CERTIFICATE TRAINING PROGRAMS
Semester One 2015

Double-Certificate

Students study one (1) CGEA from:
• 22236VIC  - Certificate I General Education for Adults
• 22237VIC  - Certificate II General Education for Adults
• 22238VIC  - Certificate III General Education for Adults

and one (1) Certificate II from:
• BSB20112  - Certificate II Business
• ICA20111  - Certificate II Information, Digital Media and Technology
• SIT20312  - Certificate II Kitchen Operations
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While the information in the booklet is correct at the time of printing there may be some minor modifications to this information as a result of changes made by organisations external to the College, insufficient enrolments in particular courses or the unavailability of places in certain courses.

5 November 2014
DOUBLE YOUR EDUCATIONAL SUCCESS!

The Double-Certificate program provides students with the opportunity to upgrade their education to the equivalent of Year 10 or Year 11 while at the same time gaining valuable vocational training and experience in an industry that interests them. Depending on educational background, students will study a Certificate in General Education for Adults (CGEA) Certificate I, II or III to develop their literacy, numeracy and academic skills. As a second qualification, students will also study an industry qualification at Certificate II level and will have the option of choosing from qualifications in either business, hospitality or information, digital media and technology. Work experience will be included in this program to give students the opportunity to develop vocational skills and experience in a work environment.

The Double-Certificate is a two semester fulltime program of study.

** The Double-Certificate program is also designed to provide pathways for English as a Second Language (ESL) students wishing to improve their English skills while at the same time developing both academic and vocational skills.

Certificate in General Education for Adults (CGEA)

The Certificate in General Education for Adults (CGEA) is the core qualification in the Double-Certificate program. The CGEA is a nationally recognised qualification providing adults with a general bridging program to gain academic requirements necessary to continue to higher WACE studies or to enter or complement vocational areas of study. The qualification also enhances skills useful for employment and general community purposes.

Students in the Double-Certificate program will choose from CGEA Certificate I, II or III depending on their educational background and will be required to satisfactorily complete three modules:

- English, Mathematics and an elective module for CGEA Certificate I and II.
- English and two elective modules for CGEA Certificate III.

Industry Vocational Qualifications

In the Double-Certificate program students undertake a second qualification in a vocational industry area. The vocational training component of the course is designed to provide students with current industry competencies and experience to complement their studies in CGEA. Students choose one of the three qualifications available in the Double-Certificate program:

- Certificate II in Kitchen Operations
- Certificate II in Business
- Certificate II in Information, Digital Media and Technology
CERTIFICATE II in KITCHEN OPERATIONS

This qualification provides the skills and knowledge for an individual to be competent in a range of kitchen functions and activities requiring basic operational knowledge and practical skills. Work is undertaken one day a week at the Mirrabooka Trade Training Centre which includes a commercial kitchen, café and outside dining area.

Potential Job Roles:
- Breakfast Cook
- Short Order Cook
- Fast Food Cook

Course Structure

<table>
<thead>
<tr>
<th>Semester</th>
<th>Module</th>
<th>Units of Competency*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hospitality 1</td>
<td>BSBWOR203B Work effectively with others.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHCCC101 Use food preparation equipment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHCCC201 Produce dishes using basic methods of cookery.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHCCC207 Use cookery skills effectively.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHKOP101 Clean kitchen equipment and premises.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITXFSA101 Use hygienic practices for food safety.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITXINV202 Maintain the quality of perishable supplies.</td>
</tr>
<tr>
<td>2</td>
<td>Hospitality 2</td>
<td>SITXWHS101 Participate in safe work practices.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHCCC103 Prepare sandwiches.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHCCC202 Produce appetisers and salads.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHFAB204 Prepare and serve espresso coffee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHFAB206 Serve food and beverage.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SITHPAT301 Produce cakes.</td>
</tr>
</tbody>
</table>

*The organisation of units of competency in each module may change on delivery.

Hospitality Work Placement

An important part of the vocational training in the Double-Certificate program will be the opportunity to gain real experience in a workplace setting. Students will be placed on work experience during the week or during the term 1, 2 or 3 holidays. Students will complete the School Curriculum and Standards Authority (SCSA) endorsed program Workplace Learning WPL1 which includes a minimum of 55 hours in the workplace.
CERTIFICATE II in BUSINESS

This qualification is designed to prepare individuals for an entry-level position in business with training in business record-keeping, customer service, communication and the use of word processor and spreadsheet business applications.

Potential Job Roles:
- Administration Assistant
- Clerical Worker
- Data Entry Operator
- Information Desk Clerk
- Receptionist

<table>
<thead>
<tr>
<th>Term</th>
<th>Module Program Area</th>
<th>Units of Competency</th>
</tr>
</thead>
</table>
| 1    | Business 201: Applying Business Applications | • BSBITU201A Produce simple word processed documents.  
• BSBITU202A Create and use spreadsheets.  
• BSBSUS201A Participate in environmentally sustainable work practices. |
| 2    | Business 201: Communicating Electronically | • ICAWEB201A Use social media tools for collaboration and engagement.  
• BSBITU203A Communicate electronically.  
• BSBWHS201A Contribute to health and safety of self and others. |
• BSBWOR204A Use business technology.  
• BSBWOR202A Organise and complete daily work activities. |
• BSBCCM201A Communicate in the workplace.  
• BSBIND201A Work effectively in a business environment. |

Nominal Hours

Students will complete 4.5 hours contact time and approximately 2 hours non-contact time per week for each module program area.

Business Work Placement

An important part of the vocational training in the Double-Certificate program will be the opportunity to gain real experience in a workplace setting. Students will be placed on work experience during the week or during the term 1, 2 or 3 holidays. Students will complete the School Curriculum and Standards Authority (SCSA) endorsed program Workplace Learning WPL1 which includes a minimum of 55 hours in the workplace.
CERTIFICATE II in INFORMATION, DIGITAL MEDIA and TECHNOLOGY

This qualification is designed to provide the foundation skills and knowledge to use information and communication technology (ICT) in any industry. The qualification provides basic digital literacy skills for an individual to be an effective ICT user or employee.

Potential Job Roles:
- Helpdesk and Support Roles
- Clerical and Office Assistant Roles
- Data Entry and Processing

<table>
<thead>
<tr>
<th>Course Structure</th>
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<tbody>
<tr>
<td>Term</td>
</tr>
<tr>
<td>1</td>
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<td>2</td>
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<tr>
<td>3</td>
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<td>4</td>
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<td>4</td>
</tr>
</tbody>
</table>

Nominal Hours

Students will complete 4.5 hours contact time and approximately 2 hours non-contact time per week for each module program area. In Second Semester the contact time will increase to 9 hours per week.

ICT Work Placement

An important part of the vocational training in the Double-Certificate program will be the opportunity to gain real experience in a workplace setting. Students will be placed on work experience during the week or during the term 1, 2 or 3 holidays. Students will complete the School Curriculum and Standards Authority (SCSA) endorsed program Workplace Learning WPL1 which includes a minimum of 55 hours in the workplace.
COURSE STRUCTURE and CHARGES FOR 2015

Students are required to pay for Semester 1 only. Further charges will be payable when you re-enrol for Semester 2.

CGEA Certificate I, II or III for Double-Certificate

<table>
<thead>
<tr>
<th>Certificate I</th>
<th>Fee</th>
<th>Certificate II</th>
<th>Fee</th>
<th>Certificate III</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core:</td>
<td></td>
<td>Core:</td>
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<td>Core:</td>
<td></td>
</tr>
<tr>
<td>• English (Level 1)</td>
<td>$58.00</td>
<td>• English (Level 2)</td>
<td>$58.00</td>
<td>• English (Level 3)</td>
<td>$58.00</td>
</tr>
<tr>
<td>• Mathematics (Level 1)</td>
<td>$58.00</td>
<td>• Mathematics (Level 2)</td>
<td>$58.00</td>
<td></td>
<td></td>
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<tr>
<td>Elective (1 Required):</td>
<td></td>
<td>Electives (1 Required):</td>
<td></td>
<td>Electives (2 Required):</td>
<td></td>
</tr>
<tr>
<td>• Society &amp; Environment (Level 1/2)</td>
<td>$58.00</td>
<td>• Art (Level 2/3)</td>
<td>$75.00</td>
<td>• Mathematics (Level 3)</td>
<td>$58.00</td>
</tr>
<tr>
<td>• Industry Training Subjects**</td>
<td></td>
<td>• Biological Science (Level 2)</td>
<td>$58.00</td>
<td>• Art (Level 2/3)</td>
<td>$75.00</td>
</tr>
<tr>
<td>• Personal Computing (Level 1)</td>
<td>$75.00</td>
<td>• Physical Science (Level 2)</td>
<td>$58.00</td>
<td>• Biological Science (Level 3)</td>
<td>$58.00</td>
</tr>
<tr>
<td>• Business Studies (Level1)</td>
<td>$58.00</td>
<td>• Society &amp; Environment (Level 1/2)</td>
<td>$58.00</td>
<td>• Physical Science (Level 3)</td>
<td>$58.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• **Industry Training Subjects</td>
<td></td>
<td>• Industry Training Subjects**</td>
<td></td>
</tr>
</tbody>
</table>

** Electives may also be chosen from Industry Training Subjects but they can only be used for credit once (i.e. not in both certificates).

Industry Training Subjects

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Subject</th>
<th>Fee</th>
<th>Module Program Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II in Kitchen Operations</td>
<td>Hospitality 201</td>
<td>$260.00</td>
<td>• Applying Business Applications</td>
</tr>
<tr>
<td></td>
<td>Hospitality 202*</td>
<td>$260.00</td>
<td>• Communicating Electronically</td>
</tr>
<tr>
<td></td>
<td>Workplace Learning</td>
<td>$128.00</td>
<td>• Working with Business Information</td>
</tr>
<tr>
<td>Certificate II in Business</td>
<td>Business 201</td>
<td>$75.00</td>
<td>• Effective Workplace Practices</td>
</tr>
<tr>
<td></td>
<td>Business 202*</td>
<td>$75.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Workplace Learning WPL1</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Certificate II in Information, Digital Media and Technology</td>
<td>Computing Skills 201</td>
<td>$75.00</td>
<td>• Applying Business Applications</td>
</tr>
<tr>
<td></td>
<td>Computing 202*</td>
<td>$75.00</td>
<td>• Communicating Electronically</td>
</tr>
<tr>
<td></td>
<td>Computing 203*</td>
<td>$75.00</td>
<td>• Utilising Digital Media</td>
</tr>
<tr>
<td></td>
<td>Workplace Learning WPL1</td>
<td>$200.00</td>
<td>• Working in an IT environment</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Productively Using Software Packages</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Operating a Database</td>
</tr>
</tbody>
</table>

*Available in Semester 2 only.
CGEA SUBJECT DESCRIPTIONS

**CGEA Certificate I**

**English (Level 1) Core Unit**
English Certificate 1 learners will be engaged in creating and interpreting a range of fictional and non-fictional texts with a focus on texts of limited complexity that have relevance to their personal and learning environments and their community experiences (e.g. short stories, simple reports, letters, media). They will also be required to design a learning plan and produce a portfolio.

**Mathematics (Level 1) Core Unit**
This course introduces students to numerical and statistical information found in familiar everyday situations. The content includes drawing and assembling shapes, and estimating, measuring and calculating everyday quantities. Also fractions, decimals and percentages as they relate to real life situations are studied. These topics will assist students in achieving relevant employability skills. Successful completion of this course will allow students to proceed to mathematics at the Certificate 2 level.

**Personal Computing (Level 1) Elective Unit**
This course is designed to enable students to use technology at home to create solutions to meet personal business, study and creative needs. Topics include: Setting up a home computer system, developing solutions with Microsoft Office, connecting to the internet, securing a computer, purchasing software, computer maintenance and the management of home videos, images, and documents.

**Business Studies (Level 1) Elective Unit**
In this course students build knowledge and skills required to prepare and process business and financial documents. Students will be required to classify, record and track business records and information through bookkeeping practices. There will be a focus on petty cash and bank reconciliation.

The computing component of this course is designed to introduce students with no, or limited computing experience to basic computer operation including Word, Excel and Publisher.

From here students can move into the Commerce Certificate Level 3 in Semester Two.

**Society and Environment (Level 1/2) Elective Unit**
This unit focuses on fundamental understandings of Australian History. It identifies issues surrounding Indigenous Australia and introduces local and international affairs. Students will be required to undertake a project as part of this unit.

**CGEA Certificate II**

**English (Level 2) Core Unit**
Certificate 2 English learners will be engaged in creating and interpreting a range of fictional and non-fictional texts with a focus on texts with some complexity that have relevance to their personal and learning environments (e.g. novels, short stories, reports, newspapers, essays, journals). They will also be required to design a learning plan and produce a portfolio.

**Mathematics (Level 2) Core Unit**
This course is designed for students who have successfully completed Certificate 1 or can demonstrate relevant prior knowledge, and wish to proceed to Certificate 3 level.

Students will investigate 2-dimensional and 3-dimensional shapes involving ratio, scale drawings, plans and models, measurement and formulae. Content will also include the development and use of simple formulae related to solving real life mathematical problems.
Art (Level 2/3) Elective Unit
In this course, students are introduced to the components of art that are studied in a Visual Arts program such as WACE. The course has three components: Visual Inquiry, Studio Practice, and Art Investigations. Students will compile a diary of development work, complete a compulsory unit of drawing as well as elective units in a variety of media.

Biological Science (Level 2) Elective Unit
This unit is suited to students who like activity based exercises and includes a number of experiments. From here students can move into Certificate 3 Biological Science. Topics covered are:

1. The impact of science and technology on our way of life focusing on the fields of biotechnology and microbiology.
2. The main systems of the human body.
3. Implementing and reviewing a science project.
4. Investigating the conditions required for life, and the continuity of life.

Physical Science (Level 2) Elective Unit
Physical Science Level 2 is suitable for students who enjoy carrying out practical activities as well as developing theoretical knowledge.

The topics include:
- current concepts of the universe and time,
- characteristics and behaviour of matter, and
- interactions between energy and matter in our physical world.

This subject will provide the relevant background for continued study in Level 3 Physics or Chemistry.

Society and Environment (Level 1/2) Elective Unit
This unit further develops understandings on Australian History, issues surrounding Indigenous Australia, and local and international affairs. Students will be required to undertake a project as part of this unit.

CGEA Certificate III

English (Level 3) Core Unit
Certificate 3 English learners will be engaged in creation and critical interpretation of a range of complex texts, including fictional and non-fictional genres (short stories, autobiography, novels, documentary, drama, current affairs and film). They will also be required to design a learning plan and complete a portfolio.

Art (Level 2/3) Elective Unit
In this course students can prepare for Year 12 courses in the Visual Arts. The course has three components: Visual Inquiry, Studio Practice, and Art Investigations. Students will compile a diary of development work, complete a compulsory unit of drawing as well as elective units in a variety of media.

Biological Science (Level 3) Elective Unit
This course can prepare you for both Year 12 Biological Science and Human Biological Science. It is suitable for students who have recently completed Level 2 in Biological Science, or the equivalent at school. The topics covered include: nutrition and digestion, primates, asexual and plant reproduction, the kidneys and classification and diversity.

Mathematics (Level 3) Elective Unit
This course is designed for students who have passed Certificate 2 (or have demonstrated relevant prior knowledge). The content will cover algebraic techniques to investigate, analyse and solve mathematical problems. Also there is a focus on trigonometry, probability and data analysis.
Physical Science (Level 3) Elective Unit

This course covers work in Chemistry and Physics. Your teacher will select from topics which include kinetic theories of matter, atomic structure and bonding, chemical reactions, acids and bases, forces and motion, energy and work, heat, electricity, and wave energy. In second semester students can study Level 3 Chemistry and/or Level 3 Physics.
INDUSTRY QUALIFICATION SUBJECT DESCRIPTIONS

Certificate II in Kitchen Operations

Hospitality 201 (1 day per week in Semester 1)
This subject introduces students to kitchen operations in the hospitality industry and provides a range of basic methods of cooking.

Hospitality 202 (1 day per week in Semester 2)
This subject continues the development of cooking methods, introduces students to preparing sweets and beverages and develops hospitality skills relevant to kitchen operations.

Certificate II in Business

Business 201
Students complete two modules in Computing Skills 201, one each term:
1. Applying Business Applications
   This module is designed to introduce students to developing organisational word processed and spreadsheet documents. This includes the use of tables, mail merge, formulas etc. Students also learn to identify and implement environmentally sustainable work practices in the workplace.

2. Communicating Electronically
   In this module students develop knowledge and skills in a range of electronic communication media. Students develop an understanding of email systems and current social media used by organisations including learning how to effectively manage email communication and how to work collaboratively with social media in an organisational setting. Students also learn the requirements of occupational health and safety in a work environment.

Business 202
Students complete two modules in Business 202, one each term:
1. Working with Business Information
   This module is designed to provide students with the basic skills and knowledge to enable them to work effectively with business information. This includes identifying and organising business information, working within business guidelines and effectively using business technology. Students also learn how to be productive through effective organisation and completion of daily work activities in the workplace.

   This module will be delivered in a simulated business environment.

2. Effective Workplace Practices
   In this module students will learn how to successfully work with others in a business environment. This includes working in teams, communicating effectively in work situations and understanding the rights and responsibilities of employees and employers.

   This module will be delivered in a simulated business environment.
Certificate II in Information, Digital Media and Technology

Computing Skills 201
Students complete two modules in Computing Skills 201, one each term:
1. Applying Business Applications
   This module is designed to introduce students to developing organisational word processed and spread sheet documents. This includes the use of tables, mail merge, formulas etc. Students also learn to identify and implement environmentally sustainable work practices in the workplace.
2. Communicating Electronically
   In this module students develop knowledge and skills in a range of electronic communication media. Students develop an understanding of email systems and current social media used by organisations, including learning how to effectively manage email communication and how to work collaboratively with social media in an organisational setting. Students also learn the requirements of occupational health and safety in a work environment.

Computing 202
Students complete two modules in Computing 202, one each term:
1. Productively Using Software Packages
   This module provides the knowledge and skills for students to improve their productivity using a range of application software packages including word processors, spread sheets and databases. Students learn to design and organise workplace documents.
2. Utilising Digital Media
   This module introduces students to digital photography, composition and digital media packages. Students learn how to use digital cameras to control image making and how to manipulate images to improve image quality.

Computing 203
Students complete two modules in Computing 203, one each term:
1. Working in an IT Environment
   In this module students learn how to work effectively in an IT environment. Students learn how to manage requests and enquiries from clients and are introduced to resolving common operating system operations appropriate for organisational computers. Students learn to use the operating system interface to complete common tasks.
   This module will be delivered in a simulated IT support environment.
2. Operating Databases
   Databases are used to manage and access organisational data. In this module students are introduced to relational databases and learn common functions available in databases. Students also learn to develop and maintain inventories for organisational purposes.

Workplace Learning WPL1
Workplace learning provides opportunities for students to develop skills in the workplace. Students are placed in an appropriate work situation and are required to maintain a formal record of workplace learning. Students are required to complete a minimum of 55 hours in the workplace.
ENROLLING in BRIDGING CERTIFICATES

Eligibility for Enrolment

Any student who is 17 years and 6 months of age, or over, before 1 January 2015 is eligible to apply to enrol in the Certificate Training Programs. The College will attempt to provide all students with suitable learning opportunities within the area of general education.

If the College does not offer an appropriate program, it will attempt to refer applicants to another institution, where their needs can be met. This situation can arise when students have enrolled at the College in the same course previously and made no progress, been advised of this and have continued to make no progress.

Tuart College also reserves the right to reject applications for enrolment from students who:
(a) previously lost their good standing in the College,
(b) have a record of unsatisfactory behaviour, attendance or attitude when previously enrolled in the College,
(c) have achieved a level of education higher than the course or subject in which they wish to enrol,
(d) owe the College money or resources,
(e) it is determined that no suitable educational program is available for them, or
(f) do not satisfy the National Police History Check (for all non-compulsory age students)

Enrolment Categories

Your enrolment category is determined by the amount of weekly class time for which you are enrolled. On this basis you are classified as either a full-time or a part-time student. This may affect your eligibility for the Youth Allowance or Austudy.

Full-Time Student

Students enrolled for a minimum average of sixteen (16) hours per week are full-time. For example if you are enrolled in four Certificate subjects or three Certificate subjects and one WACE subject you qualify for full-time status.

Part-Time Student

Students enrolled for less than sixteen (16) hours per week are in the part-time category.

Enrolment Process

Enrolment in the Certificate Training Programs for Semester One 2015 will commence in the week beginning 10 November 2014, and to maximise your chances of obtaining the subjects of your choice your enrolment should be completed by 16 January 2015. After this students may enrol in subjects if spaces are available. All prospective students are enrolled after an interview with a course adviser. At this interview previous school performance will be discussed, as well as future study and career goals. This is done so that all students select a course that is appropriate to their abilities, needs and aspirations.

To enrol:
1. Call the College to make an appointment for an enrolment interview.
2. To your enrolment interview you should bring:
   i) Your School Report and/or Statements of Results from previous places of study such as Training WA (TAFE) or CGEA at Tuart College.
   ii) Your SCSA number from your previous school or the SCSA itself.
   iii) A credit card or money to pay fees.

Note: Post Compulsory Age students please refer to National Police History Check on page 15.

Commencement and Re-enrolment

Classes commence on Monday 2 February 2015. All day and night classes will finish in the week concluding 26 June 2015. Re-enrolment for Semester Two takes place in the week beginning 29 June 2015.
ALLOWANCES

If you are aged up to 24 years you may be able to claim the Youth Allowance while you are studying. Students aged 25 and over may be able to claim Austudy. It is wise to discuss your eligibility for allowances with Centrelink before you enrol in the Bridging program. You can enquire about your eligibility for an allowance from your local Centrelink office by accessing their website at www.centrelink.gov.au, or www.getaccess.wa.gov.au, which also contains useful information about jobs, career selection, financial advice, health, law matters and further training. Information about TAFE courses can be found at http://www.trainingwa.wa.gov.au. If you are interested in a career in the defence forces, try http://www.defencejobs.gov.au.

COURSE WITHDRAWAL

(a) Withdrawals prior to 2 February 2015
In the event of a withdrawal from a full program or individual courses prior to 2 February 2015 a full refund of course fees will be provided. No refund is possible for the National Police History Check.

(b) Withdrawals from 2 February 2015
Refunds for withdrawal from a full program or individual courses from 2 February 2015 will be calculated on a pro-rata basis, as a percentage of the duration you have been enrolled in your particular program/courses of study. For example, if your program/courses runs for Semester One (e.g. CGEA Certificates) and you withdraw half way through this program, you will be eligible for a 50% refund of your fees, subject to the Tuart College conditions of enrolment and withdrawal.

(c) Full withdrawal requires you to hand back your ID card to the College. Failure to do so may delay any refund owing. Please do not lose your ID card and have it with you at all times.

(d) Those students who have entered into a student notebook agreement, must return the device before any refunds are issued.

If you enrol in the early enrolment period at the end of 2014, your enrolment will be assumed to have commenced from 2 February 2015.
CONDITIONS OF ENROLMENT AT TUART COLLEGE

As Tuart College provides education for adult students, enrolment is a contract between the College and the student. The conditions of this contract are outlined below. A full explanation of these requirements will appear in the Student Diary. By signing the declaration on the enrolment form, you are indicating that you have understood and are willing to abide by these conditions.

1. Age of Students
   In accordance with the School Education Act, the College exercises a closer supervision of students of compulsory school age. Parents may request information about the attendance and performance of students of this age who are in their care.

2. Student Cards
   Student cards incorporate the Public Transport Authority (PTA) Smartrider Card. This card entitles all enrolled students to discount travel with Transperth. To allow this process, student information (name, DOB, address and SCSA number) are sent to the PTA. If you do not want this information transferred, please tell your enrolling officer and have it noted on your enrolment form. You will be issued with a plain Tuart College Card.

ADDITIONAL CONDITIONS OF ENROLMENT FOR POST COMPULSORY AGED STUDENTS

1. College Attendance Requirements
   To remain enrolled in any subject in the College you must abide by the College's attendance policy as stated in the Student Diary. In simple terms this means that your name will be removed from the class roll in a subject if you continue to attend irregularly after being given a written notice of unsatisfactory attendance, or following a roll check.

   If your name has been removed from a class roll you will only be allowed to re-enrol with the approval of the Deputy Principal Administration or the Manager of Student Services.

   It is the responsibility of all students receiving Youth Allowance / Austudy / Abstudy allowances to notify their Centrelink Office of any changes to enrolment. Please note, student attendance data can be requested by Centrelink for those students receiving an allowance. Poor attendance records may lead to a reduction or removal of the allowance by Centrelink.

2. Course Work Requirements
   As a student at Tuart College you must meet the published schedule of course work requirements. If you fail to do so your name may be removed from the roll.

3. Eligibility for Certification and/or Tertiary Entrance
   To be eligible to receive a certificate you must:
   
   (a) comply with the College attendance requirements,
   (b) meet the work requirements for each course,
   (c) complete the assessment requirements for each course,
   (d) complete the Training WA (TAFE)entrance application form and return it to Training WA (TAFE).

   It is your responsibility to see that you complete all the necessary requirements and proactively seek the support of College staff for assistance if required.

4. A Student's Good Standing
   Post Compulsory students who behave in any way which disturbs the learning of other students or causes disruption to the harmony of the College may have their "Good Standing" status removed. In such cases students will have their courses of study terminated and be excluded from the College. People who have had their "Good Standing" status removed and have been excluded from the College, will not be able to re-enrol in the College for one year after the date of the loss of "Good Standing" and without interview with the Deputy Principal Administration. Providing false information on the Enrolment Form may lead to the loss of "Good Standing" status.
5. National Police History Check
It is a requirement of the Department of Education that students, who are 18 years of age or older on or before the commencement of their course, enrolling in Department of Education schools, must apply for a National Police History Check at a cost of $46.00* (non-refundable). You will be required to do this when enrolling. To make application you will need to provide 100 points of identification.

**PRIMARY IDENTIFICATION** *(You must submit one (1) item from this first box)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth Certificate / Birth Extract OR</td>
<td>70</td>
<td>✔️</td>
</tr>
<tr>
<td>Current Passport OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Travel Document (diplomatic/refugee with photograph) OR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Australian Citizenship Certificate</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The remaining 30 points must be made up from items in the Secondary Identification section.

**SECONDARY IDENTIFICATION** *(Only one (1) item per each box below can be added to your Primary ID to make up your 100 points)*

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Driver’s Licence or Permit (Government issued)</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Current Working With Children Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Teachers Registration Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Service Employee ID card (Government issued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Department of Veteran Affairs Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Centrelink Pensioner Concession or Health Care Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Tertiary Education Institution ID Card with photo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reference from a Doctor (must have known the applicant for a period of at least 12 months)</td>
<td>25</td>
<td>✔️</td>
</tr>
<tr>
<td>ASIC/MSIC Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of age card (Government Issued)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medicare Card/Private Health Care Card</td>
<td></td>
<td></td>
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<tr>
<td>Council Rates Notice</td>
<td></td>
<td></td>
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<tr>
<td>Property Lease/Rental Agreement</td>
<td></td>
<td></td>
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<tr>
<td>Property Insurance Papers</td>
<td></td>
<td></td>
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<tr>
<td>Tax Declaration</td>
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<tr>
<td>Superannuation Statement</td>
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<tr>
<td>Seniors Card</td>
<td></td>
<td></td>
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<tr>
<td>Electoral Roll Registration</td>
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<td></td>
</tr>
<tr>
<td>Motor Vehicle Registration or Insurance Documents</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional or Trade Association Card</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utility Bills (e.g. telephone, gas, electricity, water) in your name</td>
<td>25</td>
<td>✔️</td>
</tr>
<tr>
<td>Credit/Debit Card</td>
<td></td>
<td></td>
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<tr>
<td>Bank Statement/Passbook</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Correct at time of printing.
COURSE PLANNING FORM

You will help yourself to make the correct subject choice by working your way through this form with your Course Adviser.

STUDENT SURVEY

Please use this space to explain why you are applying to enrol at Tuart College, and what your hopes are for the future.

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SUBJECT SELECTION  Check the requirements on page 2 if you wish to be eligible for a CGEA.

List the subjects in which you wish to enrol.

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Subjects