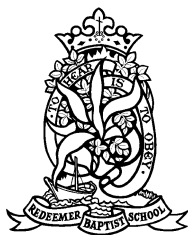
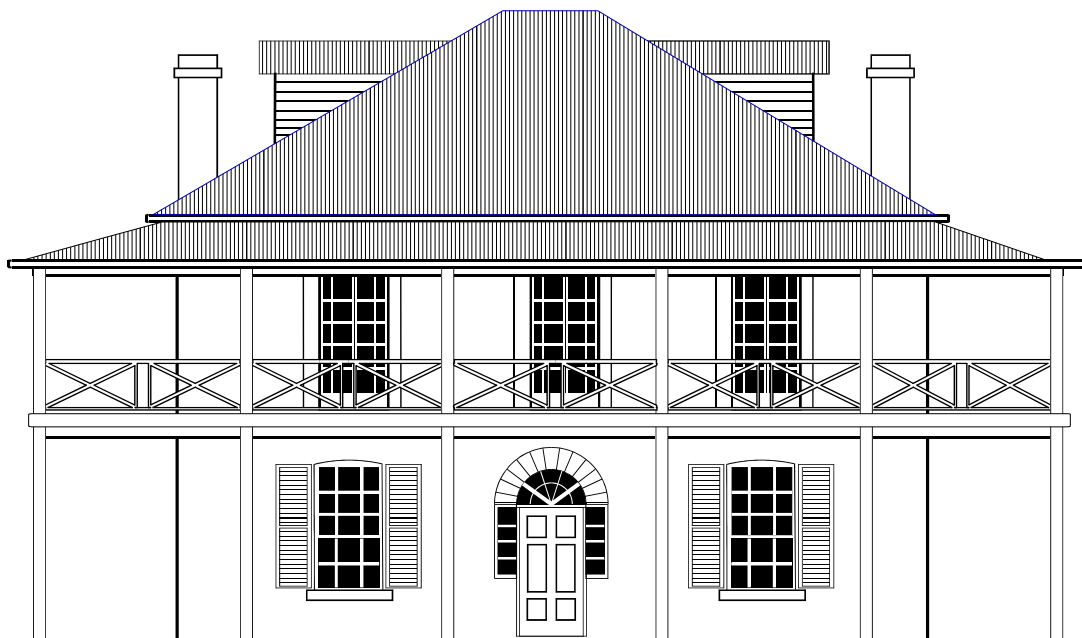


The Hills Regional Skills Centre

Enrolment Information

2012

WRAP — A Writing Approach to Reading



An activity of Redeemer Baptist School
Castle Hill House Campus
215–219 Old Northern Road
Castle Hill 2154

Postal Address:
2 Masons Drive
North Parramatta 2151
www.wrap.edu.au

The Hills Regional Skills Centre

(an activity of Redeemer Baptist School Ltd)

A Registered Training Organisation (RTO) delivering the following accredited courses:

Certificate I	in	Business.....	BSB10107
Certificate II	in	Business.....	BSB20107
Certificate III	in	Business.....	BSB30107
Certificate I	in	Construction.....	CPC10108
Certificate II	in	Construction.....	CPC20108
Certificate I	in	ElectroComms Skills.....	UEE10110
Certificate II	in	Electrotechnology (Career Start).....	UEE22010
Certificate I	in	Hospitality (Kitchen Operations).....	SIT10307
Certificate II	in	Hospitality (Kitchen Operations).....	SIT20307
Certificate II	in	Hospitality.....	SIT20207
Certificate I	in	Information Technology.....	ICA10105
Certificate II	in	Information Technology.....	ICA20105
Certificate III	in	Information Technology.....	ICA30105
Certificate IV	in	Training and Assessment.....	TAA40104
Certificate III	in	WRAP (A Writing Approach to Reading).....	91303NSW
Vocational Graduate Certificate			
	in	WRAP (A Writing Approach to Reading).....	91304NSW



Enrolment Information

The Hills Regional Skills Centre can accept enrolments from all School Sectors and Systems (government and non-government). No particular preference is given to any sector.

The Role of the Hills Regional Skills Centre

The Hills Regional Skills Centre (THRSC) has been established by Redeemer Baptist School with infrastructure support from the Australian National Training Authority (ANTA) following the approval of the NSW Department of Education and Training and the NSW Board of Vocational Education and Training (BVET).

The Centre offers a range of VET in schools courses as well as post-school courses. Courses for teachers in WRAP and Assessment & Workplace Training are offered to assist teachers and associated educational personnel in their vocations.

Lodging Applications

Applications must be lodged by the Principal of the employing School of enrolling trainees or directly by the trainee. Applications should be lodged one month prior to course delivery. However, it is consideration will be given to applications lodged at a later date, to meet particular trainee requirements.

Fees

Fees are payable by the employing School or trainee and must accompany the application for enrolment. 80% of fees are refundable if enrolment is withdrawn in writing one month prior to commencement of the course. Fees are not refundable once the student has commenced classes. Fee levels will be reviewed annually.

Enrolment Enquiries

Please direct all enquiries to: The Centre Director (02) 9630 6311

NOTE: Courses will be conducted at The Hills Regional Skills Centre, Castle Hill House, situated at the corner of Church Street and Old Northern Road, Castle Hill, or at locations determined by the course deliverers.

Times of Delivery

It is anticipated that courses will be run during school vacation periods but schools may negotiate for course delivery to be spread over a number of sessions during school terms.

Subjects

91303NSW Certificate III in WRAP (A Writing Approach to Reading)

91304NSW Graduate Certificate in WRAP (A Writing Approach to Reading)

Service Fees

• Credential fees for all courses		\$100.00#
• Course costs*		
Course A	Certificate III in WRAP (91303NSW)	\$400.00
Course B	Statement of Attainment towards Graduate Certificate in WRAP (91304NSW)	\$475.00
Course C	Graduate Certificate in WRAP (91304NSW)	\$875.00

Payable in advance.

Fee arrangements are made between THRSC and the employing School or with trainee depending on course delivery arrangements.

* Course costs set for THRSC delivering courses at Castle Hill House.
Schools/hubs providing their own trainers set their own fee levels.

Included in course costs.

THE HILLS REGIONAL SKILLS CENTRE

WRAP — A Writing Approach to Reading

Application for Enrolment in 2012

Contact Details			
Name:	Given Name		Surname
School:			
Phone:	Mobile		Home
Email:			
Address			
Line 1:	Postal Address		Street Address
Line 2:			
Suburb:			
State:			
Postcode:			
Country:			
AVETMISS Required Details			
Middle Name		Preferred Name	Date of Birth
Gender	Country of Birth		Country of Citizenship
Male / Female			
Australian Citizenship Status (circle)		Aboriginal or Torres Strait Islander (circle)	
citizen / other Visa		No / Yes, Aboriginal / Yes, Torres Strait Islander	
Employment Status (Circle one of the options listed)			
Full-time employee	Part-time employee	Self employed	Employer
Employed - unpaid worker in a family business	Unemployed - seeking full-time work	Unemployed - seeking part-time work	Not employed - not seeking work

Native Language	How well do you speak English (circle)			
	Very well	Well	Not well	Not at all
English Assistance	Attending other Schools	Highest completed school level	Year completed	Current School level
Yes / No	Yes / No			
Do you have any disabilities? (Please circle, list)				
Hearing/Deaf	Acquired Brain Impairment		Physical	
Vision	Intellectual		Medical Condition	
Learning	Mental Illness		Other	
Prior Education (Please circle if you have completed one of the following)				
Bachelor Degree or higher	Advanced Diploma	Diploma	Certificate IV	Certificate III
Certificate II	Certificate I	Miscellaneous Education		
Please list academic qualifications				
Year attained	Qualification (Degree/Certificate)		Institution	
Teaching experience				
Years taught	Subjects		Institution and position	
Study Reason (Please circle best reason for your enrolment)				
To get a job	To develop my existing business	To start my own 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			

SECTION 1:

Qualifications and Entry Requirements

Entry Requirements

The AQF guidelines for a Graduate Certificate state:

5.1 Candidates may enter the qualification through a number of entry points demonstrating potential to undertake study at graduate level, including from:

- a relevant Advanced Diploma or Diploma, or a relevant Certificate IV or Certificate III together with significant relevant vocational practice;
- relevant extensive vocational practice, without formal qualifications;
- a Bachelor Degree;
- other higher education qualification, often with relevant vocational practice.

In this case, a Graduate Certificate in WRAP, entry requirements include:

1. a B.Ed. or equivalent teaching qualification;
2. another higher education qualification but with relevant vocational practice in literacy instruction;
3. current students in final year of B.Ed. or equivalent degrees as part of the B.Ed. program;
4. Certificate III in WRAP together with significant relevant vocational experience;
5. relevant extensive vocational practice in literacy instruction, without formal qualifications.

Usual entry requirement would be a B.Ed. or equivalent teaching qualification.

While the Vocational Graduate Certificate qualification is a graduate qualification above the B.Ed. degree in the AQF, it is important to note that in the training sectors this qualification has a more selective purpose than that of a B.Ed. So the Vocational Graduate Certificate in WRAP does not have the comprehensive coverage of the academic discipline base characteristic of the B.Ed.

Entry requirement for the course is successful completion of the Certificate III Course in WRAP (A Writing Approach to Reading). This is in addition to the requirements for the Certificate III entry requirement to be able to teach others to read and write.

Trainees having completed Certificate III in WRAP who do not have relevant educational qualifications to meet system requirements as a teacher, may elect to complete selected units of competency and receive a Statement of Attainment towards a Graduate Certificate in WRAP.

Entry requirements for the **Certificate III Course** are consistent with the requirement to be able to teach others to read and write. While most participants will be qualified teachers, there is no barrier to entry for teachers' aides and parents who can meet the following minimum requirements.

- The minimum level of education required is a literacy level equivalent to satisfactory completion of Year 9 schooling.
- Relevant Vocational Practice in classrooms or tutorial settings using Literacy Training Programs.
- The selection process will also include suitability to work with children — as determined by employing institution.

*** Employing School Information**

School: _____
School Address: _____
_____ Postcode _____
School Phone No. () _____ Fax No. () _____
Email Address: _____
Current Position: _____

*** If currently employed as a teacher in a school.**

SECTION 2:
General Information and Declaration

We certify the following (please tick as appropriate):

1. I understand the Vocational Education courses are accredited by ASQA and the credentials are nationally recognised.
2. I declare that all information given on this form is correct.
3. I accept the General Conditions of Enrolment of The Hills Regional Skills Centre.

Signature of Trainee _____

Date ___ / ___ / ___

Principal's Agreement
Conditions for Enrolment (Schools only)

- The trainee is capable of undertaking a vocational training programme.
- Every effort will be made to ensure that the trainee will attend all classes.

I certify that:

- the above Conditions for Enrolment will be met for the duration of the course.
- I have assessed the trainee and I am satisfied that he/she is capable of undertaking the course requested.
- to the best of my knowledge, the information contained in this application is accurate.

(Dr/Mr/Mrs/Miss) _____
Principal's Name (Please print) Principal's Signature

Date: ___ / ___ / ___

ENROLMENT PROCEDURES

Application Forms

Applications are to be made by the Principal of the employing School of enrolling trainees or directly by trainees, and completed application forms (with the relevant documents where applicable) are to be supported by the Principal (if applicable) and forwarded to the appropriate centre either by post or fax to:

The Enrolment Officer
The Hills Regional Skills Centre
Redeemer Baptist School
2 Masons Drive
NORTH PARRAMATTA 2151

Main Campus Phone: 02 96306311 Fax: 02 9683 5338

Date for Enrolment Applications

Applications for enrolment should be submitted to The Hills Regional Skills Centre (THRSC) one month prior to the course date. However, it is accepted that trainees may be eligible to apply at a later time if THRSC deems this to be appropriate.

General Conditions of Enrolment

The following requirements apply to all enrolments.

1. Regular attendance must be maintained and enrolment may be terminated if the trainee is absent on two consecutive sessions without a valid reason.
2. The use of illegal drugs, alcohol and cigarettes on The Hills Regional Skills Centre campus or on work placement could result in termination of enrolment at The Hills Regional Skills Centre.
3. Violence and verbal abuse towards staff or fellow students will not be tolerated and may lead to termination of enrolment.
4. All set work must be submitted on the date specified by the staff of The Hills Regional Skills Centre.
5. Notwithstanding the above conditions, The Hills Regional Skills Centre may, in its sole and absolute discretion, terminate enrolment at any time.

Equity

THRSC enrolment policy takes into account equity requirements and does not discriminate in regards to entry into these courses, except that entries into the courses may be at the discretion of the employing school or organisation.

**The Hills Regional Skills Centre
215–219 Old Northern Road
Castle Hill
NSW 2154**

**Postal Address:
2 Masons Drive
North Parramatta 2151**

**For more information
please contact**

The Principal

phone: (02) 9630 6311

fax: (02) 9683 5338

Email: redeemer@ozemail.com.au

www.wrap.edu.au