

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110 RTO 3948 VET Student Loan Provider: 7052
Advanced Diploma of Rudolf Steiner Education
Course code: 10527NAT

Local Student Enrolment Application

Your privacy in providing these details is respected by the Melbourne Rudolf Steiner Seminar Ltd

Course Details: Advanced Diploma of Rudolf Steiner Education (course code 10527NAT)

Application Criteria: This course is open to a wide range of people of different ages and from various backgrounds. Melbourne Rudolf Steiner Seminar (MRSS) enrolls students on the basis of their demonstrated capacity to succeed.

Entry requirements:

1. Applicants must be 18 years of age.
2. Applicants must have either
 - a. an Australian Year 12 Certificate of Education as awarded by an Australian State or Territory, **or**
 - b. an Australian Qualifications Framework Certification IV or higher qualification (where the language of instruction is English), **or**
 - c. language/literacy skills to level 4 and numeracy skills to level 3 of the Australian Core Skills Framework (ACSF). This will be demonstrated by the completion of an approved online Language, Literacy and Numeracy (LLN) assessment, displaying competence at these Exit levels.

Please refer to the following website for details of the ACSF levels:

<http://www.industry.gov.au/SKILLS/FORTRAININGPROVIDERS/AUSTRALIANCORESKILLSFRAMEWORK/Pages/default.aspx>

Professional Experience: This course requires students to complete three Professional Experience blocks in the Workplace. See the *Professional Experience Handbook*. Please note that applicants will need to obtain a *Working with Children Check* through <http://www.justice.vic.gov.au> in order to undertake the Professional Experience (or hold current teaching registration).

Unique Student Identifier: It is an Australian Government requirement that all students enrolled in accredited courses obtain a 'Unique Student Identifier' number (USI).

You can do this quickly and easily by going to the following website to immediately obtain your USI: <http://www.usi.gov.au/Pages/default.aspx>. You will need this USI number in order to complete the Application Form below.

Application procedure:

It remains the determination of the Seminar to approve any application.

Enrolment takes place after the application form is lodged, upon which a subsequent *Application Interview* is based. This interview is an opportunity to meet with you, discuss specific details of your enrolment and answer any questions you may have about this course of study.

Enrolment is subject to the *Tuition Fee Policy*.

1. Please go to our website to view our Policies and Procedures as well as the Course Syllabus at www.steinerseminar.com

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2. Complete the form and attach:
 - a. Certified copies of your qualifications
 - b. Any other supporting documents particularly if you are applying for Recognition of Prior Learning (RPL) or Credit Transfer (CT)
 - c. Your Working With Children Check or receipt of application or teachers registration
 - d. Two written references. The referees must have known you in a professional or educational capacity for a minimum of 2 years.
Please ensure that referees attest to:
 - your general character;
 - your personal motivation;
 - your organisational skills; and
 - your ability to be self-reliant.
 - e. A short biography
 - f. Your Australian Passport or Full Australian Birth Certificate to be sighted at interview.
 - g. A passport photograph (in jpeg format) to be emailed.
3. Lodge the form
4. After we receive this Application form, if applicable you will be asked to complete an online CSPA Language, Literacy and a Numeracy pre-enrolment assessment. We will set up an online profile for you and you will then be sent an email with your login details by ACER who conducts this assessment. Please log in and complete all 3 tests, reading, writing and numeracy. We will receive the results of your test directly from ACER. We will notify you via the enrolment agreement form of your results and any necessary educational support you are required to engage in (e.g. mathematics tutorial).
5. You will be contacted and asked to attend an *Enrolment Interview*
6. If your application is successful the Seminar will contact you with a Letter of Offer which includes an Enrolment Agreement.
7. Check, complete, sign and return the *Enrolment Agreement*.
8. You will then receive a confirmation of enrolment.

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PERSONAL DETAILS

Date.....

Unique Student Identifier number (USI):.....

Please note: for verification purposes your USI name must be the same as you indicate below.

Surname:

Given names..... Middle name.....

Date of birth..... Age..... Male Female

Town/City of birth..... Country of Birth.....

If not Australia, year of arrival:..... Language spoken at home:

Aboriginal/Torres Strait Islander Yes No

Permanent Address:

Suburb.....Post code

Tel: Mobile tel. no.....

Email address:

Address during course: (if different from above)

.....
Post code Tel: (if different from above)

Emergency contact details:

Name:Relationship to you:

Phone number:Mobile number:.....

Are you an Australian citizen? Yes No If not, are a citizen of New Zealand Yes No

Are you an Australian Resident? Yes No

If no, are you a student with:

- a Permanent Humanitarian Visa? Yes No
- a Permanent Visa other than a Permanent Humanitarian Visa? Yes No
- a Temporary Entry Permit? Yes No

Please attach a copy of your visa.

Do you have a disability, impairment or long term medical condition which may affect your studies? Yes No

If yes please indicate the area of impairment:

Hearing Learning Mobility Vision Medical

Other

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Would you like to receive advice on learning support services (e.g. literacy, numeracy, English as a second language), equipment and facilities which may assist you? Yes No

If "Yes" please give details:

.....
.....
.....

Educational background:

Highest school year completed (e.g. Yr 12)..... Year completed.....

Name of school.....

(Please attach a transcript and certificate *if no higher qualification*)

Provide details of all prior tertiary education:

Name of Institution

Name of Course completed.....

Date completed.....

(Please attach a transcript and certificate)

Name of Institution

Name of Course completed.....

Date completed.....

(Please attach a transcript and certificate)

You may attach a separate page if necessary

If you have **not** completed an Australian Year 12 or an Australian Certificate IV or higher qualification. **Tick here**

You will be required to complete an online language, literacy and numeracy test, you will receive an email link to access this test. This must be completed before enrolment can be finalised.

Recognition of Prior Learning (RPL) or Credit Transfer (CT): (Please read the Seminar's policy of RPL and CT available on the website. RPL applications must be submitted prior to the commencement of the unit.)

Are you intending to apply for either RPL or CT? Yes No

If "Yes" download and complete the RPL and CT application form and include it with this Application Form. Please attach all relevant records.

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Australian citizens may be eligible to apply for VET Student Loans.

See the Seminar's VET Student Loans Policy available on the Seminar's website and www.education.gov.au/vet-student-loans or www.studyassist.gov.au for further information.

Will you apply for a VET Student Loan? Yes No

If yes, you will need to provide proof of your Australian Citizenship, either your Australian passport or full Australian birth certificate.

Personal References –

Two written references. The referees must have known you in a professional or educational capacity for a minimum of 2 years.

Please ensure that referees attest to:

- your general character;
- your personal motivation;
- your organisational skills; and
- your ability to be self-reliant.

Biography

Please provide a written biography (handwritten, approximately 500 words) please indicate:

- Your life experiences including any turning points
- Why you have come to do this course now?
- Anything else that seems relevant to share i.e. additional skills, interests, hobbies

Other information

Please also provide the following information.

Current employment status:

- F/T Employed P/T Employed Self Employed Employer
 Employed – Unpaid worker in a family business
 Unemployed seeking F/T work Unemployed seeking P/T work
 Unemployed not seeking employment

Study reason. Are you intending to study in order to:

- Get a job? Develop existing business? Start own business?
 Try for a different job? Get a better job? It was a requirement of my job?
 To get into another course of study? For personal reasons or self-development?

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Employment history: (Include any employment experience)

Current Occupation.....

Current Employer

Previous Occupations.....

.....

.....

General information:

Are there any other special considerations that you have not outlined in your Autobiography?

.....

Are you a registered Teacher? Yes/No Early Childhood Primary Secondary

Other (please specify).....

If so where are you currently teaching?

Where did you hear about this course?.....

Do you know anyone who has attended this course?

If so who?

Please ensure you have read our *Seminar Handbook* as well as the Course syllabus and our policies and procedures at www.steinerseminar.com with particular attention to the following:

1. Course Syllabus
2. The Local Student Enrolment policy
3. The Seminar Student Handbook
4. Professional Experience Handbook
5. Transfer between Providers policy
6. Access and Equity policy
7. Tuition Fee policy
8. Statement of VET Tuition Assurance
9. VET Student Loan (VSL) Policy
10. Assessment policy
11. Recognition of Prior Learning (RPL) and Credit Transfer (CT)
12. Resubmission policy.
13. Special Consideration Application policy
14. Assessment Appeals policy
15. Issuing Qualifications policy
16. Communication policy including Complaints and Appeals
17. Harassment and Anti discrimination policy
18. Privacy policy
19. Student Support Services policy
20. Complaints and Appeals policy

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ACKNOWLEDGEMENT

I understand that:

- Melbourne Rudolf Steiner Seminar Ltd may disclose your information to the regulatory authority ASQA (Australian Skills and Qualifications Authority) upon request.
- Melbourne Rudolf Steiner Seminar Ltd, Department of Education, Department of Industry and ASQA will not otherwise disclose the information without my consent unless required or authorized by law.

I confirm that:

- I have read the Seminar's Procedures and Policies as listed above, AND
- The information I have supplied here is true and correct.

Signed..... *Date*

Check List- *please tick when you have attached all of the following.*

- Copies of certificates and transcripts
- Documents to support RPL or CT if relevant
- Photocopy of your *Working with Children Check* Card or receipt of application
- or**
- Teacher's Registration Card
- Two written references
- Personal Biography
- Signed Acknowledgement
- Passport photograph please email (in jpeg format) to office@steinerseminar.com

If you are applying for a VET Student Loan

- Copy of your Australian Passport or Full Birth Certificate