Name: _______________________

The Hills Regional Skills Centre
Registered Training Organisation
90512

WRAP — A Writing Approach to Reading
Enrolment Information 2016

Postal Address:
2 Masons Drive North Parramatta 2151
Tel: 02 9630 6311 Fax: 02 9683 5338
www.wrap.edu.au
Email:wrap@redeemer.org.au

An activity of Redeemer Baptist School
Castle Hill House Campus
215–219 Old Northern Road
A Registered Training Organisation (RTO) delivering the following accredited courses:

**Certificate I in Business**
- Business Services (Stage 5)
- Business Services (HSC)
- Business Services Specialisation Study (HSC)
- Graduated Certificate
  - WRAP (A Writing Approach to Reading)

**Certificate II in Construction**
- Construction (Stage 5)
- Construction (HSC)

**Certificate I in ElectroComms Skills**
- UEE10111 ElectroComms Skills

**Certificate II in Electrotechnology (Career Start)**
- UEE22011

**Certificate I in Hospitality**
- Hospitality (Stage 5)
- Hospitality (HSC)

**Certificate II in Kitchen Operations**
- Hospitality (HSC)

**Certificate II in Hospitality**
- Hospitality Specialisation Study (HSC)

**Certificate I in Information, Digital Media and Technology**
- ICA10111
- Graduated Certificate
  - Coding Aboriginal Languages for Indigenous Literacy

**Certificate II in Information, Digital Media and Technology**
- ICA20111
- Information & Digital Literacy Specialisation Study (HSC)

**Certificate III in Information, Digital Media and Technology**
- ICA30111

**Certificate III in WRAP (A Writing Approach to Reading)**
- 10033NAT

**Certificate IV in Early Language and Literacy**
- 10028NAT

**Graduate Certificate**
- Coding Aboriginal Languages for Indigenous Literacy
- 10002NAT
Enrolment Information
The Hills Regional Skills Centre (THRSC) can accept enrolments from all School Sectors and Systems (government and non-government), parents and others involved in literacy education.

The Role of THRSC
THRSC was established by Redeemer Baptist School with infrastructure support from the Australian National Training Authority (ANTA). THRSC is registered by Australian Skills Quality Authority (ASQA) under the legal authority of the National Vocational Education and Training Regulator Act 2011. THRSC offers a range of VET in school courses in Business, Construction, Information Technology, Hospitality and Electro-technology. THRSC also offers courses to train teachers, teacher aides, parents and health professions in literacy, including WRAP (A Writing Approach to Reading), Coding Aboriginal Languages for Indigenous Literacy, and Early Language and Literacy.

Lodging Applications
Applications must be lodged by employers of enrolling trainees such as School Principals or directly by the trainee. Applications should be lodged one month prior to course delivery. However, 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 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 THRSC, 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.
WRAP Courses

10033NAT  Certificate III in WRAP (A Writing Approach to Reading)

10034NAT  Vocational Graduate Certificate in WRAP
          (A Writing Approach to Reading)

Service Fees

| Course A  | 10033NAT | Certificate III in WRAP | $450.00 |
| Course B  | 10034NAT | Statement of Attainment towards Vocational Graduate Certificate in WRAP | $530.00 |
| Course C  | 10034NAT | Vocational Graduate Certificate in WRAP | $980.00 |

• Enrolment fee for all courses# $150.00
• Course costs*
  • Payable in advance.

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

#  Included in course costs.
*  Course costs set for THRSC delivering courses at Castle Hill House. Schools/hubs providing their own trainers set their own fee levels.
# THE HILLS REGIONAL SKILLS CENTRE

## WRAP — A Writing Approach to Reading

### Application for Enrolment in 2016

<table>
<thead>
<tr>
<th>Contact Details</th>
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<tbody>
<tr>
<td><strong>Title</strong></td>
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<tr>
<td>Name:</td>
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<tr>
<td>Organisation:</td>
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<tr>
<td><em>Work</em></td>
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<tr>
<td>Phone:</td>
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<tr>
<td>Email:</td>
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<table>
<thead>
<tr>
<th>Address</th>
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<tbody>
<tr>
<td><strong>Postal Address</strong></td>
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<td>Line 1:</td>
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<td>Line 2:</td>
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<tr>
<td>Suburb:</td>
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<tr>
<td>State:</td>
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<tr>
<td>Postcode:</td>
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<td>Country:</td>
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<table>
<thead>
<tr>
<th>AVETMISS Required Details</th>
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<tbody>
<tr>
<td><strong>Date of Birth</strong></td>
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<td>/ /</td>
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<tr>
<td><strong>Country of Birth</strong></td>
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<tr>
<td></td>
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<tr>
<td><strong>Aboriginal or Torres Strait Islander (circle)</strong></td>
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<tr>
<td>No / Yes, Aboriginal / Yes, Torres Strait Islander</td>
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<table>
<thead>
<tr>
<th>How well do you speak ENGLISH (circle)</th>
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<tbody>
<tr>
<td>Very well</td>
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<table>
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<tr>
<th>Employment Status (Circle one of the options listed)</th>
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<tbody>
<tr>
<td>Full-time employee</td>
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<tr>
<td>Employed-unpaid worker in a family business</td>
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<tr>
<td>Do you require English Assistance</td>
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<tr>
<td>Yes / No</td>
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Do you have any disabilities? (Please circle) No / Yes (Please circle from list below)

<table>
<thead>
<tr>
<th>Hearing/Deaf</th>
<th>Physical</th>
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<tbody>
<tr>
<td>Acquired Brain Impairment</td>
<td>Medical Condition</td>
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<tr>
<td>Vision</td>
<td>Intellectual</td>
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<tr>
<td>Learning</td>
<td>Mental Illness</td>
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<tr>
<td></td>
<td>Other</td>
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</table>

Prior Education (Please circle if you have completed any of the following)

<table>
<thead>
<tr>
<th>Bachelor Degree or higher</th>
<th>Advanced Diploma</th>
<th>Diploma</th>
<th>Certificate IV</th>
<th>Certificate III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II</td>
<td>Certificate I</td>
<td>Miscellaneous Education</td>
<td></td>
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</table>

Please list academic qualifications

<table>
<thead>
<tr>
<th>Year attained</th>
<th>Qualification (Degree/Certificate)</th>
<th>Institution</th>
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Teaching experience

<table>
<thead>
<tr>
<th>Years taught</th>
<th>Subjects</th>
<th>Institution and position</th>
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Study Reason (Please circle best reason for your enrolment)

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<tbody>
<tr>
<td>To get a job</td>
<td>To develop my existing business</td>
<td>To start my own business</td>
<td>To try for a different career</td>
</tr>
<tr>
<td>To get a better job or promotion</td>
<td>It was a requirement of my job</td>
<td>I wanted extra skills for my job</td>
<td>To get into another course of study</td>
</tr>
<tr>
<td>For personal interest or self</td>
<td>Other reasons</td>
<td></td>
<td></td>
</tr>
<tr>
<td>development</td>
<td></td>
<td></td>
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</table>

Please fill in the following details for your school if you are employed in a school

<table>
<thead>
<tr>
<th>School Name:</th>
<th>School Phone No.</th>
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<table>
<thead>
<tr>
<th>School Address:</th>
<th></th>
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</table>

Current position held:
Background to training

1. How did you come to hear about this course?
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

2. Have you ever completed this type of training before? (please circle) Yes / No

3. If so, what was the name of the course completed? If necessary give a brief description.
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

4. What do you hope to learn through this training? Please add any additional personal comments?
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Course/s Requested

   Course delivery date/s: _________________________________________________
   Course location: ______________________________________________________
   Course trainer/s: _____________________________________________________

Community experience

Please describe your literacy teaching experiences
   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

Courses:

A  10033NAT  Certificate III in WRAP
B  10034NAT  Statement of Attainment towards Vocational Graduate Certificate in WRAP
C  10034NAT  Vocational Graduate Certificate in WRAP
Payment

Course A - $450;  Course B - $530;  Courses A & B or Course C - $980

Payment options:
☐ Direct Deposit BSB: 032 173 A/c: 155453  ☐ Cheque (enclosed in envelope),
CREDIT CARD: ☐ AMEX    ☐ VISA    ☐ Master Card
Card Number: ____________________________ Expiry __________

Amount $________

Name on Card: ____________________________ Signature: ____________________________

Payment Detail: (optional eg course name; plus accommodation — from, to @ $69 per day — etc)

________________________________________________________________________
________________________________________________________________________
SECTION 1:
Qualifications and Entry Requirements

Entry Requirements
The AQF guidelines for a Graduate Certificate state:

The relevant entry requirement for a 10034NAT Vocational Graduate Certificate in WRAP - A Writing Approach to Reading is 10033NAT Certificate III in WRAP - A Writing Approach to Reading together with significant relevant vocational experience.

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 sector this qualification has a more selective purpose than that of a B.Ed. and, accordingly, the 10034NAT Vocational Graduate Certificate in WRAP - A Writing Approach to Reading does not have the comprehensive academic discipline characteristic of a B.Ed.

10033NAT Certificate III in WRAP - A Writing Approach to Reading, or its equivalent, is a course pre-requisite. This is in addition to the Certificate III entry requirement, namely, ability to teach others to read and write.

Trainees may elect to complete selected units of competency and receive a Statement of Attainment towards a 10034NAT Vocational Graduate Certificate in WRAP - A Writing Approach to Reading.

The Certificate III entry requirement is ability to teach others to read and write. Most course participants are qualified teachers, but there is no barrier to entry for teachers’ aides and parents who can meet the following minimum requirements.

- Literacy level equivalent to satisfactory completion of Year 9 schooling.
- Relevant Vocational Practice in literacy support in classrooms or tutorial settings.
- Suitability to work with children as determined by an employing institution.
SECTION 2: General Information and Declaration

We certify the following (please tick as appropriate):

1. I understand that Vocational Education courses are accredited by ASQA and that 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 (Employing 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. Completed application forms (with the relevant documents where applicable) are to be supported by the employing 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 THRSC one month prior to the course date. However, 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 at THRSC or on work placement could result in termination of enrolment.

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 THRSC.

5. Notwithstanding the above conditions, THRSC 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 with regard to entry into these courses, except that entries into the courses may be at the discretion of the employing school or organisation.