

# GoodStart Training College

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## GoodStart Online Enrolment Guide

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## Acknowledgements

### **This GoodStart Online Enrolment Guide is part of a Set of Materials produced by the GoodStart Training College**

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## 1.0 Enrolment process and logging on

Welcome to GoodStart Online.

This Enrolment Guide will assist you with the stages needed to enrol and log onto GoodStart Online, the eLearning platform for the GoodStart Training College.

The enrolment process consists of several steps, which include the following:

1. Enrolment Information
  - 1.1 How to enrol
  - 1.2 Privacy Statement
  - 1.3 Identifying You
2. Enrolment Steps 1 to 5
  - 2.1 Personal Details
  - 2.2 Employment Details
  - 2.3 Education
  - 2.4 Select a Course to Study
  - 2.5 Declaration and Submission
  - 2.6 Enrolment Summary

A member from the Student Services Team will be able to assist you during office hours, if you encounter any difficulties during your enrolment process. Please call 1800 617 455 or email [goodstartonline@childcare.com.au](mailto:goodstartonline@childcare.com.au) for assistance.

### 1.1 How to Enrol

Following is the first screen you will see when going to the GoodStart Online site. This is where you logon each time you undertake any part of your study.

To commence your enrolment process, click on **Enrol in a Course**.

GoodStart  
Training College

Logon

Enrol in a Course.

Login as:  GTC Staff  GoodStart Employee  External Student

Employee ID:

Password:

Retrieve Password

Click here to view the [Student User Guide](#)

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You will then be directed to the **How to Enrol** screen. This outlines the procedures for enrolment and contains useful information that you should read before proceeding:

1. Prior to Enrolling
2. Privacy Statement
3. Identifying you
4. Questions related to your study
5. Submitting your enrolment form
6. Follow up if required
7. Retrieving your Confirmation of Enrolment (CoE)
8. Fee Payment

## REMEMBER TO:

- Prepare any documentation that is required in order to complete your enrolment
- Have your mobile phone handy if you are enrolling as an **External Student**

**GoodStart Training College**

 **How to enrol**

Thank you for choosing GoodStart Training College as your training provider. In order to make enrolling as simple as possible we use an on-line enrolment system as part of e-nice.

**What is required and how does it work?**

**1. Prior to enrolling**

Please ensure you have copies of the following documentation with you prior to commencing your enrolment, if applicable:

If you are applying for...	Required Documentation
Credit Transfer (CT)	Relevant JP signed Childcare qualifications e.g. Certificate III in Children's Services
Recognition of Prior Learning (RPL)	Resume, Working with Children's Check, Job Description, Statement of Employment and any previous training awards
<b>If you...</b>	<b>Required Documentation</b>
Were born outside of Australia or New Zealand	Relevant JP signed copy of Residency/Visa documents
Have changed your name and are applying for Credit Transfer	Relevant JP signed 'change of name' document or marriage certificate
Are enrolling as a Trainee or Apprentice and have a current concession card	Relevant JP signed copy of health care or pension card

**Completion of Pre-Requisites**

In order to enrol in the Diploma of Children's Services (Early childhood education and care) or the Advanced Diploma of Children's Services, the relevant pre-requisite qualification must be completed in order to gain access to the higher qualification. Pre-requisite units can be assessed by using the following methods:

- Credit Transfer (relevant 08 package qualification completed)** – If you have successfully completed the relevant course as part of the 08 Children's Services Training Package, GoodStart Training College will be able to issue credit transfer for the relevant pre-requisite units.
- Credit Transfer (qualification completed prior 08 package)** – If you have completed a course which does not directly transfer to the new 08 training package qualification, you may be eligible to receive partial credit for individual units and will be required to complete online bridging units in order to upgrade your qualification (please note – no fees will be charged for the on-line bridging units).
- Recognition of Prior Learning (RPL)** – If you have previously completed a course which is not part of the 08 package and are unable to receive credit transfers, or have been employed in the childcare profession for a continuous period of 12 months (in the relevant position), you may be eligible to RPL the pre-requisite units based on your previous work experience/knowledge.
- Online** – If you are not eligible for credit transfer, recognition of prior learning or have not previously studied a children's services qualification, you are able to complete each individual pre-requisite unit as part of the online learning system, GoodStart Online.

**2. Identifying you**

In order for us to identify you we require you to enter your mobile number or Employee ID

- [Why do you need my mobile number?](#)
- [What if I don't have a mobile number?](#)
- [Why do you need my Employee ID?](#)

Once you have familiarised yourself with the information on the page, and gathered the documentation required for you to proceed with your enrolment, press **Next** at the bottom of the screen.

**2. Identifying you**

In order for us to identify you we require you to enter your mobile number or Employee ID

- [Why do you need my mobile number?](#)
- [What if I don't have a mobile number?](#)
- [Why do you need my Employee ID?](#)

**3. Questions related to your study**

Once you have signed in and have confirmed your personal details we will ask you a number of questions needed to process your application.

[Can I save my application so I can come back to it later?](#)

**4. Submitting your enrolment form**

Once you have entered your information, you will be able to submit your enrolment form on-line. At this stage you should print the enrolment form if:

1. You are under 18. In this case you are required to get a parent or guardian to sign the form and send a hard copy to us.
2. You wish to keep a copy for your own records.

Agreeing to the 'Student Declaration' when submitting your enrolment, is equivalent to an electronic signature agreeing to the terms and conditions.

[Do I need to print and send a copy of my enrolment to GoodStart Training College?](#)

**5. Follow up if required**

Once your on-line enrolment form is submitted Student Services will review your application. Within 5 working days Student Services will contact you to either request further information to support your application or to provide you with your Confirmation of Enrolment (COE).

**6. Retrieving your Confirmation Of Enrolment (COE)**


Nearly there! Once your application has been approved you will be notified by SMS or e-mail about how to access your COE.

**7. Fee Payment**

Your COE will confirm if your fees will be payable by your employer under

- an Employer Funded Study program,
- a User Choice program for Apprentice or Trainees, or
- payable directly by the applicant.

[Next](#) [Cancel](#)



## 1.2 Privacy Statement

You will now be at the **Privacy Statement** page.

Please read this information carefully to ensure that you understand the contents of the Privacy Statement.

If you agree to the **Terms of the Privacy Statement**, click **I agree** at the bottom of the page as shown on the next screen shot.

**GoodStart Training College**

## Privacy Statement

This policy refers to persons visiting GoodStart Training College Website, subsequent use of links, undertaking online learning and the protection of privacy for all concerned.

**Disclaimer**  
The use of this site constitutes a student's agreement to the following Terms of Use. We have taken all reasonable care in producing this website/learning system. All product details, terms, conditions and other information is subject to change at any time without notice.

**Links to other sites**  
This site contains links to sites maintained by other organisations. We do not make any representation as to the accuracy of information contained on those sites and will not accept any responsibility for the accuracy, ownership or any other aspect of the information contained on those sites.

**Copyright**  
Unless otherwise indicated, copyright in the information on this site is owned by GoodStart Training College. If you wish to reproduce any of the information on this site, please contact us and obtain our permission before doing so.

**Privacy Statement**  
This statement sets out GoodStart Training College's scope in relation to privacy and security of personal information and the use of personal information provided by students. It discloses our information collecting and use and disclosure practices for this website and Learning Management System.

**Network Identity**  
We collect information which identifies, for each page accessed on our website, the network identity of the machine which has accessed it. We retain this usage information for the purposes of usage analysis to help us improve our services, to help diagnose problems with our server, and to administer our website. Access to and use of this information is restricted to authorised staff and our site administrators. No attempt will be made to identify users or their browsing activities. Nor will we disclose information which might identify individual machines.

**Emails and newsletter subscription**  
If you provide us with your email address, we will record your email address, but will only use it for the purpose for which it was provided. It shall not be disclosed without your consent.

**Cookies**  
Cookies are pieces of information a website can transfer to an individual's computer hard drive for record keeping. Cookies can make websites easier to use by storing information about your preferences in a particular site. When you revisit a site, it accesses the cookies it sent you earlier. A cookie can only store information that you provide. GoodStart Training College uses cookies for log in purposes only.

**Use of information collected**  
Because we respect your right to privacy, we do not sell or rent the information gathered.

**Security of information**  
This site has security measures in place to protect the loss, misuse and alteration of the information under our control. Any access to and use of information is restricted to authorised staff and the site administrators. We attempt to provide a secure and reliable on-line environment, however you should be aware that there are inherent risks associated with the transmission of information via the internet. Alternative ways of obtaining or providing information are available if you wish to avoid any risk.

**Links**  
This site contains links to other sites. GoodStart Training College is not responsible for the privacy practices or the content of other websites. When you access such other sites you must comply with their Privacy Policy.

**Contacting the Website**  
If you wish to access your personal information or have any questions about this privacy statement, the practices of this site, or your dealings with this website, you can contact GoodStart Training College.

Do you agree to the terms of the privacy statement?

## 1.3 Identifying You

The next screen in the enrolment information process is **Identifying You**. This is required for the eLearning system to recognise whether you are a GoodStart Employee or an External Student. This section requires two actions to be taken to identify you.

Firstly, choose whether you are a:

- GoodStart Employee** —————> **You will need your Employee ID number (Kronos number)**  
**An External Student** —————> **You will need your Mobile Phone and Mobile Phone Number**

**GoodStart Training College**

## Identifying You

In order for us to identify you we require you to enter your mobile number or Employee ID.

**Are you a GoodStart employee?** You will need to enter your Employee ID.  
 **Are you an external student?** You will need to enter your mobile number.

To enrol, please enter your details below:

Logging on as a GoodStart staff member

Employee ID

\* If you have forgotten your password please click here: [Forgotten Password](#)

If you are a *GoodStart Employee*, enter your **Employee ID** and press enter.

**GoodStart**  
Training College

Identifying You

In order for us to identify you we require you to enter your mobile number or Employee ID.

Are you a GoodStart employee? You will need to enter your Employee ID.  
 Are you an external student? You will need to enter your mobile number.

To enrol, please enter your details below:

Logging on as an GoodStart employee

Employee ID

[Why do you need my mobile number?](#)

Next Cancel

\* If you have forgotten your password please click here: [Forgotten Password](#)

You will then be prompted to enter your **Date of Birth**. Once you have done this, click **Next** at the bottom of the screen. As you continue with the process of identifying yourself, you will be asked to choose a password for you to use each time you logon.

**GoodStart**  
Training College

Identifying You

In order for us to identify you we require you to enter your mobile number or Employee ID.

Are you a GoodStart employee? You will need to enter your Employee ID.  
 Are you an external student? You will need to enter your mobile number.

To enrol, please enter your details below:

Logging on as a GoodStart staff member

Employee ID

Please enter your Date of Birth:

Date of Birth

[Why do you need my Employee ID?](#)

Next Cancel

If you are an *External Student*, enter your **Mobile Phone Number** and click **Enter**.

**GoodStart**  
Training College

Identifying You

In order for us to identify you we require you to enter your mobile number or Employee ID.

Are you a GoodStart employee? You will need to enter your Employee ID.  
 Are you an external student? You will need to enter your mobile number.

To enrol, please enter your details below:

Logging on as an External Student

Mobile Number

[Why do you need my mobile number?](#)

Next Cancel

\* If you have forgotten your password please click here: [Forgotten Password](#)

Key in the **SMS verification code** that you receive on your mobile phone.

Click **Next** at the bottom of the page.

GoodStart Training College

Identifying You

In order for us to identify you we require you to enter your mobile number or Employee ID.

Are you a GoodStart employee? *You will need to enter your Employee ID.*

Are you an external student? *You will need to enter your mobile number.*

To enrol, please enter your details below.

Logging on as an External Student

Mobile Number

Please enter the SMS verification code you received:

Verification Code

Why do you need my mobile number?

Next Cancel

You will then be directed to the Enrolment information process.

## 2.0 Enrolment Steps 1 to 5

Now that you have completed the initial enrolment information process there are 5 simple steps to completing your enrolment. These include:

1. Personal Details
2. Employment Details
3. Education
4. Select a Course to Study
5. Declaration and Submission

### Step 1: Personal Details

The Personal Details screen captures information such as name, address, contact numbers, next of kin and where you create your password for the system.

- If you are a **GoodStart** Employee, please check the details that have come up on the screen to ensure they are correct. These details (including Next of Kin details) have been retrieved from ABC's Payroll system. If these details are incorrect, please email [goodstart@childcaretraining.com.au](mailto:goodstart@childcaretraining.com.au) with your updated details (please remember to include your Employee ID). If your details are missing, you will not be able to proceed to Step 2 of the online enrolment process, until this has been completed"
- If you an **External Student** you will need to fill in this screen with your personal details.

GoodStart Training College

Enrol Here: Step 1 of 5

1 2 3 4 5

Personal Details

Mandatory fields are marked with an asterisk (\*)

Title:  First Name\*:  Last Name\*:  Preferred Name:

Mr  Mrs  Date of birth\*:  Male  Female

Home address: Address\*:  Town\*:  Postcode\*:  State\*:

Postal address: Same as Home address?  Address\*:  Town\*:  Postcode\*:  State\*:

Home Phone:  Work Phone:

Mobile:

Email:

Country of birth\*:

As you check or add your details for the first time, you will be asked to choose a password to use each time you logon to GoodStart Online.

**REMEMBER TO:**

- Keep your password in a safe and secure place
- Use a mixture of letters, numbers and symbols e.g. j0hn1#  
(Passwords like this are more secure)

The screenshot shows a registration form with the following fields and options:

- Date of birth\*:** 1 January 2010
- Gender:**  Male  Female
- Home address:** Address\* (two lines), Town\* (line), Postcode\* (line), State\* (Please Select dropdown)
- Postal address:** Same as Home address?  Address\* (two lines), Town\* (line), Postcode\* (line), State\* (Please Select dropdown)
- Home Phone:** (line), **Work Phone:** (line)
- Mobile:** 0412946559
- Email\*:** (line)
- Country of birth\*:** Please Select dropdown
- Language spoken at home\*:** Please Select dropdown
- English proficiency\*:** Please Select dropdown
- Indigenous Status\*:** Please Select dropdown
- Password\*:** (line), **Confirm password\*:** (line)
- [Why do I need a password?](#)

A red arrow points to the Password\* field.

Once you have checked or added your details on the page, click **Next** at the bottom of the screen.

The screenshot shows a registration form with the following fields and options:

- Name:** Mrs Janet Acunzo
- Date of birth\*:** 23 Jul 1969
- Gender:**  Male  Female
- Home address:** Address\* (3 Keswick Rise), Town\* (Sunbury), Postcode\* (3429), State\* (VIC)
- Postal address:** Same as Home address?  Address\* (3 Keswick Rise), Town\* (Sunbury), Postcode\* (3429), State\* (VIC)
- Home Phone:** 0397442218, **Work Phone:** 03 9740 6666
- Mobile:** 0450542183
- Email\*:** foosuo@childcare.com.au
- Country of birth\*:** Australia
- Language spoken at home\*:** English
- English proficiency\*:** Very well
- Indigenous Status\*:** Neither
- Next of Kin Information:** Title (Mr), Relationship (Spouse), First Name (Frank), Last Name (Acunzo), Home Ph (0412722205), Mobile Ph, Work Ph
- Same as Applicant Home address?
- Next** button

A red arrow points to the Next button.

## Step 2: Employment Details

If you forget to answer any questions in this section, you will not be able to proceed further, until you complete the items shown in **red** in the error message section at the bottom of the page.

The **Employment Details** screen is to ascertain if you are currently employed in the Childhood Profession. Choose either 'Yes' or 'No'.

Training College

Enrol Here: Step 2 of 5

1 2 3 4 5

**Employment Details**

Mandatory fields are marked with an asterisk (\*)

Are you currently employed in the early Childhood profession?  Yes  No

Employer Legal Name\*: ABC Sunbury Central Employer ABN\*: 82010788502

Employer Trading Name\*: ABC Sunbury Central Centre Director Name\*:

Address\*: 19-21 Ligar Street Work status: Part Time Employee

Town\*: Sunbury Commencement Date: 2c | December | 2009

Postcode\*: 3429 Average hrs: 0  Weekly  Monthly

State: VIC Work phone: 03 9740 6666

**Employer Funded Study**

Do you wish to apply for Employer Funded Study Assistance?  Yes  No

**Select Mode of Study**

Would you like to study under a Traineeship or Apprenticeship?  
Please note: Only the Certificate III in Childrens Services and the Diploma of Childrens Services can be completed via a Traineeship or Apprenticeship.  Yes  No

[What is a Traineeship or Apprenticeship?](#)

Previous Next

Next, complete the section under **Employer Funded Study**.

Employer Funded Study **Does not** apply to external students

Training College

Enrol Here: Step 2 of 5

1 2 3 4 5

**Employment Details**

Mandatory fields are marked with an asterisk (\*)

Are you currently employed in the early Childhood profession?  Yes  No

Employer Legal Name\*: ABC Sunbury Central Employer ABN\*: 82010788502

Employer Trading Name\*: ABC Sunbury Central Centre Director Name\*:

Address\*: 19-21 Ligar Street Work status: Part Time Employee

Town\*: Sunbury Commencement Date: 2c | December | 2009

Postcode\*: 3429 Average hrs: 0  Weekly  Monthly

State: VIC Work phone: 03 9740 6666

**Employer Funded Study**

Do you wish to apply for Employer Funded Study Assistance?  Yes  No

**Select Mode of Study**

Would you like to study under a Traineeship or Apprenticeship?  
Please note: Only the Certificate III in Childrens Services and the Diploma of Childrens Services can be completed via a Traineeship or Apprenticeship.  Yes  No

[What is a Traineeship or Apprenticeship?](#)

Previous Next

If you choose **YES**, you must agree to the **Terms and Conditions**. If you choose **NO**, you are **not** eligible for Employer Funded Study Assistance.

State:

### Employer Funded Study

Do you wish to apply for Employer Funded Study Assistance?  Yes  No

**Employer Funded Study Assistance Terms and Conditions**

- I acknowledge that the tuition fee for the course is \$112 per unit.
- I acknowledge that due to the following conditions, GoodStart Training College will not require my payment of the tuition fee. I acknowledge that this arrangement is made pursuant to the A. B. C. Developmental Learning Centres LHMU Greenfield Agreement (or any subsequently renegotiated Agreement or Industrial Instrument which may replace the Greenfield Agreement). The conditions are that:
  - I continue to comply with the Terms and Conditions for Study Assistance: A. B. C. Developmental Learning Centres (as varied from time to time), and
  - I continue to comply with the requirements of GoodStart Training College relating to my enrolment and study, and
  - I stay in employment at an A. B. C. Learning Centre for 12 months following completion of the course
- I agree that the tuition fee will become immediately due as a debt payable by me to GoodStart Training College if:
  - I fail to meet the above conditions; or
  - I fail to complete the course by the date determined on GoodStart Training Colleges Confirmation of Enrolment
- I agree that should I leave the Company's employment of my own volition (for example, by resigning from my employment) or if I cease employment by way of the Company terminating my employment for any reason (other than the redundancy of my position) prior to 12 months after completing the course, the following amounts will become payable by me:
  - If I leave employment within 6 months of course completion, 100% of the tuition fee will be payable, and
  - If I leave employment within 6 to 12 months of course completion, 50% of the tuition fee will be payable

**Special Note regarding Termination of Employment by reason of redundancy**  
I understand that in the event of my employment ceasing by way of the redundancy of my position, then no tuition fees will be payable.

5. At its discretion, GoodStart Training College may not require me to pay the tuition fee, for example, because of compassionate grounds.

**I hereby advise that:**

6. If I am required to pay tuition fees to GoodStart Training College under this agreement, or if I already have an outstanding debt to GoodStart Training College, I authorise my Employer to deduct the amount nominated from my weekly net wages and paid to GoodStart Training College to pay for those tuition fees. I understand that a minimum weekly deduction of \$30 is required, and that the deduction will automatically stop when I have finalised my fees.

In the event that there are still monies owed on the last day of my employment, I agree that any remaining debt may be offset by applying my termination payments payable to me at the time of my termination of employment in respect of annual leave and long service leave accruals and any other payments properly owed to me.

If any debt still remains in respect of tuition fees after the abovementioned deductions and application of accrued entitlements payable on termination of employment are offset against the debt, then I undertake to make a single, lump-sum payment within seven days of the cessation of my employment to extinguish any remaining tuition fees debt in full.

7. If I cease working at any A. B. C. Learning Centre, I authorise my Employer to deduct any tuition fee which I owe to GoodStart Training College from any money to be paid to me on termination of my employment. Any amount deducted is to be paid to GoodStart Training College to cover my tuition fee.

I have read and understood the Terms and Conditions of accepting Employer Funded Study Assistance and agree to these terms and conditions.

**Please note: If you do not accept the above Terms and Conditions, you are not eligible for Employer Funded Study Assistance**

**Select Mode of Study**

Would you like to study under a Traineeship or Apprenticeship?  
Please note: Only the Certificate III in Childrens Services and the Diploma of Childrens Services can be completed via a Traineeship or Apprenticeship.  Yes  No

[What is a Traineeship or Apprenticeship?](#)

Select your **Mode of Study**.

State:

### Employer Funded Study

Do you wish to apply for Employer Funded Study Assistance?  Yes  No

**Employer Funded Study Assistance Terms and Conditions**

- I acknowledge that the tuition fee for the course is \$112 per unit.
- I acknowledge that due to the following conditions, GoodStart Training College will not require my payment of the tuition fee. I acknowledge that this arrangement is made pursuant to the A. B. C. Developmental Learning Centres LHMU Greenfield Agreement (or any subsequently renegotiated Agreement or Industrial Instrument which may replace the Greenfield Agreement). The conditions are that:
  - I continue to comply with the Terms and Conditions for Study Assistance: A. B. C. Developmental Learning Centres (as varied from time to time), and
  - I continue to comply with the requirements of GoodStart Training College relating to my enrolment and study, and
  - I stay in employment at an A. B. C. Learning Centre for 12 months following completion of the course
- I agree that the tuition fee will become immediately due as a debt payable by me to GoodStart Training College if:
  - I fail to meet the above conditions; or
  - I fail to complete the course by the date determined on GoodStart Training Colleges Confirmation of Enrolment
- I agree that should I leave the Company's employment of my own volition (for example, by resigning from my employment) or if I cease employment by way of the Company terminating my employment for any reason (other than the redundancy of my position) prior to 12 months after completing the course, the following amounts will become payable by me:
  - If I leave employment within 6 months of course completion, 100% of the tuition fee will be payable, and
  - If I leave employment within 6 to 12 months of course completion, 50% of the tuition fee will be payable

**Special Note regarding Termination of Employment by reason of redundancy**  
I understand that in the event of my employment ceasing by way of the redundancy of my position, then no tuition fees will be payable.

5. At its discretion, GoodStart Training College may not require me to pay the tuition fee, for example, because of compassionate grounds.

**I hereby advise that:**

6. If I am required to pay tuition fees to GoodStart Training College under this agreement, or if I already have an outstanding debt to GoodStart Training College, I authorise my Employer to deduct the amount nominated from my weekly net wages and paid to GoodStart Training College to pay for those tuition fees. I understand that a minimum weekly deduction of \$30 is required, and that the deduction will automatically stop when I have finalised my fees.

In the event that there are still monies owed on the last day of my employment, I agree that any remaining debt may be offset by applying my termination payments payable to me at the time of my termination of employment in respect of annual leave and long service leave accruals and any other payments properly owed to me.

If any debt still remains in respect of tuition fees after the abovementioned deductions and application of accrued entitlements payable on termination of employment are offset against the debt, then I undertake to make a single, lump-sum payment within seven days of the cessation of my employment to extinguish any remaining tuition fees debt in full.

7. If I cease working at any A. B. C. Learning Centre, I authorise my Employer to deduct any tuition fee which I owe to GoodStart Training College from any money to be paid to me on termination of my employment. Any amount deducted is to be paid to GoodStart Training College to cover my tuition fee.

I have read and understood the Terms and Conditions of accepting Employer Funded Study Assistance and agree to these terms and conditions.

**Please note: If you do not accept the above Terms and Conditions, you are not eligible for Employer Funded Study Assistance**

**Select Mode of Study**

Would you like to study under a Traineeship or Apprenticeship?  
Please note: Only the Certificate III in Childrens Services and the Diploma of Childrens Services can be completed via a Traineeship or Apprenticeship.  Yes  No

[What is a Traineeship or Apprenticeship?](#)

If you choose **YES** in the Mode of Study, complete the **Yes/No** questions and enter any information where required.

Once you have completed this section, click **NEXT** at the bottom of the page as shown on the next screenshot.

In the event that there are sum monies owed on the last day of my employment, I agree that any remaining debt may be offset by applying my termination payments payable to me at the time of my termination of employment in respect of annual leave and long service leave accruals and any other payments properly owed to me.

If any debt still remains in respect of tuition fees after the abovementioned deductions and application of accrued entitlements payable on termination of employment are offset against the debt, then I undertake to make a single, lump-sum payment within seven days of the cessation of my employment to extinguish any remaining tuition fees debt in full.

7. If I cease working at any A.B.C. Learning Centre, I authorise my Employer to deduct any tuition fee which I owe to GoodStart Training College from any money to be paid to me on termination of my employment. Any amount deducted is to be paid to GoodStart Training College to cover my tuition fee.

I have read and understood the Terms and Conditions of accepting Employer Funded Study Assistance and agree to these terms and conditions.

**Please note: if you do not accept the above Terms and Conditions, you are not eligible for Employer Funded Study Assistance**

**Select Mode of Study**

Would you like to study under a Traineeship or Apprenticeship?  
**Please note:** Only the Certificate III in Childrens Services and the Diploma of Childrens Services can be completed via a Traineeship or Apprenticeship.  Yes  No

[What is a Traineeship or Apprenticeship?](#)

**Do any of the following apply?**

Have you successfully COMPLETED any qualifications? \*  Yes  No

If you hold a current qualification, is there any reason it cannot be used due to Injury/Disability? \*  Yes  No

You are an intensive assistance client? \*  Yes  No

You are currently registered as unemployed and have been so for 12 months? \*  Yes  No

Are you currently undertaking any other study? \*  Yes  No

Have you previously worked as an apprentice or Trainee? \*  Yes  No

Do you hold a current concession card?  Yes  No

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### Step 3: Education Details

The Education Details gathers information about your education history such as:

1. Are you still at school
2. When did you finish school and level of completion
3. Have you undertaken related studies
4. Applying for Recognition of Prior Learning (RPL)

Please answer **Yes/No** to all the questions and complete any information that you are asked, during the process.

If you forget to answer any questions in this section, you will not be able to proceed further, until you complete the items shown in **red** in the error message section at the bottom of the page.

Once you have completed all the questions click **NEXT** at the bottom of the page.

**GoodStart Training College**

Enrol Here: Step 3 of 5

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5

**Education**

Mandatory fields are marked with an asterisk (\*)

Are you still attending Secondary School?  Yes  No

When did you finish school?: January 2010 Level of completion: \* Please Select

Have you previously undertaken studies related to the early childhood/childcare profession (accredited courses only)?  Yes  No Why do I need to upload relevant previous qualifications?

Are you applying for Recognition of Prior Learning (RPL)?  Yes  No What is Recognition of Prior Learning?

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## Step 4: Select a Course to Study

GoodStart Training College offers a range of courses including:

- Certificate III in Children's Services
- Diploma in Children's Services
- Advanced Diploma in Children's Services

To enrol in your course of choice, please complete the following steps.

1. From the **Course Type** choose the level of study you wish to undertake.
2. From the **Course** Drop Down menu choose your course
3. From the **Additional Information** area, complete the remaining questions about any issues that might affect your studies

If you forget to answer any questions in this section, you will not be able to proceed further, until you complete the items shown in **red** in the error message section at the bottom of the page.

Once you have completed all the required information, click **NEXT** at the bottom of the page.

GoodStart Training College

Enrol Here: Step 4 of 5

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Select Course of Study

Course Type:  Certificate III  Diploma  Advanced Diploma  Other

Course: Please Select

[What courses does GoodStart Training College offer?](#)

Additional Information

Do you consider yourself to have a disability/impairment or long term condition that could effect your ability to study your chosen course?  Yes  No

Do you feel you may require assistance with areas of reading, writing or mathematics?  Yes  No

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## Step 5: Declaration and Submission

Please read all the points on this page to ensure you understand the conditions surrounding your study.

Once you have read this page, you must click the **Agree** button at the bottom of the page. You are then able to **submit your enrolment**

Training College

Enrol Here: Step 5 of 5

1 2 3 4 5

Declaration & Submission

Please read the points below before approving the following:

I declare that all information provided by me is true and correct. I am aware that it is my responsibility to supply all supporting documentation for my enrolment and agree to provide GoodStart Training College with any changes to my enrolment (e.g. name, address, phone number, and employer).

I declare that I have read, understood and agree to the conditions of enrolment and college policies as outlined in the [Student Handbook](#) and [Enrolment Guide](#), which includes the Fee and Refund policies.

I am aware of the [plagiarism/copying policy](#).

I accept that GoodStart Training College reserves the right to vary fees, course structure and timetables without prior notice.

I give GoodStart Training College the authority to obtain further information as required regarding my enrolment. This includes information relating to my RPL application as well as contacting referees regarding my current and previous work performance.

I am aware of the legislation and regulations which will affect my studies and employment within the Early Childhood profession.

I understand the [principles of Recognition of Prior Learning](#). I will advise GoodStart Training College of any learning difficulties.

I agree to comply with the policies and standards of behaviour as detailed in the Student Handbook and as required by my Employer.

I give GoodStart Training College consent to provide information requested to the following parties:

- State and Commonwealth Government Departments that provide funding for Australian Apprenticeships.
- Hospital and Emergency Care staff in emergency situations.

You must approve of this declaration to enrol  I agree  I disagree

Submit Enrolment Cancel Enrolment

## 2.1 Completing your Enrolment

Your application to study with the GoodStart Training College is now successful.

Please read this information and follow any further instructions so you understand what is required of you in order to receive your Confirmation of Enrolment details.

GoodStart Training College

Enrol Here: Step 5 of 5

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Declaration & Submission

Thank you for your on-line application to study with the GoodStart Training College.

Your reference number is: 006898  
Your application was submitted on 25 Jul 2010

In order for your enrolment to continue, you are required to complete the on-line Language, Literacy and Numeracy (LLN) assessment.

You have been enrolled in this course and can view this on-line assessment by logging on to the GoodStart Online User Portal <http://goodstartonline.com.au>

**Your Login Details are:**

User Name: 31003415  
Password: 230906

**Instructions:**

Once you have successfully logged on to GoodStart Online, select the Language, Literacy and Numeracy assessment and follow the on-line instructions.

Please contact your nominated Trainer if you have any questions relating to the Language, Literacy and Numeracy assessment.

Upon successful completion of your LLN assessment and on-line enrolment, an email will be sent notifying you that your Confirmation of Enrolment (COE) letter can be viewed online via the GoodStart Online portal. You will be able to access your COE using the above user name and password.

Close

Once you have received your Confirmation of Enrolment details, you will be able to commence your studies. Go to the GoodStart Online site and choose whether you are a **GoodStart Employee** or **External Student**.

Enter your **Employee ID** and **Password** or your **Mobile Phone Number** and **password** to continue.