

Taronga Training Institute

HSC Student Enrolment Application Form 2011

Please complete and return with payment via email, fax or post to: Email: tti@zoo.nsw.gov.au
Post: Taronga Training Institute, PO Box 20 Mosman NSW 2088, Fax: (02) 9978 4582

Course Number: **RUV20104**

Course Name: **Certificate II in Animal Studies**

Student Details:

Mr / Mrs / Ms / Miss / Other: _____

Surname: _____

Given Name: _____

Date of Birth: _____

Address: _____

Suburb: _____ Postcode: _____

Phone (Home): _____

Phone (Work): _____

Phone (Mobile): _____

Email: _____

What language do you speak best? _____

What other language/s do you speak? _____

How well do you read and write in English? Not very well Very well
1 2 3 4 5

If English is not your first language, how well do you read and write your first language? 1 2 3 4 5

How well do you perform basic mathematical equations (i.e. addition, multiplication, subtraction, division and percentages)? 1 2 3 4 5

Emergency Contact Details:

Name: _____

Relationship: _____

Phone: _____

School Details:

School Name: _____

Address: _____

Phone: _____

Govt: Ind: CEO: Catholic / other:

Career Counsellor/Principal Details:

Name: _____

Contact Number: _____

Email: _____

Signature: _____ Date: _____

Have you signed the Contract required for your School System? (A completed copy must accompany this form) Yes No

Does the student wish to apply for Recognition of Prior Learning / Recognition of Current Competencies Yes No

Does the student have any special need that require assistance? Yes No

If yes, please provide details: _____

I, _____

Principal of _____

confirm that funds are approved for this student to enrol and they have read and understood the conditions of withdrawal and deferral as stated above.

Signed: _____ Date: _____

Payment Details:

Course	\$1795 (Total)
RPL / Unit	\$89.75

The Federal Government requires all Registered Training Organisations to collect statistical information to help with educational planning, and to comply with NSW VETAB regulations. TTI collects this data by requiring its students to answer the following questions. TTI reports on this data, however, strictly ensures that the confidentiality of students is maintained in all instances by producing statistical information only, which excludes the name/identity of students. Your assistance in answering the questions below is appreciated.

Q1. Are you of Aboriginal or Torres Strait Islander origin?

Yes, Aboriginal

Yes, Torres Strait Islander

No

Q2. In which country were you born?

Q3. Do you speak a language other than English at Home?

No, English only

Yes, other Please specify: _____

Q4. What year will you be attending this Certificate II course?

Year 12

Year 11

Q5. Have you successfully completed any of the qualifications listed below?

Certificate II

Certificate I

Other Certificate

Q6. Do you have a disability, impairment or long-term condition?

No

Yes

If Yes, please tick the appropriate box below:

Hearing

Physical

Intellectual

Learning

Mental illness

Acquired brain impairment

Vision

Medical condition

Other:

Please complete both sides and return with your application.

Section A: Practical

I _____
(print name)

I would like to do the practical component of my course on
(please tick all days you are available):

- Mon Tues Wed
 Thurs Fri
 Sat Sun

Please note: A fee may be charged if any changes are made to scheduled practical days throughout the course.

Section B: Self Health Assessment

TCSA is required and committed to ensure that all prospective students satisfy the inherent requirements and job demands of the course for which they are being considered and that all students are safe in fulfilling the practical components of their course. This information is required for the purpose of assessing your fitness for participation in the course.

Do you suffer from, or have you ever suffered from, any of the following?

- | | Yes | No |
|--|--------------------------|--------------------------|
| 1. Have you ever had any operations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been in hospital for any reason not mentioned? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you taking any medication at present? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you receiving any other medical treatment? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is there anyone in your family who has heart disease, high blood pressure, diabetes, asthma, dermatitis, cancer or other serious illness? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you been immunised against tetanus? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you been immunised against hepatitis B? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you had a BCG (tuberculosis) vaccination? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. High blood pressure | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Persistent cough | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Shortness of breath | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|--|--------------------------|--------------------------|
| 12. Chest pains | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Asthma, bronchitis or tuberculosis | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Dizzy spells or blackouts | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Fits, faints or epilepsy | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Persistent headaches, migraine | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Head injury | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Any nervous or mental illness | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Skin trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Hernia | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Varicose veins | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Stomach, bowel, liver or gall bladder trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Kidney, bladder or urinary trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Any broken bones or dislocations | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Any other bone, joint, muscle or tendon trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Diabetes, thyroid trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Eye trouble | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Ear trouble, including deafness | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Allergies | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Cold, tingling or numbness of hands or feet | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Is there any other condition that you suffer that may prevent you from performing the inherent requirements of the course (both practical and theory)? | <input type="checkbox"/> | <input type="checkbox"/> |

Please Note: medical clearance may be required if requested by TCSA OHS officer.

If the answer to any of the questions in Section B is 'yes', please provide details below:

Office Use:

Sited by OHS Officer

Section D: Student Declaration

In signing this document I agree that:

TTI Refund Policy

Students are advised to give careful consideration to their course enrolment decision as enrolled students are only eligible for a full refund of course fees if the Taronga Training Institute cancels the course; or if the student advises of their cancellation at least thirty (30) working days prior to the commencement date of the course. An administration fee of \$100 will apply to students who cancel their enrolment.

TTI Withdrawal Policy

Students wanting to withdraw are required to do so in writing. Where a student has elected to withdraw, the balance of their course fees is payable within 30 days of their notice of withdrawal.

TTI Deferral Policy

Students wanting to defer may do so for a period of six (6) months only. A position will only be held for a deferring student if the course fees due have been paid on the original due dates. Where a student elects to defer, they are required to do so in writing with an indication of a date of return to the course.

Confidentiality of Information

All information gained as a Student concerning the TCSA's operations, business, intellectual property, financial records, and/or employee information, whether obtained directly or indirectly, is to be regarded as confidential. Such information shall be treated in a strictly professional and confidential manner and not discussed outside the confines of the specific work area, or external to the TCSA.

Release of Information

As a Student, I am not authorised to release information and/or communicate directly with the Office of the Minister for the Environment, government agencies or representatives, the media, and authorities including the Police or other third parties. In all instances, requests to release information and/or discuss issues related to the TCSA are to be directed to your supervisor.

Restrictions on Use of Imagery

- Students may not without prior approval from the TTI Manager:
- Seek to sell or derive a profit from any imagery taken at the zoos.
- Commercially exploit the imagery in any way.
- Send or distribute images to any third parties or external agencies.
- Post imagery on networking or other websites (e.g. Facebook).
- Publish images in any way.
- Take photographs or video of any behind-the-scenes work areas of the Zoo.

- I confirm that the information provided on this form is true and correct.
- I understand that any intentional omission or false statement may be grounds for expulsion or non-admission.
- I will notify an Enrolment Officer (in writing) of any changes to the information provided within 7 days of my knowledge of the change.
- I acknowledge and agree that Taronga Training Institute ("TTI") and Taronga Conservation Society Australia ("TCSA") may disclose the information provided by me in this form (and any further information that I may subsequently provide) to:
 - (i) any entity involved in any restructure or transfer of TTI and TCSA business;
 - (ii) any related bodies corporate of TTI and TCSA; or
 - (iii) any employees, agents or contractors or other service providers of the TTI and TCSA

for the purpose of enabling TTI and TCSA to assess my application for enrolment in the course for which I have applied;

during, and within a reasonable period of time after I complete my course with the TTI, for purposes directly related to my current or former studies at the TTI, such as for training, marketing, research and reports;

de-identified information in research and statistics for educational training purposes and to comply with NSW Vocational Education and Training Accreditation Board regulations.

- I consent to TTI and TCSA contacting my referees and using the information to assess my suitability for enrolment at the TTI.
- consent to TCSA verifying any fact which is set out in this application (including any position held and educational qualifications).
- If my application is not successful I consent to TCSA holding any application for further consideration for a period of 12 months.

I have read and agree to all the conditions in this Student Declaration. I have also answered the self health assessment section of this form to the best of my knowledge.

Student Signature: _____ Date: _____

Guardian Signature: _____ Date: _____

Section E: HSC Student Enrolment Information

The Certificate II in Animal Studies is endorsed by the Board of Studies as a 2 unit Preliminary or HSC VET course.

Student Contract

All schools have a vocational education contract that needs to be completed and signed prior to enrolment. All enrolment forms must be accompanied by a completed contract.

Government school students wishing to enrol in the Certificate II in Animal Studies as part of their HSC studies must be covered by the following 2 documents in addition to the TTI enrolment form:

Private Provider Contract

Government schools accessing a private VET provider must complete a contract prior to enrolment of students with the provider. The guidelines and contract may be accessed on the Vocational Education in Schools website at https://detwww.det.nsw.edu.au/directorates/vet_schools/registered-Training-Organisations/private.html

Board of Studies Link form

As the Animal Studies course is a Board Endorsed Course, a Link form to BOS Course Number 58150 must also be completed. The RTO's NTIS number is 91359.

The Link form may be accessed from the Board of Studies website at http://www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html

Government Schools should refer to their regional vocational education consultant to provide assistance in completing the contract and Link form. The consultants for Northern Sydney Region are situated in the Dee Why office (phone 9941 3023), but schools from other regions will need to contact the consultants in their region.

Contract and Link Information

Please see the following documents on the Taronga Training Institute website at www.taronga.org.au to help you fill out any information required for your contract or the Board of Studies link form:

- Board of Studies endorsement information page (BOS Course Number: 58150)
- Link Form
- NTIS Course Information Page (NTIS number 91359)

Payment

Students need to discuss with their career counsellor whether the payment will be covered by the school or the student.

Student Acceptance & Status Updates

Schools and students will receive a formal acceptance form for those students accepted into the Taronga Training Institute. Throughout the course, regular updates will be emailed on the student's progress and course evaluation.