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| **Sevenoaks Senior College****(Department of Education)****Registered Training Organisation: 51891***2021 ENROLMENT REVIEW FORM - New* | **Surname:** |
| First Name: |
| SCSA ID (if available): |

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|  **TRAINING PRODUCT** |
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| **Training Package:** | BSB | Business Services | Release. 6.1 |
| **Qualification:** | BSB20115 | *BSB20115 Certificate II in Business* | Release. 2.0 |
| Release Status | *Superseded*By the end of 2021 all new year 11 students enrolled in the BSB20115 Certificate II in Business will be transitioned into the new BSB20120 Certificate II in Workplace Skills.Students will be notified of the timing of the change and relevant Registered Training Organisation details when the transition occurs.Gap training and assessment to ensure any fully or partially completed unit of competency is appropriately credited to the new certificate will be provided when the transition occurs. |

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| National Code | Unit Description | **Tick enrolled units**  | **Request** for |
| Mutual Recognition.Statement attached or SSC | Credit transfer internal to SSC | Credit Transfer.Request attached | RPL.Self Assessment attached |
| *BSBWHS201* | *Contribute to the Health and Safety of others* | **✓** |  |  |  |  |
| *BSBITU213* | *Use digital technologies to communicate remotely* | **✓** |  |  |  |  |
| *BSBITU312* | *Create electronic presentations* | **✓** |  |  |  |  |
| *BSBSUS201* | *Participate in environmentally sustainable work practices* | **✓** |  |  |  |  |
| *BSBIND201* | *Work effectively in a business environment* | **✓** |  |  |  |  |
| *BSBWOR203* | *Work effectively with others* | **✓** |  |  |  |  |
| BSBWOR204 | Use business technology |  |  |  |  |  |
| BSBITU211 | Produce digital text documents |  |  |  |  |  |
| BSBITU212 | Create and use spreadsheets |  |  |  |  |  |
| BSBCUS201 | Deliver a service to customers |  |  |  |  |  |
| *BSBCMM201* | *Communicate in the workplace* |  |  |  |  |  |
| BSBITU112 | Develop keyboard skills |  |  |  |  |  |
| **Other units** |
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| **Progress Review Year Two** |
| **✓** Two year enrolment (four zones - one class per year)**Progress Review**❑ Progress to second year class❑ Repeat first year class or relevant units❑ Progress to second year class with resubmissions: |
| Re-submit the following units of competency | National Code | Unit Description |
|  | *BSBITU213* | *Use digital technologies to communicate remotely* |
|  | *BSBITU213* | *Use digital technologies to communicate remotely* |
|  | *BSBITU312* | *Create electronic presentations* |
|  | *BSBWHS201* | *Contribute to the Health and Safety of others* |
|  | *BSBIND201* | *Work effectively in a business environment* |
|  | *BSBWOR203* | *Work effectively with others* |

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| **TRAINING PRODUCT** |
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| **Australian Quality Framework Level 2** | **Summary**Graduates at this level will have knowledge and skills for work in a defined context and/or further learningApplication of knowledge and skills**Knowledge**Graduates at this level will have basic factual, technical and procedural knowledge of a defined area of work and learning**Skills**Graduates at this level will have basic cognitive, technical and communication skills to apply appropriate methods, tools, materials and readily available information to:* undertake defined activities
* provide solutions to a limited range of predictable problems

Graduates at this level will apply knowledge and skills to demonstrate autonomy and limited judgement in structured and stable contexts and within narrow parameters |
| Qualification Description | This qualification reflects the role of individuals in a variety of junior administrative positions who perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision. |
| **Licensing/Regulatory Information** | No licensing, legislative or certification requirements apply to this qualification at the time of publication. |
| Expected locations training and assessment provided | Training and assessment will occur at Sevenoaks Senior College.Opportunity to conduct training and assessment through excursions may be negotiated during the training program. |
| Mode of delivery | Classroom and simulated environments.Specific details relating to method of assessment (eg observation, written, product) will be provided through program material.Enrolment to participate in related work placement/s is available by enrolling in the Workplace Learning program but is **not** compulsory. |
| Material and equipment to be provided by learner | Standard stationary products.Students are expected to maintain College safety requirements in relation to clothing.Resource books and equipment identified in Fees and Charges information available through the College Front Office. |
| Entry Requirements | Nil. |
| Packaging Rules | **Total number of units = 12****1 core units** plus**11 elective units** of which:* 7 elective units must be selected from the elective units listed
* 4 elective units may be selected from the elective units listed, or any currently endorsed Training Package or accredited course at the same qualification level if not listed below, 2 of the 4 elective units may be selected from either a Certificate I or a Certificate III qualification.

Elective units must be relevant to the work environment and the qualification, maintain the integrity of the AQF alignment and contribute to a valid, industry-supported vocational outcome. |

**Unique Student Identifier (USI)**

All students studying any Certificate program while at Sevenoaks Senior College requires an Unique Student Identifier (USI).

If you are a new or continuing student undertaking nationally recognised training, you need a USI in order to receive your qualification or statement of attainment. If you don't have a USI you will not receive your qualification or statement of attainment.

The Unique Student Identifier or USI is a reference number made up of 10 numbers and letters that:

* creates a secure online record of your recognised training and qualifications gained in Australia, even from different training organisations
* will give you access to your training records and transcripts (available in 2017)
* can be accessed online, anytime and anywhere
* is free and easy to create and
* stays with you for life

Exemptions are provided for an individual where the individual is an offshore international student studying outside of Australia.

In addition, individuals who have a genuine personal objection to being assigned a student identifier will be able to apply for an exemption to the Student Identifiers Registrar: <https://www.usi.gov.au/training-organisations/training-organisation-requirements/exemptions-individuals>.

If you are successful in gaining an exemption you must be aware that:

* Assessment results will not appear on their authenticated VET transcript or be available to them via the USI System.
* If the student later wants a USI, the training completed under exemption cannot be added to their USI account retrospectively.

Students who do not already have an USI should read the Getting a USI Information document that can be downloaded from VET documents section of the College webpage.

**Privacy Notice**

The Department of Education is subject to the application of section 242 of the *School Education Act 1999* which restricts the unauthorised release of official information.

In addition, the Department of Education complies with the Public Sector Commissioner’s *Policy Framework and Standards for information* *Sharing between Government Agencies* which includes information sharing must be consistent with appropriate minimum privacy standards as set out in the *Australian Privacy Principles* (APPs).

Under the Data Provision Requirements 2012**, Sevenoaks Senior College (Department of Education): 51891** is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by **Sevenoaks Senior College (Department of Education): 51891** for statistical, administrative, regulatory and research purposes. **Sevenoaks Senior College (Department of Education): 51891** may disclose your personal information for these purposes to:

* Commonwealth and State or Territory government departments and authorised agencies; and
* NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

* populating authenticated VET transcripts;
* facilitating statistics and research relating to education, including surveys and data linkage;
* pre-populating RTO student enrolment forms;
* understanding how the VET market operates, for policy, workforce planning and consumer information; and
* administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au/)).

**Training and assessment arrangements**

Assessment is the process of collecting evidence and making judgments about whether competency has been achieved to confirm whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency.

Assessment will be based on students’ completing tasks and activities to demonstrate whether the required level of performance and knowledge has been achieved. Assessment methods may include observation, practical activities, projects, exercises, portfolios, tests and work-based activities.

Training and assessment will mainly occur in the College environment.

***Delivery and Assessment***

Students will be provided personal timetables and expected to complete activities as outlined in the section below, *Volume of Learning and Amount of Training*.

Due dates for all assessment tasks are clearly outlined in the *Delivery and Assessment Schedule* provided at the commencement of training.

It is a teacher’s responsibility to manage the *Delivery and Assessment Schedule*.

It is a student’s responsibility to participate in delivery and assessment on time.

Changes to the *Delivery and Assessment Schedule* are sometimes necessary. A teacher may, at their discretion, choose to alter a deadline for submission of all or part of a task, students will be consulted and changes communicated to students.

***Reasonable Adjustment***

Under the *Disability Standards for Education 2005*, education providers must make reasonable adjustments for people with disability to the maximum extent that those adjustments do not cause that provider unjustifiable hardship. If a student believes they may require reasonable adjustment of Assessment due to Disability, or other reason, please speak with the certificate teacher and/or the Program Coordinator – Vocational education and Training (PC-VET).

Students who are unable to complete tasks because of other issues / concerns such as cultural beliefs must speak with your teacher and/or the PC-VET as soon as possible.

***Re-submission of Assessments***

Learners will have the opportunity to re-submit work to be re-assessed twice after the initial assessment. Learners will have:

1. eight certificate contact zones to re-submit the assessment from the date the assessment feedback is made available to the learner, or
2. up to the last date for submission during the year identified in the *Delivery and Assessment Schedule* if less than point 1.

Learners may have the opportunity to negotiate further resubmission with their teacher. However, students *must* *be aware* that further submission will be negotiated based upon factors such as the extent of re-assessment and time remaining in the program.

***Absenteeism***

Students who are absent from assessments need to contact the relevant teacher on the day of the assessment, or if this is not possible, immediately on return to College.

Students may be required to provide a medical certificate or a note from their parent/guardian explaining their absence. If the reason for the absence is acceptable to the College, alternative arrangements for the assessment may be made.

Students who do not provide acceptable evidence to explain their absence from an assessment task will be awarded an unsatisfactory performance in that submission.

***Prolonged Absence***

Where a student is unable to attend College for a lengthy period due to injury or illness, the College will endeavour to provide support to assist the student complete their learning program. Each student is treated according to their specific needs.

***Cheating, Collusion or Plagiarism***

*Cheating* may include (but not limited to): using electronic devises or pre-prepared material in a closed book assessment.

*Collusion* is when a student submits work that is the result in whole or part of an unauthorized collaboration with other people or person.

*Plagiarism* is when a student uses someone else’s words or ideas without acknowledging that they have done so.

Where cheating, collusion**^** or plagiarism is confirmed the student/s will be awarded a ‘not yet satisfactory’ for the submission and required to re-submit the whole assessment under supervised conditions. The only exemption to this being where a student has been previously ‘observed’ and assessed as competent for a practical aspect of the unit under direct supervision by an assessor and the assessor definitively confirms the work was the student’s own.

**^** If more than one student has submitted work that is identified as ‘collusion’, each party will be required to re-submit the assessment unless it has been clearly identified that one or more students have copied another student’s work without the author’s knowledge and permission. In this case, the author’s work will be accepted.

***How to avoid collusion and plagiarism***

Reference ALL work. Teachers will explain the requirements for referencing.

* Use notes. Notes are made up of key words and phrases only. If students take notes, it is easier to produce work that is their own.
* Use quotes – don’t copy and paste! “Changing a few words” is still plagiarism! Teachers will explain how to use quotes correctly in student’s work.

**Skills Recognition**

Skills Recognition allows students to apply for credit for competencies for which they believe they already have the skills. There is no limit to the number of competencies that students can apply for through, either:

***Mutual Recognition***

*Recognition of Qualifications issued by Other Registered Training Organizations (RTOs) or Australian Qualifications Framework authorized issuing organisations, or authenticated VET transcripts issued by the Registrar.*

The College recognizes the Australian Quality Framework Qualifications and Statements of Attainment issued by another RTO or Australian Qualifications Framework authorized issuing organisations, or authenticated VET transcripts issued by the Registrar.

Enquiries to the Program Coordinator – College Operations, program teacher or PC-VET or as part of the *Enrolment Review Form*.

***Recognition of Prior Learning (RPL)***

*The recognition of prior learning (RPL) is a process that enables a person to have competencies developed through formal learning, non-formal learning, informal learning and experience to be assessed and certificated by an RTO.*

Students may have skills and/or knowledge that enable them to gain a qualification or some Units of Competency without completing a standard training course. RPL recognizes prior knowledge and experience and measures it against the course in which the student enrolled.

If a student requests RPL **they** will need to provide evidence of their prior learning. Students will need to provide evidence of their skills and knowledge and an assessor will make a judgment (based on this evidence) about their competence.

Students will be required to provide evidence to an assessor of the skills and knowledge that they have gained in a previous work, life or training experience. Some of the types of evidence that could be provided include:

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| * Written references and/or referees details
* Reports- photos or videos of your workmanship
* Certificates
* Samples of your work
 | * Diary or journal records
* Letters of support from people you have worked for
* Group certificates (paid or unpaid)
* Practical demonstration
 |

IMPORTANT: The skills and knowledge obtained in a prior experience must be current.

***RPL Process***

The College has a three stage RPL Process:

**Stage One:** Applicant discusses the process with teacher. RTO decides whether there is sufficient evidence to offer RPL.

**Stage Two:** Applicant provides portfolio of relevant evidence and participate in interview, if required.

**Stage Three:** Assessor completes comprehensive assessment process, including applicant participation in an interview and/or Gap Assessment, if required.

No additional internal charges are required for this application however if external cost are incurred, these may need to be met by the applying student.

***RPL - Credit Transfer***

*Credit may be awarded for prior completion of relevant learning / assessment.*

This process requires an assessment of the prior learning / assessment. To gain credit, students must provide documentary evidence of their completed studies and access to content detail sufficient to judge relevance.

***Credit Transfer Process***

Applicants follow the RPL Process.

***Overseas skills recognition***

The Overseas Qualifications Unit assists migrants, who are permanent residents or temporary residents of Western Australia, with recognition of their overseas gained qualifications and skills. Further information can be accessed at: <https://migration.wa.gov.au/services/overseas-qualification-unit>

**Complaints and appeals procedures**

***Appeal***

*Appeals are requests for review of decisions made by the RTO. These decisions could involve assessments, progression to further training, enrolment or access to support services.*

Appellants (person making the appeal) are encouraged where they are comfortable and it is appropriate to speak directly with the person concerned to informally discuss and resolve the appeal.

Students wishing to make an appeal may approach the relevant staff member, or make an appointment with either the Principal or Vice Principal. The Principal or Vice Principal will conduct an initial discussion with the Appellant (person making the appeal).

If the Principal or Vice Principal and the Appellant agree, the processes included in the Appeals Form (available on the College web page) will be followed until a point when a satisfactory outcome is achieved.

If a student is not satisfied with the outcome of the appeal they may contact the Training and Accreditation Council, refer to the following webpage: <https://www.tac.wa.gov.au/students/Pages/Complaints-against-RTOs.aspx>

***Complaint***

*Complaints are allegations made by a learner or client that relate to the conduct of an RTO, its staff, or other learners.*

Students wishing to make a complaint may approach the relevant staff member, or make an appointment with either the Principal or Vice Principal.

Complaints will be dealt with based upon Department of Education policy and process.

If a student is not satisfied with the outcome of the complaint you may contact the Training and Accreditation Council, refer to the following webpage: https://www.tac.wa.gov.au/students/Pages/Complaints-against-RTOs.aspx

**Certification and Statements of Attainment**

Students who successfully complete the required units of competency will gain a Certificate. Students who do not complete all the required units of competency to qualify for a Certificate will receive a Statement of Attainment.

Originals will be distributed to the student via either: Presentation Ceremony; Advocacy, or; Mail out.

This will occur automatically 30 calendar days after a student achieves the Certificate, at the end of their scheduled program, or upon official notification of withdrawal from the Certificate through the Program Coordinator - VET.

Students can access a re-print of their Certificate or Statement of Attainment by contacting the College and requesting a reprint through the PC-VET.

As per Clause 3.6 b of the RTO Standards 2015:

The RTO meets the requirements of the Student Identifier scheme, including:

b. ensuring that it will not issue AQF certification documentation to an individual without being in receipt of a verified Student Identifier for that individual, unless an exemption applies under the *Student Identifiers Act 2014*

students must provide their USI to be issued certification.

**Fees and charges, including refunds**

Information regarding Fees and Charges is available through the College’s Reception. Fees and charges applicable to the Registered Training Organisation are included in the Charges and Voluntary Contributions invoice and ‘start up’ documentation, which is provided prior to the commencement of training. Fees and charges are reviewed annually but generally remain constant.

**Access to records**

All students are able to access their training and general records by contacting the following staff:

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| **Record type** | **Relevant staff** |
| Personal details recorded on system | Advocate |
| General College progress and performance feedback | Advocate |
| Attendance records | Advocate |
| Enrolment detailsLearning support needs | Advocate or Teacher/Trainer |
| Program information, progress, feedback, record of assessment, etc | Teacher/Trainer |
| Statements of attainment and qualifications issued | PC-VET |
| Fees and financial | Reception |
| Records of complaints and appeals | Principal or Vice Principal |

**Student support services**

Sevenoaks Senior College offers and provides multiple support services for students. Many support services such as literacy or numeracy support will be provided as an integrated part of your training program (including relevant WACE courses) however, access to other services can usually be identified through your Advocate or the Student Services reception area (next to the café entry).

Some of these services include:

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| * Counselling
* Activities
* First Aid
 | * Hurt or unwell
* Lost property
* Games
 | * Youth Allowance/Austudy and Abstudy
* Safety, Access and Equity
* Library
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If you find you need new or increased support since your enrolment, or simply want to speak with someone, please speak with your Advocate or a staff member at the Student Services reception area. Personal counseling / support is available through the College’s Youth Workers who can be accessed in the Student Services reception area, or appointments can be made through your Advocate or Reception.

Details about Information Technology Usage can be accessed through your Advocate.

Career guidance services are available through the College’s Career Development Coordinator located in the library. Appointments can be made with the Coordinator through the appointment book located in the library. Career Resources are currently available on the College’s website.

Work placement support and advice is available by speaking with the College’s Workplace Learning Coordinator or your relevant Workplace Learning teacher.

**Volume of Learning** and **Amount of Training**

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|  | Code | Title |
| **Volume of Learning College determination:****General student background**and**Amount of Training** | Sevenoaks Senior College determine the amount of training we provide to each learner taking into account the learner's existing skills, knowledge and expertise.Sevenoaks Senior College has conducted a mapping of the Australian Core Skills Framework levels across each unit of competency being delivered in the Certificate. All Core Skills in this certificate are identified as at level 3 or below.As part of our processes to determine a student’s existing skills, knowledge and expertise the College uses the student’s performance in the *Online Literacy and Numeracy Assessment* (*OLNA*).In collaboration, the Student Outcomes and College Operations Program Coordinators will review and guide individual student course enrolment based upon the following *guidelines*:* Students who achieve an OLNA Level 3 in reading and/or writing and/or numeracy have already demonstrated a significant level of literacy and numeracy experience to the required Core Skills levels in this certificate.
* Students who achieve an OLNA Level 1 in reading and/or writing and/or numeracy will participate in a *Foundation English* and/or *Foundations Mathematics* course until they achieve the level 3 Core Skills demonstrated through their achievement of OLNA.
* Students who achieve an OLNA Level 2 in reading and/or writing and/or numeracy will initially enroll in *General English* and/or *General Mathematics*. If they do not achieve Level 3 in their first OLNA re-sit, they will have the option to move into the relevant *Foundation* course.
 |
| *Sevenoaks Senior College do not calculate Foundation English and/or Foundations Mathematics courses as part of a student’s specific amount of training, rather as contributing experiences to the overall volume of learning. Any student requiring the extra intervention through Foundation/support courses to achieve OLNA may participate in up to 272 hours of direct contact per course (not including private study requirements). As such, Sevenoaks equates achievement of OLNA and/or participation in support courses as a conservative* ***544******hours*** *of experience contributing to Volume of Learning. Hence reducing the certificate’s Amount of Training.* |
| **Approximately 280 hours** in - class participation.Refer to relevant timetables based on four one hour zones per week over two years (70 weeks) or eight one hour zones over 35 weeks.**Approximately 150 hours** private study time:* Workbooks - 40 hours per timetabled class (either 40 hours per year over two years or **80** hours over one year).
* Type Quick practice – online – approximately **70** hours

***NOTE:*** *As this is competency based learning, students may demonstrate competency prior to completing the hours identified above.***Optional Work placement:**Students main **choose** to participate in a related Business Administration work placement to consolidate their training within a relevant environment.* **Approximately 110 hours** on-job experience (including *Confirmation of employers’ capacity to support practice and feedback*)
* **Approximately 30 hours** off-job (including *ADWPL Skills Journal* - BSB20115 Certificate II in Business)
* **Approximately** **10 hours** Work Readiness preparation, including induction program
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| Comments if applicable: |  |

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| **Tick the relevant answers:** |  |
| Study Reason | ❑ To get a job❑ To start my own business❑ To develop my existing business❑ To try for a different career❑ To get a better job or promotion❑ It was a requirement of my job❑ I wanted extra skills for my job❑ To get into another course of study❑ For personal interest or self-development❑ Other reasons❑ Not specified |
| Student Disability | ❑No disability❑Hearing / deaf❑Physical ❑Intellectual❑Learning❑Mental Illness❑Acquired Brain Impairment❑Vision❑Medical Condition❑Other Disabled (Not defined) |
| Prior Education Achievement  | ❑ Bachelor Degree or Higher Degree level❑ Advanced Diploma or Associate Degree Level❑ Diploma Level❑ Certificate IV❑ Certificate III❑ Certificate II❑ Certificate I❑ Miscellaneous Education |
| Labour force status | ❑ Full-time employee❑ Part-time employee❑ Self-employed – not employing others❑ Self-employed – employing others❑ Employed - unpaid worker in a family business❑ Unemployed – seeking full-time work❑ Unemployed – seeking part-time work❑ Not employed – not seeking employment |

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| **Any support requirements - issues/concerns*,*** *eg Age/gender, location, cultural or ethnic background, sexuality, language skills, literacy or numeracy level, etc…* | ***Office Use Only******Educational Support services*** |

**^**The Commonwealth Disability Discrimination Act 1992 (DDA) and the associated Disability Standards for Education 2005 (DSE) define disability... The Western Australian Equal Opportunity Act 1984 (WAEOA) prohibits discrimination on the grounds of impairment, including access to training and the conferring of qualifications. The DDA requires RTOs to customise their services to facilitate the successful participation of people with disability in education, training and employment and the DSE specifies that providers of training and assessment services in the VET sector are obligated to “… make reasonable adjustments where necessary to ensure that students with disability are able to participate in education and training on the same basis as students without disabilities” (p43)… <to the extent that>“reasonableness” must not cause the provider unjustifiable hardship and must take into consideration the impact on the RTO and other learners, and the extent to which adjustments can be made without damaging the integrity of the industry standard and the certification that follows.*(TAC FACT SHEET: Identifying and Meeting Learner Needs, page 2)*

Reasonable Adjustment will occur on an as needed basis. If Reasonable Adjustment is not easily identifiable teachers will access Program Coordinator - VET to assist to identify options/support.

***If you recognize any issues/concerns during the program delivery – you MUST inform your teacher immediately. Your teacher will be supportive and assist where viable.***

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| *I hereby acknowledge and accept the enrolment details on this form.***Applicant signature:** |