



INTERCEPT TRAINING

'The Local Trainer'

1300 302 444

CHILDREN'S SERVICES



**INTERCEPT
GROUP
PTY LTD**

**INTERCEPT
TRAINING**

Head Office
Level 1,
86 Pacific Hwy
Tuggerah NSW 2259

P.O. Box 3531
Tuggerah NSW 2259

Telephone: 4353 0922
Or 1300 302 444
Fax : 4353 0920

Email : admin@
intercepttraining.com

Web :
www.intercepttraining.com



NTIS ID 90719
M/L 407237392
RTO ID 332156
ACN: 075 793 805
ABN : 58075793805

CERTIFICATE III in CHILDREN'S SERVICES - CHC30708

Overview

This qualification covers workers who use organisation policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their developmental outcomes. Depending on the setting, workers may work under direct supervision or autonomously.

Program Outline

This course is conducted over a 10 Week period incorporating Face 2 Face Classroom attendance AND Workplace Experience. The course is broken into 3 Curriculum Blocks with designated Assignment submission timelines for each Curriculum Block.

Course Pre-requisites :

- All Students will be required to undergo Literacy and Numeracy testing as an Entry requirement to the course
- All Students will be required to undertake a Working with Children Check PRIOR to Work Experience Placement

Accreditation and Articulation

On successful completion of this course a Certificate III in Children's Services will be awarded. Articulation to the Diploma in Children's Services (Early Childhood Education and Care) CHC50908 is possible.

How to Enrol

Simply complete the application forms and return with your deposit to Intercept Training for approval and processing at either Tuggerah, Newcastle or Auburn branches. Alternatively you can fax to 4353 0920 or mail to PO Box 3531, Tuggerah NSW 2259.

Contact : Intercept Training on Telephone 1300 302 444

"Training Beyond Compare"





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FFS – CHILDREN’S SERVICES - APPLICATION FORM

FIRST NAME :		SURNAME :	
No / STREET :			
SUBURB :		POST CODE :	
TELEPHONE : (HOME)		MOBILE :	
EMAIL ADDRESS :			
DATE OF BIRTH : ____/____/____		Are you an AUSTRALIAN CITIZEN or PERMANENT RESIDENT : (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
(✓) MALE : <input type="checkbox"/> FEMALE : <input type="checkbox"/>		Are you an ABORIGINAL or TORRES STRAIT ISLANDER : (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
(✓)	CHILD CARE TRAINING COURSE		\$ Cost
	Certificate III in Children’s Services - CHC30708 This course includes Senior First Aid, Clinical Work Experience, Mentoring, Face to Face Classroom tuition, Home Study and full learning support. To secure your place in the class we do require a \$180 non-refundable deposit		\$1,800
	Diploma in Children’s Services - CHC50708 This course is conducted as Distance Learning with work books and Workshops or in a Face to Face Classroom environment.		P.O.A.

TRAINING LOCATION:

- Child Care Course: Please specify the date of the course you wish to attend: / / and circle the “Training Venue” you wish to attend the course at:

NEWCASTLE TUGGERAH (Head Office) AUBURN

- First Aid Course: Please specify the date of the course you wish to attend:/...../.....
Or Tick Box if you have current First Aid Certification (completed elsewhere).

PROOF OF IDENTIFICATION			
Do you have any of the following forms of identification – Please tick ✓			
DRIVERS LICENCE / PHOTO ID YES <input type="checkbox"/> NO <input type="checkbox"/>	MEDICARE CARD YES <input type="checkbox"/> NO <input type="checkbox"/>	PASSPORT YES <input type="checkbox"/> NO <input type="checkbox"/>	BIRTH CERTIFICATE YES <input type="checkbox"/> NO <input type="checkbox"/>
INTERCEPT GROUP MEMBERSHIP NO. Intercept Group Members are entitled to 10% Discount off ALL Training courses.			
PAYMENT ARRANGEMENTS			
Please tick ✓ how you will be paying for your Training Course			
(✓)	By Credit Card – (please see details below)		(✓)
	By Money Order or Cheque – (please see my attached payment) All Payments are to be made payable to: “Intercept Group Pty Ltd”		
	With Cash/Money order/Cheque) on the day I start my course		
	With Purchase Order - (please see my attached purchase order)		
CREDIT CARD PAYMENT AUTHORITY			
Please tick ✓ : <input type="checkbox"/> Bankcard <input type="checkbox"/> Master Card <input type="checkbox"/> Visa			Authority No: <input type="text"/>
Card Number :			Expiry Date: / Amount of payment: \$
Cardholder’s Name (Please Print) :			
Cardholder’s Signature : Date : / /			

APPLICANTS DECLARATION OF UNDERSTANDING

- I understand if I have any special requirements, I will need to contact the Intercept Training Office and discuss prior to my course commencing.
- I have read and agree that I understand the Intercept Group Pty Ltd Code of Practice on the reverse of this form
- If participating in Child Care Work – I understand Student Requirements and have completed the Working with Child Check Form.
- I understand and agree that by signing this document that I am liable for all Course Fees, unless participating in a Government Funded Program.
- We hereby authorise Intercept Group to discuss the findings of our Working with Children Check to perspective employers and your Job Services Australia (JSA) prior to placement of work place experience.

Signature : _____

Date : _____



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Code of Practice

Educational Standards – The Intercept Group has developed a Code of Practice. We maintain policies and management practices, which provide for the highest delivery of educational standards within New South Wales. It also covers the marketing and delivery of vocational education and training services, which safeguard the interests and welfare of our students and trainee's.

The Intercept Group is accredited in New South Wales by the N.S.W. Security Industry Registry, which is a division of the New South Wales Police Service. The N.S.W. Security Industry Registry must give authorisation before a company can commence security industry training.

The Intercept Group is also a Registered Training Organisation (RTO). This accreditation is given by the Vocation Education Training and Accreditation Board (VETAB). This government organisation controls the registration of companies wishing to deliver training of any kind in New South Wales. All standards laid out by VETAB, the Australian Qualification Training Framework (AQTF) are constantly being adhered to by The Intercept Group.

At all our venues we maintain a learning environment that is conducive to the success of the students. We have the capacity to deliver the nominated course(s) and we provide adequate facilities including tea, coffee and available parking. We use the appropriate methods and materials. There are no hidden costs in the training and all applicable fees are stated in the Student Pack.

Refund Policy – The Intercept Group has a policy of 100% refund of any money paid prior to the commencement of any course (less deposit), if a request for refund is received in writing 14 days prior to the course. This refund is voided if the student transfers the original course or defers the commencement of their course.

Between 13 days and 7 days prior to the course there is a 75% refund and up to 6 days prior to the course commencement a 50% refund of money paid. If a student withdraws during a course there will be no refund.

Enrolment / Admission – Enrolment is finalised upon receipt of a completed application form with payment lodged at either the course or The Intercept Group's office.

The only admission criteria is that you are of an age near to licensing age and you do not have any criminal convictions that would stop you obtaining a licence.

Award – On successful completion of the course each student is awarded a Certificate as well as an Academic Statement. The Academic Record shows which units of competence that have been completed. (Should a student not complete all the required units in the course then a Statement of Attainment is awarded listing the units of competence that have been successfully completed.)

Marketing – The Intercept Group markets all vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of this information, no false or misleading comparisons will be drawn with any other provider or course.

Manuals / Facilities – The tuition fee includes all relevant manuals and training materials. The only materials each participant is required to bring are notebooks and pen.

The lecturers use overhead projectors or videos where required. The training venues are conference facilities or educational classrooms.

Recognition of Prior Learning (RPL)– Students can apply for exemptions from units contained within a course where they can demonstrate that they have the skills or knowledge already. These skills or knowledge may have been obtained from prior study (especially in similar courses) or even from life experience. Recognition of prior learning is a way of recognising these skills and knowledge. Obviously the prior learning must be relevant to a course of study offered by The Intercept Group. Apply to your course lecturer or through the Intercept Group's office.

You must provide **documentary evidence** of your prior learning for **each unit** you claim an exemption, and be assessed by the instructors or a panel established by The Intercept Group.

This assessment can only commence after the **application fee** is paid.

In the event that you are successful, you will not need to complete the unit / us you have been exempted from. This means you will not be graded by the Intercept Group for this unit, but will be recognised as having completed the unit. If you are unsuccessful, you have the opportunity to appeal to an appeal panel or to the Chief Executive of The Intercept Group as outlined in **Appeals on Assessment**.

Outcomes – On successful completion of our courses you will:

- a. Have demonstrated the necessary knowledge to satisfy licensing authorities in order to obtain any relevant licence (where applicable) and
- b. Be able to appropriately represent the industry in accordance with any legal requirements and
- c. Be able to protect the interests of yourself and your employer.

Appeals on Assessments – Any participant who is not satisfied with the outcome of their training may make an appeal. This appeal should be made directly to the course lecturer. The appeal period is 6 weeks from the completion of a course.

Complaints – If at any time during the course that you are attending you are unhappy over any facet of the training that we are delivering, and then a complaint may be logged with either the course lecturer or the Director of Training. They will organise a meeting to hear your complaint. If you are unhappy with the result of this meeting then you may lodge an appeal to the Chief Executive of The Intercept Group.

The Department of Fair Trading may also be of assistance they can be contacted on (02) 9895 0111 or at 1 Fitzwilliam St Parramatta NSW. If the individual wishes to take the matter further, refer to: www.training.com.au, or to the National Training complaints hotline on 1800 000 674 or email DEST nationalcomplaintshotline@dest.gov.au.

Support Services – If any student has difficulty with any aspect of the course, you will be able to ask the instructor for extra assistance at any non-lecturing time.

If required you may also ring our office with any queries relating to the course or any difficulties you may have regarding your participation on any course.

Between the hours of 8.30am and 9.00pm Sydney time you can call our head office on 1300 302 444 and speak to one of our Instructors.

1. If this is not convenient then you can email your questions to admin@intercepttraining.com. Our email is checked at least four times per day so an answer is never far away.
2. Questions can be written down and faxed to our head office on (02) 4353 0920.
3. Questions can also be mailed.

In all cases if you would like an Instructor to contact you please let us know a convenient contact time.

Credit Transfer – Students completing certain units in a course offered by The Intercept Group may be eligible for credits in other courses. Contact the trainer / assessor or the office of The Intercept Group for assistance.

Entry / Exit Points – A student can complete any section(s) of a course or join a course at various entry points. Some students may only need to complete certain units of a course and are welcome to attend for these sections only.

Guarantee – The Intercept Group honors all guarantees outlined in our code of practice. Non - compliance can result in withdrawal of our registration.

6.4 PROHIBITED EMPLOYMENT DECLARATION



The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

Under *Commission for Children and Young People Act 1998*:

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.

ATTACHMENT 4 (CONTINUED)

I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.



I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.

I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.

I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.

All fields must be completed. Please use block letters.

Name: _____

Aliases (previous/other names): _____

Date of birth: _____

Signature: _____

Date: _____ Contact telephone number: _____

Contact Email: _____

NOTE: Seek legal advice if you are unsure of your status as a prohibited person.

THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER



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APPLICATION CHECK LIST	<i>Tick</i> ✓
1. I have completed the attached INTERCEPT TRAINING APPLICATION FORM & DEPOSIT	
2. I have read the INTERCEPT TRAINING – CODE OF PRACTICE and signed the Applicants Declaration Section, at the bottom of the Application Form.	
3. I have completed the attached INTERCEPT TRAINING - LITERACY & NUMERACY FORM NOTE: THIS IS COMPULSORY FOR ALL APPLICANTS	
4. I have completed the attached WORKING WITH CHILDREN CHECK - FORM 6.4 PROHIBITED EMPLOYMENT DECLARATION	
5. I have provided Intercept Training with the following forms of Identification : <ul style="list-style-type: none"> • Clear Copy of my Photographic ID. (Eg ; Drivers Licence, Photo ID Card or Passport) • Clear Copy of my Green Medicare Card • Clear Copy of my Birth Certificate or other Identification (as required) • Your Certificates will be issued in the name shown on your Photographic ID 	
6. I have provided PAYMENT for my chosen COURSE and attached to my Application Form.	
CERTIFICATES “ ALL APPLICANTS ”	
Your name and details must be written exactly the same on ALL APPLICATION FORMS as shown on your Photographic Identification, otherwise Intercept will be need to return your Application to you for correction.	
<p>Post or Fax <u>ALL</u> applications to :</p> <p>Intercept Group Pty Ltd P. O. Box 3531, TUGGERAH NSW 2259 Or Fax to : 02 4353 0920</p> <p><i>Not sure what to do : Telephone the Intercept Training Team on – Telephone 1300 302 444</i></p>	