

Student Recruitment Checklist

Certificate 3 Guarantee Program



Before commencing your study, please acknowledge the following important points

Eligibility Criteria:	
<ul style="list-style-type: none"> • 15 years of age or above and; • Have finished secondary school or no longer at school and; • Australia citizen or Australian permanent resident residing in Queensland or New Zealand Citizen residing in Queensland 	
I am aware of the Certificate 3 Guarantee eligibility criteria and I am satisfied that I meet the requirements.	
Evidence of Eligibility: (to be attached)	
Primary Identification (i.e. Drivers Licence, Passport and/or Birth Certificate)	
Additional ID (i.e. letter from utility company, financial or Government Institute showing name and QLD Address, Medicare Card, Bank Card)	
Concessional Criteria: Do you hold the following concessions?	
I hold a health care card or pensioner card or pensioner card issued under Commonwealth law, or I am a partner or a dependent of a person who holds a health care card or pensioner concession card and I am named on the card; or	
An official form under Commonwealth law confirming that the participant is entitled to concession under a health care concession card or pensioner concession card; or	
Aboriginal or Torres Strait Islanders person	
Individual Support Mandatory Security Clearance	
<input type="checkbox"/>	I am aware that I will be required as part of the CHC30115 – Certificate III in Individual Support to undergo a workers screening clearance and be cleared to work in this industry
<input type="checkbox"/>	I already hold a current Workers Screening Clearance card or Yellow card (please provide evidence)
<input type="checkbox"/>	I already hold a current Working with children Blue Card (please provide evidence)
<input type="checkbox"/>	I am aware that I may require additional security clearance checks (ie police check etc) as stipulated by the host workplace or relevant government authority to enable me to work in vocational placement
<input type="checkbox"/>	I confirm that there are no pending or previous criminal charges against me and understand that if there are any this may make me ineligible for enrolment and or vocational work placement with Aurora Training Institute
General Information:	
I am aware of the mandatory 36 work experience shift requirements for Certificate III in Hospitality	
I am aware of the mandatory Workers Screening Clearance and mandatory 120 hours work placement required for Certificate III in Individual Support	
I am aware that I will require the latest vaccinations stipulated by the host workplace or relevant government health authority to enable me to participate in vocational work placement (ie Flu, COVID etc)	
I am aware of the material and equipment that I must have/provide to complete this qualification	
Available payment options have been discussed and I am aware the student contribution fee is charged at \$2.00 per unit (the contribution must be paid in full for all units before training will commence)	
I am aware that in the event that Aurora Training Institute cancels a course, I will be offered either equal course, equal qualification or a refund.	
I am aware that the full Refund Policy is located at www.aurora.edu.au	
I am aware that the Student Handbook is located at www.aurora.edu.au which includes:	
<ul style="list-style-type: none"> • Student support services • Access and equity issues • NCVER Privacy Notice • Assessment process • Certificate 3 Guarantee Program outline 	
I am aware that if under 18 years of age I must seek permission from a Parent/Guardian should I be required to leave the premises within class hours. Parent/Guardian must make direct contact with our head office prior to class commencement.	
Your course duration is outlined in the Confirmation of studies and Training Plan. To facilitate a positive and beneficial learning experience for our committed students, regular attendance to training sessions is required. We reserve the right to cancel a student that is not performing or not delivering agreed learning outcomes on time. The same applies to students not attending scheduled training sessions or repeatedly cancelling appointments with trainers.	
<input type="checkbox"/>	I authorise Aurora to search and apply for a USI on my behalf if I have not obtained a USI (please tick)

STUDENT DECLARATION

1. I confirm that I do not hold or am currently enrolled in a Certificate III or higher level qualification post-school.
2. I have been informed by the Aurora Representative that by enrolling into this program no further training entitlements exists within the Certificate 3 Guarantee.
3. I agree to abide by Aurora Training Institute policies as outlined in the Student Handbook.

By signing below, I acknowledge that I have read and agree to the information provided above.

Student name and signature: Date: DD / MM / YYYY

If under 18 years of age:

Parent/Legal Guardian name and signature: Date: DD / MM / YYYY

Aurora Training Institute **staff name and signature:** Date: DD / MM / YYYY

Language, Literacy and Numeracy (LLN)

Your Language, Literacy and Numeracy skills are an important part of being able to successfully complete your course.

It is also a Government requirement that we ensure the LLN skills of our students are in line with the course they are about to undertake.

Please complete the following tasks:

Note: Student responses to sign-up personnel and their verbal responses should be used to make a determination of Oral Communication competency.

1. Explain the reasons why you want to do this course. (*Answer must be a complete sentence and punctuated correctly*).

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2. Read the following statement and answer the questions below:

Ten-Minute Walk “Tragic Hour”

Ten minutes further down the beach and Kieron Moore could still be alive. This is the time it took for him and his family to walk away from the flagged area where they had been swimming, which was safely patrolled by Surf Lifesavers. This short walk proved to be a tragic mistake that led to the first drowning off Gold Coast beaches during the festive season. According to rescuers, it is a tragedy that could have been avoided.

Tweed Heads resident Shane Christian jumped on his surf board and headed 70m offshore to try to save Mr Moore. But by the time he reached the Toowoomba man, he was unconscious. “If tourists just learn to swim between the flags, maybe this type of thing wouldn’t happen. There should be signs warning of rips up and down the beach”.

- What mistake did Kieron and his family make?

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- Where was Kieron Moore from?

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- How long did it take Kieron Moore to walk away from the flagged area?

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- How would you make beaches safer so that this sort of event couldn’t happen again?

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3. Please do the following calculations:

1) $149 + 65 =$

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2) $9 \times 12 =$

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3) $200 - 68 =$

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4) $72 \div 12 =$

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5) $\frac{1}{2} + \frac{1}{4} =$

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4. If I had two and a half dozen eggs and I broke three of them, how many would be left over?

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5. If you add the number of days in January to the number of days in June, how many days do you have?

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Assessment Matrix

Person undertaking signup to circle the level of achievement below that best matches the performance of the student. Any student who is level C or D on any indicator should be referred to Foundation Skills for a full Pre-training Assessment.

Task	A	B	C	D
Formatted text (Enrolment form)	Able to complete task accurately without assistance and in a timely manner	Able to complete the task with a small amount of explanation	Only able to complete the task with assistance	Unable to complete task
Verbal Response	Able to express ideas clearly and fluently	Express ideas with limited prompting	Only able to complete the task with assistance	Unable to complete task
Continuous Text	Able to complete task legibly without assistance and in a timely manner	Able to complete the task independently but with evident difficulty	Only able to complete the task with assistance	Unable to complete task
Reading/Comprehension (Comprehension questions)	Able to complete all parts of the task accurately without assistance and in a timely manner	Able to complete the task with a small amount of explanation	Only able to complete the task with assistance	Unable to complete task
Numeracy (Arithmetic)	Able to complete all parts of the task accurately without assistance and without the use of a calculator	Able to complete most parts of the task accurately without assistance and without the use of a calculator	Only able to complete the task with assistance	Unable to complete task
Spoken Communication (General communication)	Able to speak and respond appropriately to spoken interactions	Some difficulty in speaking and responding appropriately to spoken interactions	Significant difficulty in speaking and responding appropriately to spoken interactions	Unable to speak and respond appropriately to spoken interactions
Notes				