SKILLS AUSTRALIA INSTITUTE
DREAM | SEEK | ACHIEVE

APPLICATION FORM 2026

CHILDCARE COURSE WA

PREFERRED INTAKE

☐ January ☐ February ☐ March ☐ April ☐ May ☐ June

☐ July ☐ August ☐ September ☐ October ☐ November ☐ December

STUDY MODE

☐ Classroom-based ☐ Other .....

FEE TYPE

☐ Full-fee ☐ Funded (please specify):

Have you studied any government funded courses before in Western Australia ?

☐ Yes ☐ No ☐ Unknown

VOCATIONAL COURSE

EARLY CHILDHOOD EDUCATION COURSE

☐ CHC30121 Certificate III in Early Childhood Education and Care > ^

This course has a Work Based Training (WBT) component that must be completed to obtain Competency.

There are 2 options for the duration of WBT, please indicate which option you prefer:

☐ Option 1: 3 days per week for 10 weeks = 240 hours

☐ Option 2: 5 days per week for 6 weeks = 240 hours

> Applicants must provide a Current Working with Children Check (WWCC) before the commencement of work-based training

^ Boost your Skills for the Future - For Free! (Free Course - Eligibility Criteria Applies)

Excellent Accounts Pty Ltd Trading as **Skills Australia Institute**
Cannington Campus : 230 Railway Parade, Cannington WA 6107
Email: info@skillsaustralia.edu.au
Website: www.skillsaustralia.edu.au
T: +61 8 6148 1300
RTO Number 52010 | CRICOS Code 03548F | ABN : 78 126 274 682

Ver 5: 10/04/2026

PERSONAL DETAILS

Family Name (surname): .....

Given Names: .....

*you must write your name, including any middle names, exactly as written in the identity document

Date of Birth (dd/mm/yy): ...../...../..... ☐ Under 18 years old

Gender: ☐ F ☐ M ☐ Other Marital Status: .....

Country of Birth ☐ Australia ☐ Other: .....

Are you of Aboriginal and/or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander

Do you hold a International Student Visa? ☐ No ☐ Yes,

If you ticked 'Yes', please complete the International Student Application form.

STUDENT ID (if applicable) |_|_|_|_|_|_|_|_|_|_|

Enter your Unique Student Identifier (USI) (if you already have one)

UNIQUE STUDENT IDENTIFIER (USI) |_|_|_|_|_|_|_|_|_|_|

EMERGENCY / PARENTS CONTACT DETAILS

Name: .....

Phone: ..... Relationship: .....

Address: .....

.....

Email Address .....

ENGLISH LANGUAGE PROFICIENCY

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

☐ No, English only ☐ Yes, other – please specify .....

Please rate your English Language proficiency:

☐ Very Well ☐ Well ☐ Not Well ☐ Not at all

CONTACT DETAILS

Building/property name: ..... Flat/unit: .....

Street or lot No: .....

Suburb, locality or town: ..... State/Territory: .....

Postcode: ..... Country: .....

Home Phone: ..... Work Phone: .....

Mobile Phone: .....

Email Address: .....

EQUITY AND DISABILITY

Do you have a disability, impairment or long-term medical condition which may affect your studies? ☐ Yes ☐ No (skip to next section)

If yes, please specify the type/s of disability*

☐ Hearing/deaf ☐ Physical ☐ Intellectual

☐ Vision ☐ Learning ☐ Mental illness

☐ Acquired brain impairment ☐ Medical condition ☐ Other

*If you need further information to complete this question, please request a copy of the Skills Australia Institute 'Disability Information Supplement' from the student services team

Please give brief details about your medical condition/disability: .....

.....

STUDY REASON

Which best describes your reason for undertaking your course? (tick one only)

☐ 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

☐ To get skills for community/voluntary work

☐ Other reasons (please specify): .....

EDUCATION BACKGROUND

Are you still enrolled in secondary or senior secondary education? ☐ Yes ☐ No

What is the highest level of secondary school you have completed?

☐ Year 12 or equivalent ☐ Year 11 or equivalent ☐ Year 10 or equivalent ☐ Year 9 or equivalent ☐ Year 8 or below ☐ Never attended school

Which year did you complete that schooling level? .....

Have you successfully completed a Degree, Diploma or Certificate? ☐ Yes ☐ No

If yes, please tick below

☐ Bachelor degree or higher degree ☐ Advanced diploma or associate degree ☐ Diploma (or associate diploma)

☐ Certificate IV (or advanced certificate/technician) ☐ Certificate III (or trade certificate) ☐ Certificate II ☐ Certificate I

☐ Other education (including certificates or overseas qualifications not listed above) .....

Please provide details of all current and previous studies (including High School) that you have completed, or are about to complete.
Please provide copies of all latest qualifications and/or High School results.

Name of Qualification/Course	Name of Institution/School	Country/State	Year of Completion	Copy Attached
				☐
				☐
				☐

Are you seeking any recognition (credit transfer, exemption or recognition of prior learning)? ☐ Yes ☐ No If yes, you will need to complete additional form/s

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DIGITAL LITERACY

Do you regularly have access to any of these digital technologies?			Select your level of capability for each digital technology			
Digital Technologies?	Yes	No	No Capability	Limited	Capable	Advance
Desktop or notebook computer	☐	☐	☐	☐	☐	☐
Tablet or Smart Phone	☐	☐	☐	☐	☐	☐
Internet	☐	☐	☐	☐	☐	☐
Microsoft Word	☐	☐	☐	☐	☐	☐
Microsoft Excel	☐	☐	☐	☐	☐	☐
Microsoft Powerpoint	☐	☐	☐	☐	☐	☐
Email	☐	☐	☐	☐	☐	☐

EMPLOYMENT

Please select the description that best fits your current employment status

- ☐ Full-time employee
- ☐ Part-Time Employee (working 20 hours or more per week)
- ☐ Part-Time Employee (working 19 hours or under per week)
- ☐ Self employed - not employing others
- ☐ Self employed - employing others
- ☐ Employed - unpaid worker in a family business
- ☐ Unemployed - seeking full-time work
- ☐ Unemployed - seeking part-time work
- ☐ Not employed - not seeking employment

HOW DID YOU HEAR ABOUT US

- ☐ Agent (please specify) .....
- ☐ Skills Australia Institute Website ☐ Brochure ☐ Exhibition / Seminar
- ☐ Friend or Relative (please specify)

  Full name ..... Student ID: .....
- ☐ Magazines/Newspapers (please specify) : .....
- ☐ Employment Provider (please specify) : .....
- ☐ High School (please specify): .....
- ☐ Social Media (please specify): .....
- ☐ Others (please specify): .....

DECLARATION

I, ... declare that the information provided in this application form and other supporting documents is true and correct. I agree that I have read and agree to be bound by the Conditions of Enrolment and policies and procedures of Skills Australia Institute. I acknowledge that Skills Australia Institute reserves the right to vary or reverse any decision regarding admission made on the basis of incorrect, incomplete or fraudulent information.

This Application Form includes questions to enable Skills Australia Institute to collect and provide AVETMISS compliant records to meet our National VET Provider Collection Data Requirements. Additional information about AVETMISS Records and Skills Australia Institute's Privacy Statement is available at the Front Desk, and via the Skills Australia Institute website.

Skills Australia Institute recognises and respects your privacy. Skills Australia Institute collects, stores and uses personal information only for the purposes of administering student and prospective student admissions, enrolment and education.

The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements and/or to authenticate information provided to us as part of our application process. Skills Australia Institute's Privacy Policy reflects the National Privacy Principles set out in the Privacy Act 1988 as well as the Information Privacy Principles set out in the Information Privacy Bill 2007 (WA). A copy of our Privacy Notice is available in the conditions of enrolment section of this application form.

☐ I understand that when Skills Australia Institute performs a search to locate my USI, I will receive a notice regarding the use of this function to confirm my USI;
The RTO name included on the notice will appear as follows:

- Legal Name - Excellent Accounts Pty Ltd.
- Trading Name - Skills Australia Institute

☐ I do not allow Skills Australia Institute to use photographs, testimonials and videos taken of me for advertising or marketing purposes.

☐ I acknowledge that I have read and understood the refund and cancellation policy as contained in this enrolment form.

Applicant's Signature ..... **Date**: ...../...../..... (dd/mm/yy)

Parent or Guardian's Signature ..... **Date**: ...../...../..... (dd/mm/yy)
(If applicant is under 18 years of age)

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CONDITIONS OF ENROLMENT

REFUND AND CANCELLATION POLICY - AUSTRALIAN RESIDENTS

SECTION 1: REFUND AND CANCELLATION POLICY – FEE FOR SERVICE STUDENTS

The Skills Australia Institute Refund and Cancellation Policy for 'Fee for Service Students' covers how REFUND and CANCELLATION Fees are calculated in the event of cancellation of enrolment before course completion, either at the request of Skills Australia Institute, or as a result of a breach of Skills Australia Institute's code of conduct.

For Funded Students enrolled in a Department of Training and Workforce Development (DTWD) Funded Program including Jobs and Skills WA Training Courses, please refer to 'Section 2: Student Refund Policy – Funded Program Students' within this policy.

Refund for fees paid in advance
The calculation applied for fees paid in advance is listed in table 1.

Cancellation fees
Where a course of study is cancelled before the agreed Completion Date, Skills Australia Institute will calculate the Cancellation Fee in accordance with table 1.

DEFINITIONS - FEES AND CHARGES

Fees payable may include the following:

- **Toolkit Fee:** The Toolkit Fee covers equipment resources required to complete your course at Skills Australia Institute. The Toolkit Fee is NON-REFUNDABLE if you cancel less than 4 weeks before Course Commencement.
- **Tuition Fees:** Tuition Fees are the fees payable to Skills Australia Institute for undertaking a course. The Refund and Cancellation Policy specifications detailed below cover TUITION FEES only.
- **Other Fees:** Any other fees are as specified in your agreement with Skills Australia Institute. Fees may change and students will be notified about changes of other fees. Other Fees are not refundable.

DEFINITIONS - COURSE

- **Course:** Means the Course you are enrolled in as outlined in the signed Letter of Offer.
- **Course Commencement Date:** Means the agreed starting date of a course, as stipulated in the signed Letter of Offer.
- **Course Completion Date:** Means the agreed completion date of a course, as stipulated in the signed Letter of Offer.
- **Study Period** means your Study Period as outlined herein and in your Letter of Offer with Skills Australia Institute:
  One Term = 10 weeks study + 3 weeks holidays = Total 13 weeks
  One Semester = 20 weeks study + 6 weeks holidays = Total 26 weeks
- **Course Duration** means the total duration of your course of study including holidays

GENERAL INFORMATION

- Course Fees and Charges are as per our Skills Australia Institute Course Fee List. Note: in line with our regulatory framework, Skills Australia Institute will only accept a maximum payment of $1000 before commencement of studies and no more than $1500 per month. Details of instalments are included in the Payment Agreement.
- All Refund Requests and Cancellation Notifications must be submitted using the **Course Variation Form** and the **Refund Application Form**, both of which are available at the Reception Desk or via the Skills Australia Institute website www.skillsaustralia.edu.au VERBAL notifications to Skills Australia Institute staff or agents **ARE NOT VALID.**
- The date the written notice is received by Skills Australia Institute is the CANCELLATION DATE, and is the date used for the calculation of any refund and/or cancellation fee.
- Skills Australia Institute calculates Refunds and Cancellation fees based on a SEMESTER Fee (20 weeks study period plus 6 weeks holidays = 26 weeks). For courses shorter than a Semester, Refunds and Cancellation fees will be calculated on the Course Fees.
- In case of a cancellation by the student or Skills Australia Institute, any outstanding fees to Skills Australia Institute become due within 7 (seven) days.
- Any costs incurred by Skills Australia Institute to recuperate outstanding fees will be charged to the student
- Unpaid fees will be recorded as a debt and recovered by action in a court of competent jurisdiction.
- Skills Australia Institute will not release any testamurs/awards to students until outstanding course fees have been paid in full.
- All amounts are in Australian Dollars (AUD).
- Where a refund is approved Skills Australia Institute will make payment of refund within 28 days of receipt of the application. The refund will be deposited into the **student's bank account only,** as nominated on the Refund Application Form.
- All refunds will be paid in Australian Dollars, via an Australian Bank Account, as nominated by the student.
- No refunds will be paid to a third party (a person other than the student), unless directed by the student on the Refund Application Form.
- Refund and Cancellation applications WILL NOT be processed where the signature on the Course Variation and/or Refund Application Form **DOES NOT** match the student's signature as shown on other documents provided by the student for admission to Skills Australia Institute.
- Students will receive a clear Statement of Refunds explaining how the refund was calculated, where a cancellation fee has been applied, students will receive a Statement of Cancellation clearly outlined how our Cancellation Policy has been applied.
- This agreement, and the availability of the complaints and appeals processes, does not remove the right of the student to take further action under Australia's consumer protection laws.
- The Refund and Cancellation Fee Policy is subject to review from time to time.

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CONDITIONS OF ENROLMENT (CONTINUED)

TABLE 1 - REFUND AND CANCELLATION - FEE FOR SERVICE STUDENTS

REASON FOR REFUND/ CANCELLATION	NOTIFICATION PERIOD	REFUND	CANCELLATION FEE
Student Default	More than 10 weeks before semester/ course commences	Full refund less **cancellation fee**	10% of a semester fee
	More than 4 weeks and up to 10 weeks before semester/course commences	70% of a semester fee	30% of a semester fee
	4 weeks or less before semester/course commences	40% of a semester fee	60% of a semester fee
	After semester/course commences	No Refund	100% of a semester fee

Note: A student who has paid fees for more than two semesters in advance and withdraws during a semester and more than four weeks before the commencement of the following semester, would receive no refund of fees for the current semester, at least 70% of the following semester's fees and a full refund of fees paid for any subsequent semester; less cancellation fees.

Student Default occurs when:

- the course starts at the location on the agreed starting day, but the student does not start the course on that day (and has not previously withdrawn); or
- the student withdraws from the course at the location (either before or after the agreed starting day); or
- Skills Australia Institute refuses to provide, or continue providing, the course to the student because of one or more of the following events:
  - the student failed to pay an amount he or she was liable to pay the provider, directly or indirectly, in order to undertake the course;
  - breach of Skills Australia Institute Code of Conduct as outlined in the Student Handbook.

Refunds after Skills Australia Institute Default:

In the unlikely event of Skills Australia Institute default, within 14 days of the default, Skills Australia Institute will:

- Either offer you an alternative place at Skills Australia Institute's expense, that is accepted by you in writing; or
- Refund you the unused portion of the prepaid fees.

Short Course/Workshop Tuition Fees

- In the case of a cancellation by the student, Skills Australia Institute requires at least four working days' notice of cancellation prior to the start date of the course.
- Refunds may take up to 15 working days to process. No refunds, transfers or credit notes will be issued for withdrawals when less than four working days' notice is given.

SECTION 2: REFUND POLICY – FUNDED PROGRAM STUDENTS

The Skills Australia Institute Refund Policy for 'Funded Program Students' covers how REFUND Fees are calculated in the event of cancellation of enrolment before unit/ course completion, either at the request of Skills Australia Institute, at the request of the student or as a result of a breach of Skills Australia Institute's code of conduct. Funded Program Students are those enrolled in the Department of Training and Workforce Development (DTWD) Funded Programs including Jobs and Skills WA Training Courses.

Refund for fees paid in advance

The calculation applied for fees paid is listed in Table 2.

FEES AND CHARGES

Fees payable may include the following:

- **Unit Fees:** Are the fees payable for students undertaking a Department of Training and Workforce Development (DTWD) Funded Program, including Jobs and Skills\ WA Training Courses. Unit Fees are charged in accordance with the VET Fees and Charges Policy 2026, copy available at the Front Office or via our website **www.skillsaustralia.edu.au**
- **Other Fees:** Any other fees are as specified in your agreement with Skills Australia Institute. Fees may change and students will be notified about changes of other fees.

For Funded Program students, other fees currently charged are as follows:

- None

GENERAL INFORMATION

- **Enrolment Invoices:** Students are issued an enrolment invoice at course commencement. Students are invoiced on a Unit by Unit (per subject) basis, as they COMMENCE the units. Each student's invoice details withdrawal dates set the enrolment.
- **Recognition of Prior Learning/Credit:** There is no fee for units that are granted Credits. RPL units are charged on a unit-by-unit (per subject) basis (fee payable will vary depending on the type of evidence submitted).
- **Withdrawal Dates:** Students are only required to pay for the units that they complete. Students must notify Skills Australia Institute of their intention to cancel a unit by the individual unit withdrawal date, to avoid paying the Unit Fee or to receive a FULL Refund of unit fees pre-paid. Withdrawal dates are set for each unit at no less than 20% of the way through the period during which the unit is undertaken.
- **Student Portal:** Students can check their student portal to confirm when fees are due and see which fees have been paid.

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CONDITIONS OF ENROLMENT (CONTINUED)

TABLE 2 - REFUND - FUNDED PROGRAM STUDENTS

Full Refund of Unit Fees for units that have not yet commenced will be made when:

> A student withdraws from a course when the course and/or a unit is cancelled or re-scheduled to a time that is unsuitable to the student; or

> A student is not given a place due to maximum number of places being reached.

Partial Refund of Unit Fees will be made when:

> A student withdraws for reasons other than those listed above, and who lodges a Course Variation Form before 20% of delivery for the unit has been concluded. In this case, students will be eligible for a full refund of the applicable unit fee.

Pro Rata Refunds will be made when:

Students withdraw for reasons of personal circumstances beyond their control. For example:

> serious illness resulting in extended absence from classes;

> injury or disability that prevents the student from completing their program of study; or

> other exceptional reasons at the discretion of the accountable officer.

In all cases, relevant documentary evidence (for example, medical certificate) is required.

A Full Refund of Other Fees will be made when:

> A student withdraws from a course before they have commenced their course AND/OR they have not yet been issued with their toolkit, consumables and uniform.

Note - Where you have commenced your course AND been issued with your toolkit, consumables and uniform, **Other Fees are not refundable.**

PRIVACY NOTICE

Why we collect your personal information:

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- Administration of VET, including program administration, regulation, monitoring and evaluation
- Facilitation of statistics and research relating to education, including surveys and data linkage
- Understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at **www.ncver.edu.au/privacy.**

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at **https://www.dewr.gov.au/national-vet-data/vet-privacy-notice.**

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Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Skills Australia Institute to:

- Request access to your personal information
- Correct your personal information
- Make a complaint about how your personal information has been handled
- Ask a question about this Privacy Notice

SEND YOUR APPLICATION TO

Email: enrolments.perth@skillsaustralia.edu.au

Post: 230 Railway Parade, Cannington WA 6107

FOR OFFICE USE ONLY

Name of Officer who sighted and collected the completed form:

.....

Signature: ..... Date:...../...../.....

☐ I confirm that I have collected the required documents to support this application

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FUNDED STUDENT PRE-ENROLMENT QUESTIONNAIRE

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At Skills Australia Institute we want to ensure that courses meet the expectations of our potential clients like you! Therefore please take a few moments to complete this short questionnaire. This form must be completed by the enrolling student, as the responses provided form part of our initial assessment of the foundation skills of students. Where identified additional Foundation skills/Langauge Literacy and Numeracy skill assessment may be required.

Name: ..... Date: ...../...../.....

Course you want to enrol in: .....

Why are you considering enrolling with Skills Australia Institute?

.....

.....

.....

Why are you interested in this course?

.....

.....

.....

Why do you think you are suitable for this course?

.....

.....

.....

What do you expect to achieve from studying this course?

.....

.....

.....

What are the courses fees payable for the course you have selected?

.....

FOR OFFICE USE ONLY

Receiving Staff Member: ..... Date:...../...../..... (dd/mm/yy).

Has this prospective student met with a Course Advisor at Skills Australia Institute? ☐ Yes ☐ No Details: .....

☐ **Enrolment recommended** (I confirm I have reviewed the answers provided by the prospective student, and recommend this student for enrolment). Attached this form to completed Application for Enrolment.

☐ **Enrolment NOT recommended** (I confirm I have reviewed the answers provided by the prospective student and do NOT recommend this student for enrolment) Provide explanation/recommendations:

When a students is NOT recommended for enrolment student must be contacted and informed why we have made recommendation, and provide with some suggestions, which may include a different course selection at Skills Australia Institute. To Be Authorised by the Training & Compliance Manager

Signature: ..... Date:...../...../.....(dd/mm/yy)

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