C
CHCPR2C	⇒	CHCPR502D

Gap Assessment Process

Students will be required to provide examples of how they show competencies in the relevant crucial areas such as through current or previous work experiences and practices. The student's competencies in each element will need to be verified by their work place supervisor. This evidence will be documented and discussed with your Trainer. This may be conducted by the following methods, but not be limited to:

- Telephone communications
- Email communications
- Simulated work environment
- On the job

Students must be deemed Satisfactory in all gap assessment units before being granted Competency Achieved in this Gap Assessment, and meet the entry requirements for the **CHC60208 Advanced Diploma of Children's Services**.



TAE40110 - Certificate IV in Training and Assessment

Qualification Description

This qualification specifies the competencies required to deliver training in an industry area or area of subject matter expertise, and conduct competency-based assessment in a range of contexts.

Career Opportunities

Employment may be sought in the following areas:

- Trainer and Assessor

The Certificate IV in Training and Assessment is for people with a view to gaining employment as a trainer and assessor within RTOs. This Qualification is also beneficial for Team Leaders, Managers and Supervisors within the workplace in building on their training and directional skills within their position

Mode of Delivery

- Face to face training
- Recognition of prior learning
- Distance Education and online study packages
- Upgrade packages from the old BSZ40198 and TAA4014 training package

Duration

The Certificate IV comprises of 10 modules. The average time taken to complete the course by correspondence is one year full time.

The AIECS also delivers Face to Face training for the Certificate IV at our Shailer Park campus, Logan. Classes are delivered over several weeks through night and weekend classes to suit those with work commitments. Students may also be required to complete assessment material outside of class hours.

Entry Requirements

- Students require sound language, literacy and computing skills.
- Completion of a Student Evaluation on Language, Literacy and Numeracy

Units of competency

The below units are delivered in clusters. These cannot be purchased separately.

Design

Compulsory

TAEDES401A Design and develop learning pathways

TAEDES402A Use training packages and accredited courses to meet client needs

Delivery

Compulsory

TAEDEL401A Plan, organise and deliver group-based learning

TAEDEL402A Plan, organise and facilitate learning in the workplace

Electives

BSBCMM4014 Make a presentation

TAEDEL301A Provide work skill instruction

Assessment

Elective

TAEASS301A Contribute to assessment

Compulsory

TAEASS401A Plan assessment activities and processes

TAEAS402A Assess competence

TAEASS403A Participate in assessment validation

Credit Transfer

One elective unit may be selected from any currently endorsed training package or accredited course which is relevant to the work outcome, local industry requirements and qualification level. Where a unit is chosen from another endorsed training package or accredited course, it must be from a qualification or course at Certificate III level or above, and must contribute towards the vocational outcome of the program.

Evidence required:

- ✓ Certified copy of statement of attainment for unit of competency
- ✓ Summary of training package listing from the NTIS website which clearly indicates that the unit of competency is a currently endorsed unit
- ✓ Copy of student resume which indicates current position
- ✓ Letter from employer or official position description detailing students work responsibilities which are relevant to the unit in which credit is being applied for

Fee Schedule 2011

A \$150.00 enrolment fee is payable upon enrolment in any of the courses listed below, excluding Traineeships, Apprenticeships, TAE and class-based learning.

Students also receive a:

- **10% discount** when you purchasing ten or more subjects in one transaction
 - **5% discount** when you purchasing five or more subjects in one transaction
 - **Training modules for a lower cost when studying online**
- All of the above excludes the TAE – Certificate IV in Training and Assessment**

Fee for Service Training

PROGRAM	NO. OF UNITS	PER UNIT	TOTAL COURSE COST	HOURS	DURATION (Practicum)
CHC30708: Certificate III in Children's Services	14	\$ 145.00	\$ 2,030.00	641	Not exceeding 240 hrs over 12 months
CHC50908: Diploma of Children's Services (Early Childhood Education and Care)	18	\$ 155.00	\$ 2,790.00	1048	Not exceeding 240 hrs over 12 months
CHC60208: Advanced Diploma of Children's Services	13	\$ 165.00	\$ 2,145.00	810	Not exceeding 240 hrs over 12 months
TAE40110: Certificate IV in Training and Assessment Upgrade from the BSZ40189 and TAA4014	10	\$169.50 Please note that units are purchased in clusters	\$1559.00 up front (save \$100.00) or \$1659.00 Deposit \$159.00 and 10 monthly repayments of \$150.00 \$250.00 up front Please note, monthly payments are made through an EZI debit payment plan. All payments due before completion of course	265	N/A

Online Training

PROGRAM	NO. OF UNITS	PER UNIT	TOTAL COURSE COST	HOURS	DURATION (Practicum)
CHC30708: Certificate III in Children's Services	14	\$ 130.00	\$ 1,820.00	641	Not exceeding 240 hrs over 12 months
CHC50908: Diploma of Children's Services (Early Childhood Education and Care)	18	\$ 140.00	\$ 2,520.00	1048	Not exceeding 240 hrs over 12 months
CHC60208: Advanced Diploma of Children's Services	13	\$ 150.00	\$ 1,950.00	810	Not exceeding 240 hrs over 12 months

PLEASE NOTE: THESE PRICES DO INCLUDE THE PRE-REQUISITE UNITS FOR DIPLOMA AND ADVANCED DIPLOMA OR FIRST AID. RPL STUDIES ARE NOT AVAILABLE ONLINE. **PLEASE NOTE: THESE PRICES DO INCLUDE THE PRE-REQUISITE UNITS FOR DIPLOMA AND ADVANCED DIPLOMA OR FIRST AID. RPL STUDIES ARE NOT AVAILABLE ONLINE**

Recognition of Prior Learning :

PROGRAM	Recognition of Prior Learning (RPL)
CHC30708: Certificate III in Children's Services	\$ 130.00 per unit
CHC50908: Diploma of Children's Services (Early Childhood Education and Care)	\$ 130.00 per unit
CHC60208: Advanced Diploma of Children's Services	\$ 130.00 per unit
TAE40110 full course under RPL Full payment due before completion of course	\$789.00 up front or deposit of \$189.00 and 3 monthly payments of \$200.00 Please note, monthly payments are made through an EZI debit payment plan.

Note: Students who are approved for and wish to RPL only need to pay \$130.00 for each unit of RPL, and are not required to pay an additional cost for the unit of competency. For students who have already fully paid for and enrolled in a unit of competency who decide to transfer to RPL are required to pay a 5% administration processing charge per unit they wish to transfer to RPL. (Excludes TAE)

Traineeships/Apprenticeships

A student who is a Trainee/Apprentice funded under the Queensland State Government's User Choice funding arrangements is eligible for partial exemption of tuition fees. Details of fee concessions for Trainees and Apprentices are provided in the Trainee/Apprentice Information package. Please contact the college on (07) 3801 3962 for a Trainee/Apprentice specific Information package.

Additional Fees:

Credit Transfer	No Fee For Enrolled Students
Re-Assessment Fee	\$50.00 (for third independent assessment)
Replacement of Qualification/Statement of Attainment	\$20.00
Mapping Fee (prior to enrolment)	\$50.00
Replacement of Units of Competency	Equal to the value of the unit
Replacement of RPL Materials	\$20.00
Replacement of Student Handbook	\$20.00
Workshop Inconvenience Fee (only charged when a student fails to attend 3 booked workshops)	\$20.00
Transfer charge from unit of competency already purchased to RPL	\$7.00 per unit transferring to RPL

FAQ's

How do i get started?

Commencing your studies with the AIECS is simple. Either complete the Student Enrolment Form at the back of this information guide and return it to us, along with your \$150.00 enrolment fee **or** enrol directly on our website: www.aiecs.com.au.

What happens then?

Once your enrolment forms and enrolment fee have been received, you will be posted a learning assessment evaluation form. This information is confidential between the student and the AIECS and is used to determine if you may require any additional support services which we offer. You will also be provided with a student practicum handbook for recording your volunteer or paid practical work completed for the course, a student information handbook and enrolment letter, confirming your enrolment with our institute and providing you with the contact details of your Trainer Assessor if you are ever in need of additional support. The letter will also include your log in details to access our services on the online student training centre.

Next, if you haven't already done so, you are ready to purchase your first training module! Your Trainer Assessor will also be in contact with you within the first 1-2 weeks of your enrolment to welcome you to our Institute. They will also arrange to see you in the workplace if you are either volunteering or have paid work at a Child Care service once every four weeks.

How do i purchase my first module?

You can purchase your first module by telephone, email, the online student training centre, or by visiting our campus.

What if i'm not sure if i'm on the right track with my modules?

If you have any queries in between your regular Trainer visits or phone calls, remember that your Trainer is always available to support you, six days per week Monday-Saturday from 8am-6pm via mobile telephone contact, so never hesitate to call them for assistance and peace of mind.

I'd like to finish by a certain date, but am unsure if it is possible?

We have many students with many different study requirements and goals. If you have a goal in particular that you are planning towards, our Trainers can assist you with developing a tailor-made training plan to keep you on the right track towards achieving your goals.

What are the payment methods available?

Payments for initial enrolment and for the purchase of training modules can be made via cheque, money order, credit card over the phone or the online student training centre, direct debit instalments via EZI DEBIT or EFTPOS and cash at the AIECS campus.

I'm not currently working in the Industry, do I need to start my practicum straight away?

At the AIECS we have many students enrol in our courses who are not necessarily working in the Child Care Industry but may plan to in the future. You may choose to complete the theory aspect of the course first through the training modules and complete your practicum requirements at a later stage in your course if more convenient. Students need to be aware that they may need to complete anywhere up to 240 hrs placement before they successfully meet the practical requirements and should take this in to consideration when planning when to commence their prac. If you are looking for a service to complete your practicum in, you can approach Child Care centres within your local area to enquire if you could be placed there for volunteer work or paid employment if available. In some instances, the AIECS may also be aware of centres in need of staff or volunteer workers so don't hesitate to check with your trainer or at reception.

First Aid & CPR Training 2011

Allen's Training & Australian Institute of Early Childhood Studies

CPR Only – Bookings and payment due 3 weeks prior to class
Minimum 15 people required

Southside

Date	Location
March 16th	College
June 15th	College
September 14th	College

Please note: CPR classes run for 1 hour.
Session times will run from 5 – 6pm or
6 – 7pm depending on centre needs

First Aid and CPR – Bookings and payment due 6 weeks prior to class

CPR: 8:30 – 9:30 am
First Aid: 9:30 – 3:00 pm

Southside

Date	Location
February 19th	College
May 21st	College
August 20th	College
November 19th	College

Workbooks and manuals are to be completed and hand in on the day of the practical course. Only participants with completed workbooks will be able to complete the course on the day. There is a multiple choice exam at the end of the course.
PLEASE NOTE: A \$20.00 cancellation fee will apply for those who do not advise the college of their inability to attend within 2 working days prior to the course date. A medical certificate may be required for cancelled bookings due to illness.

Western suburbs

Date	Location
May 17th	Woodcrest CCC 28 Woodcrest Way Springfield 4300
July 26th	Ipswich CCC 1 Samford Road Ipswich 4305
September 20th	Winston Glades CCC 133 Kensington Drive Flinders View 4305

Northside

Date	Location
February 14 th	Hamilton Rd CCC 697 Hamilton Rd, Chermside
May 9 th	Morayfield CCC 58 Michael Avenue, Morayfield
July 20 th	Prince Charles CCC Prince Charles Hospital, Off Hamilton Road, Chermside
September 12 th	West Morayfield CCC 14 Grant Road, Morayfield

Full first Aid	\$100 (workbook, practical and exam)
Refresher	\$80 (workbook, practical and exam)
CPR	\$40 (practical)

SATURDAY STUDY GROUP 2011

9am – 3pm

AUSTRALIAN INSTITUTE OF EARLY CHILDHOOD COLLEGE
56 Commercial Dr, Shailer Park QLD 4128

Date	Location
January 15 th	College
February 5 th	College
March 5 th	College
April 2 nd	College
May 11 th	College
June 4 th	College
July 2 nd	College
August 6 th	College
September 3 rd	College
October 1 st	College
November 5 th	College
December 3 rd	College

What to expect from a Study Group

Our monthly study groups are designed to give our students an opportunity to have some time away from their busy lifestyle. We have an on-site library where students can access a broad selection of childcare related resources, including Childcare Policies and the Childcare Act. Students may also team up with other students who are working on the same unit. One of our industry Trained Assessors are also available on the day to help and answer any questions. When booking in, please indicate if it is your first time, a Trainer will insure that an orientation process will take place when you first arrive.

Please note: All students must book into the Study group 1 week before the day by contacting the college on (07) 3801 3962 or college@qccs.com.au. *Study groups are subject to cancellation.* Students may work on units of their choice. Units must be specified when booking. Students are not required to attend the full 6 hours and can arrive and depart at their leisure during the hours of 9am – 3pm. ***A \$20.00 inconvenience fee will be charged in accordance to the three strikes policy. If a pre-booked student does not attend or cancels their booking less than two days prior to the study group date on three separate occasions, the student will be charged a \$20.00 inconvenience fee**

DISCOUNT OFFERS

Phone Administration on (07) 3801 3962
TO TAKE ADVANTAGE OF THESE INCENTIVES!

- **10% discount** when you purchase ten or more subjects in one transaction (exc TAE)
- **5% discount** when you purchase five or more subjects in one transaction (exc TAE)
- **\$15 off** the price of paper based training modules when you choose to study via the Online Student Training Centre and purchase online downloadable modules (exc TAE)

Conditions apply

Not available with any other offer. First three offers exclude downloadable unit purchases.

National Recognition

Australian Institute of Early Childhood Studies will recognize the Australian Qualifications Framework Qualifications and Statements of Attainment issued by any other RTO. To gain credit, students must provide a certified copy of the Qualification or Statement of Attainment when enrolling.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning - RPL is an assessment process based on matching the formal and informal learning experiences gained throughout one's life to the competencies required to gain a qualification. The process is fair and equitable and available to all students.

In your RPL application, you will need to provide evidence which draws on your background, experiences and/or past studies to ***match what you can already do or what you already know***, against a unit(s) of competency from the program in which you are enrolled.

The RPL or RCC assessment pathway may not suit all students and is an alternative way to obtain a qualification – not a 'fast track' method.

Please refer to our RPL information brochure or alternatively the Student Handbook to check for eligibility details.

Assessment Procedures

All courses are competency based requiring students to demonstrate competence on the job through practical demonstration and off the job through the completion of assessment tasks.

Assessment items are marked "C" (competent), "UPK" (under pinning knowledge), and "NYC" (not yet competent). If a student is initially deemed NYC they will be able to resubmit their written work within a given timeframe until the assessment is competent. (Please note that a fee for assessment will be charged after three NYC submissions).

If a student is deemed NYC they will only be re-assessed on the components initially determined as not yet competent.

Students will be able to demonstrate competence on the job for the specified units only once. If a student is deemed NYC an assessment fee will be charged for further assessment.

Application/Enrolment

Application for Enrolment are available in this booklet however we also have a "easy to use" online enrolment form which can be located by visiting www.earlychildhoodcollege.com and selecting "enrol now" you can then enrol and select your payment option there and then.

Our College Administrator will issue you an enrolment confirmation letter. This letter advises you of the course you have enrolled in and can be used for the Department of Families if you are currently working in the child care industry.

If you are enrolling in the Diploma or Advanced Diploma we encourage you to also send any certified qualification, statement of results and statement of attainments from previous courses along with your enrolment.

Students must advise the administration in writing of changes to their enrolment:

- Change of address
- Change of name (must include documentary evidence)
- Cancellation of Enrolment

Centre link:

The Australian Institute of Early Childhood Studies courses are Austudy and Abstudy approved.

We do not have fee exemptions for Health Card holders.

Course Fees

Please refer to page 15 of this booklet to see our Fee Structure and Refund Policy. All courses have an initial enrolment fee of \$150.00.

Extra Learning Support – Language, Literacy and Numeracy

Extra Learning Support assists students who are at risk of not achieving success in their chosen course of study. The college can assist students who may have specific learning needs. (Please indicate where appropriate on the enrolment form.)

All students are required to complete a Student Evaluation as a part of their enrolment.

The college is available to assess the support a student requires when requested, and then we can advise you of resources available within or external to the college. A list of support services is included in the Student Handbook.

It is possible to access learning support even as a remote student via telephone or E-mail.

Complaints and Appeals Procedures

Students who are dissatisfied with decisions, procedures or any issues that directly relate to the successful completion of their course, may take their complaint to their trainer. Should you be dissatisfied with the decision of the trainer you have the right to appeal to the Principal. This appeal should be in writing.

If you remain dissatisfied with the decision of the Principal you have the further right to appeal to the Appeals Committee. Notice of the appeal should be in writing within 2 days of the initial decision of the Principal.

Full guidelines and procedures are made available to students in their Student Handbooks at time of orientation.

Disciplinary Procedures

Once reading and understanding the student handbook, students will be required to sign an acceptance form of the college policies.

Disciplinary action will be taken and you may be penalised if you act in a way contrary to the student rules of Australian Institute of Early Childhood Studies. You can appeal against certain penalties. (Refer to Complaint or Appeal Procedure). Your penalty might then be reduced, removed, or increased

Students Not Working in the Child Care Industry – Volunteers **APPLYING FOR A WORKING WITH CHILDREN CHECK – “BLUE CARD”**

The Commission for Children and Young People and Child Guardian is an independent statutory authority which promotes and protects the rights, interests and wellbeing of children and young people in Queensland. Under the *Commission for Children and Young People and Child Guardian Act (2000)*, people who work with children under 18 years of age in particular businesses or categories of paid or voluntary employment, must undergo screening - the Working with Children Check. A person whose application to work with children and young people is approved is issued with a positive notice letter and a blue card.

A student must submit a certified copy of a Positive Notice Blue Card before being accepted for vocational placement. Please allow up to two months to for an application process. Blue Card Volunteer Application forms can be found at:

http://www.childcomm.qld.gov.au/pdf/bluecard/volunteer_form.pdf

Workplace Health and Safety Obligation

Australian Institute of Early Childhood Studies has an obligation under the *Workplace Health and Safety Act 1995* to inform students of risks to their health and safety arising from exposure to vaccine-preventable diseases'

Vaccinations are not mandatory, but **highly** recommended. Please refer to the Student Handbook for more information on the Occupational vaccine-preventable disease in child care policy

Certificate / Award

On successful completion of an entire course, the student will receive a Certificate documenting their qualification, accompanied by a statement of results. This qualification and statement of results will be sent within 21 days of course completion providing all fees are paid.

Statements of Attainments are issued for partial completion of a qualification within 21 days of withdrawing from the course providing all fees are paid.

To apply for a reprint of any documents or for a Statement of Attainment at any other time students must make a request in writing. Please note there will be a printing fee.

REFUND POLICY

Fee for Service Training

An initial enrolment fee of \$150 applies to all courses, payable upon enrolment. However a full refund of enrolment fees will be made if a course is cancelled by the Australian Institute of Early Childhood Studies for any reason.

An application for refund of course fees under any other circumstance must be made in writing to the Australian Institute of Early Childhood Studies. An eighty five percent (85%) refund is available up to **ten working days prior** to the commencement of the training program. Cancellation of enrolment under these circumstances will incur a fifteen percent (15%) administration fee.

Refunds will be considered on a pro-rata basis for students who fall ill or are injured to the extent that they can no longer undertake the course providing a supporting Medical Certificate is supplied to the Australian Institute of Early Childhood Studies. However, should participants wish to finalize incomplete units of competency in a future course the original fee can be used as a credit towards that course within three months of initial payment.

In all other cases where a student is seeking a refund after ten working days prior to the commencement of a training program, or to students who leave before finishing the course, refunds are at the discretion of the Directors of the Australian Institute of Early Childhood Studies and may be negotiated on an individual case-by-case basis.

Fees Paid in Advance:

Students, who choose to pay fees up-front and leave before finalizing their course, should apply for refund in writing to the Australian Institute of Early Childhood Studies before processes of assessment begin, in which case fees may be refunded on a pro-rata basis.

However, should participants wish to finalize incomplete units of competency in a future course the original fee can be used as a credit towards that course within three months of initial payment.

User Choice Funded Trainees and Apprentices:

Australian Institute of Early Childhood Studies will provide refunds to User Choice funded trainees/apprentices for tuition and/or student support services fees in accordance with contractual requirements. Please refer to the Trainee and Apprentice Information guide for relevant refund information.

Code of Practice

To safeguard the interests and welfare of our students the Australian Institute of Early Childhood Studies have put in place the highest professional policies and procedures that govern the marketing and delivery of its courses.

Legislative Requirements

Australian Institute of Early Childhood Studies will meet all legislative requirements of State and Federal Government. In particular, Workplace Health and Safety, Workplace Relations and Vocational Placement Standards will be met at all times.

Access and Equity

All students will be recruited in an ethical and responsible manner, consistent with the requirements of the curriculum or National Training Package. Our Access and Equity Policy ensures that student selection decisions comply with equal opportunity legislation. Appropriately qualified staff will assess the extent to which the applicant is likely to achieve the stated competency standards and outcomes of the course, based on their qualifications and experience.

Quality Management Focus

The Australian Institute of Early Childhood Studies has a commitment to providing a quality service, with a focus on continuous improvement. We value feedback from students, staff and employers for incorporation into future programs.

Client Service

We have sound management practices to ensure effective client service. In particular we have client service standards to ensure timely issue of student assessment results and qualifications. These will be appropriate to competence achieved and issued in accordance with national guidelines. Our quality focus includes a Recognition of Prior Learning Policy, a fair and equitable Refund Policy, Complaints and Appeal Policy, an Access and Equity Policy and student welfare and guidance services. Where necessary, arrangements will be made for those clients requiring literacy and/or numeracy support programs. We will take every opportunity to ensure that this information is disseminated, understood and valued by personnel and clients. Our student information will ensure that all fees and charges are known to students before enrolment, that course content and assessment procedures are explained and that vocational outcomes are outlined.

External Audit

Australian Institute of Early Childhood Studies has agreed to participate in monitoring and audit processes. This covers random compliance audits, audit following complaint and audit for the purposes of re-registration.

Management and Administration

Australian Institute of Early Childhood Studies has policies and management strategies, which ensure sound financial and administrative practices. Management guarantees the organisation's sound financial position and safeguards student fees until used for training/assessment. We have a Refund Policy, which is fair and equitable. Student records are managed securely and confidentially and are available for student perusal on request. Australian Institute of Early Childhood Studies has adequate insurance policies.

Marketing and Advertising

Australian Institute of Early Childhood Studies markets our vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons are drawn with any other training organisation or training product.

Training and Assessment Standards

Australian Institute of Early Childhood Studies has personnel with appropriate qualifications and experience to deliver the training and facilitate the assessment relevant to the training products offered. Assessment will meet the National Assessment Principles (including Recognition for Prior Learning). This includes a commitment to National Recognition which means that Australian Institute of Early Childhood Studies recognises the training qualifications issued by other Registered Training Organisations. Adequate facilities, equipment and training materials will be utilised to ensure the learning environment is conducive to the success of students.

International Students

Australian Institute of Early Childhood Studies will be bound to the Commonwealth Education Services for Overseas Students (Registration of Providers Financial Regulations) Act 1991.

Sanctions

Australian Institute of Early Childhood Studies will honour all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this Code or supporting regulatory requirements, we may have our registration as a Registered Training Organisation withdrawn.

This page has been left blank intentionally.

Under 18 years of age

If the applicant is under 18 years of age the below form must be signed by a parent or guardian and returned along with the enrolment form. This is to confirm that the applicant has been supervised throughout the enrolment process, has understood and agrees to abide by the:

- rules and regulations of the Australian Institute of Early Childhood Studies
- policies (refer to student handbook) and
- acknowledge that facilities made available will be used only in accordance with the principles of proper use and relevant rules

An authorized signature is required for approval to commence studies with the Australian Institute of Early Childhood Studies.

Date: _____

The Administrator
Australian Institute of Early Childhood Studies
56 Commercial Drive
SHAILER PARK QLD 4128

The Administrator

RE: PARENT/GUARDIAN AUTHORISATION

I _____, have supervised my son/daughter's application for enrolment and authorise their continued studies with the Australian Institute of Early Childhood Studies.

Yours faithfully

Signed: _____

Full Name: _____

Students Name: _____

Request for Purchase of a Unit

Name: _____

Student No.: _____

Address: _____

Course Enrolled in: _____

Unit of Competency Requested: _____

✂-----
=====

REMITTANCE ADVICE

Student Name: _____ Student Number: _____
Payment Date: _____ Amount: \$ _____

Payment Method:

EFTPOS Cash/Cheque Money Order

Credit Card (please fill in the following)

Card Number: _____ - _____ - _____ - _____

Bank/Institution: _____

Card Type (circle): Visa / Bankcard / Mastercard Expiry Date: _____

Name on Card: _____

Signature: _____



Request for Payment of Units through Wage Deductions

(OCCS Employees only-external students please refer to the Ezi debit form for unit deductions)

Student Name: _____ Date: ____/____/____

Name of QCCS Centre: _____

Qualification Enrolled in:

Cert III (\$145 per unit) Diploma (\$155 per unit) Advanced Diploma (\$165 per unit)

I authorize the following to be deducted from my fortnightly wages:

Certificate III

(1/3 unit per pay: \$58, \$43.50, \$43.50 = \$145.00)

(50% unit per pay: \$72.50, \$72.50 = \$145.00)

(100% unit per pay: \$145.00)

Diploma

(1/3 unit per pay: \$62, \$46.50, \$46.50 = \$155.00)

(50% unit per pay: \$77.50, \$77.50 = \$155.00)

(100% unit per pay: \$155.00)

Advanced Diploma

(1/3 unit per pay: \$66, \$49.50, \$49.50 = \$165.00)

(50% unit per pay: \$82.50, \$82.50 = \$165.00)

(100% unit per pay: \$165.00)

Deductions to commence: _____ \ _____ \ _____

Total amount to be deducted: \$ _____

Date of final deduction: _____ \ _____ \ _____

(Note: this can be obtained from College Administrator.)

Student Signature: _____

Authorising officer
Principal/Administrator: _____

Student Enrolment Form 2011

**COMPLETE
ALL
SECTIONS**

**Please use
BLOCK letters**

Name of Course:	Course No:
Location of Training:	
Date(s) of Delivery:	
Duration of Training: (No days/No hrs)	

Student details:

Family Name

Given Name/s

NOTE: Your results/qualifications will be issued in the name recorded above.

Residential Address

P/C:

Postal Address

P/C:

DOB ___/___/___ Email address _____

Daytime contact: PH: () _____ MOB _____

Night time contact: PH: () _____ Fax: () _____

Next of Kin details:

Name _____ Phone: _____

Relationship to applicant _____

Profession _____

Address

P/C:

Do you wish to apply for RPL? YES NO

Do you wish to apply for credit transfer/national Recognition?

YES NO

(If yes, please attach a letter of request and include certified copies of previous qualifications or statements of attainments)

Employment

Tick which one of the following best describes your employment situation:

Employed full-time by someone else	1	<input type="checkbox"/>
Employed part time by someone else	2	<input type="checkbox"/>
Self employed – not employing other people	3	<input type="checkbox"/>
Employer – someone who employs other people	4	<input type="checkbox"/>
Employed unpaid family worker	5	<input type="checkbox"/>
Unemployed – looking for full time work	6	<input type="checkbox"/>
Unemployed – looking for part time work	7	<input type="checkbox"/>
Not employed – not looking for employment	8	<input type="checkbox"/>

Employer Details

Company Name _____

Contact Person _____

Ph: _____ Fax: _____

Company Address

P/C:

Employer authorisation

Please tick to indicate whether you authorise the AIECS to release information to your employer regarding your study progress

Yes No

Cultural Background

Were you born in Australia? Yes No

If no, in which country were you born? _____

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

Citizenship (Please tick one):

Australian Citizen	<input type="checkbox"/>	New Zealand Citizen	<input type="checkbox"/>
Australian Permanent Resident	<input type="checkbox"/>	Student Visa	<input type="checkbox"/>
Temporary Resident Visa	<input type="checkbox"/>	Visitors Visa	<input type="checkbox"/>
Business Visa	<input type="checkbox"/>	Holiday Visa	<input type="checkbox"/>
Other Visa	<input type="checkbox"/>		

If entry to Australia is on visa, what is your country of Citizenship:

Schooling

What is your highest COMPLETED school level?

Year 12	<input type="checkbox"/>	Year 10	<input type="checkbox"/>
Year 11	<input type="checkbox"/>	Year 9 or Lower	<input type="checkbox"/>

School _____

In what year did you complete this school level? -----/-----/-----

Disabilities

(answering these questions will not affect your enrolment)

Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

If you have a disability, please indicate your impairment or long term medical condition by placing a tick in the box below:

Back Injury	<input type="checkbox"/>	Impaired Function of arms/hands	<input type="checkbox"/>
Impaired hearing	<input type="checkbox"/>	Learning disability	<input type="checkbox"/>
Speech impairment	<input type="checkbox"/>	Long term medical condition	<input type="checkbox"/>
Mobility impairment	<input type="checkbox"/>	Impaired vision	<input type="checkbox"/>
Neurological condition	<input type="checkbox"/>	Psychiatric condition	<input type="checkbox"/>
Other (please indicate)	<input type="checkbox"/>		

Do you require support services, equipment and/or facilities, which may assist you to complete your training? Please detail if applicable:

Yes No

Literacy, Language and Numeracy

Do you require support in the areas of Literacy, Language and Numeracy? Please detail if applicable: Yes No

Prior Achievements

Since leaving school have you COMPLETED any qualifications?

Yes No

(If yes, tick applicable boxes)

Trade Certificate	<input type="checkbox"/>	Advanced/Technical Certificate	<input type="checkbox"/>
Other Certificate	<input type="checkbox"/>	Associate Diploma	<input type="checkbox"/>
Undergraduate Diploma	<input type="checkbox"/>	Degree or Post Graduate Degree	<input type="checkbox"/>
Unspecified Prior Education Achievement	<input type="checkbox"/>		

How did you become aware of this Course?

(Please tick appropriate box)

Radio/TV	<input type="checkbox"/>	Newspaper	<input type="checkbox"/>
Employer	<input type="checkbox"/>	Family/ Friend	<input type="checkbox"/>
Yellow Pages	<input type="checkbox"/>	Other	<input type="checkbox"/>

Language

Which Language do you primarily speak at home?

English Other

Is language assistance required? Yes No

AIECS advertising

The AIECS takes photographs at various events such as College excursions, graduations etc. Do you authorise the AIECS to publish photographs of yourself for promotional purposes only? Yes No

Disclosure

The Australian Institute of Early Childhood Studies is bound by law to disclose enrolment details for the purposes mentioned in the Queensland, Training and Employment Act 2000.

STUDENT DECLARATION (Please read carefully)

- ◆ Enrolment will be valid for a period of 12 months full time or 24 months part time from the date of enrolment.
- ◆ If under 18 years, this form must be signed by a parent/guardian.
- ◆ I agree to abide by the Rules and Regulations and Australian Institute of Early Childhood Studies, Policies (refer to student handbook) and acknowledge that facilities made available for my use will be used only in accordance with the Principles of proper use and relevant rules.
- ◆ I confirm the accuracy of the information provided
- ◆ Whilst every endeavor will be made to conduct all advertised courses, the Australian Institute of Early Childhood Studies reserves the right to change timetables, class locations, courses offered, teachers and other such details beyond our control that affect enrolments. The Australian Institute of Early Childhood Studies will advise students of any changes made. The details in this document are correct at the time of printing.
- ◆ I acknowledge the materials supplied by the Australian Institute of Early Childhood Studies are protected by international copyright laws.
- ◆ I understand that the materials should not be reproduced or Altered without the permission of the Australian Institute of Early Childhood Studies.

Student's full name _____

Student's Signature: _____

Date: _____ / _____ / _____