

ENROLMENT PROCESS:

1. Read the 2023 Course Information online, VET for Secondary Students Handbook and Academic Dates (page 5).
2. Discuss your enrolment with your **Careers Advisor / VET Coordinator at school** – they are to complete and sign the school details section on pages 2 & 3.
3. Discuss your enrolment with your **Parent / Guardian** – they are to complete and co-sign where indicated.
4. Read the information on how to provide your **Unique Student Identifier (USI)** on page 2.
5. Read the breakdown of tuition fees and nominate relevant payment option on page 3.
6. Before submitting the enrolment form, ensure all information has been completed and relevant authorisations have been signed off.
7. Attach a copy of identification (Passport or Birth Certificate (both sides) or Citizenship document or Drivers Licence, or Australian entry visa).
8. Submit signed enrolment and copy of ID to: study@whitehouse-design.edu.au

Enrolment will not be confirmed until authorised, completed form and ID have been received by Whitehouse.

Complete all sections

OFFICE USE ONLY:

WH ID: _____

- MEDICAL DISCLOSURE
- ID SUPPLIED
- USI
- DECLARATION SIGNED

- FUNDING
 - DoE
 - CEO
 - SCHOOL
 - STUDENT
- 2 UNITS X 2YRS
- 2 UNITS X 1YR

I would like to enrol in the Certificate III in Design Fundamentals: CUA30720 with the following focus:

- Fashion Visualisation
- Interior Decoration Visualisation
- Creative Direction Visualisation
- Duration of Enrolment: 2 years x 2 units (Cert III) 1 year x 2 units (SoA)

PERSONAL DETAILS

Given Name(s):	FAMILY NAME:	
Date of Birth:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> X	
Mobile Ph:	Home Email:	
School Email:		
Street Address:		
Suburb:	State:	Postcode:

CITIZENSHIP DETAILS

<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> Humanitarian Resident	<input type="checkbox"/> Permanent Resident
Were you born in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, Country of birth: _____	
Are you of 1 st Nation or Torres Strait Islander descent?	<input type="checkbox"/> No <input type="checkbox"/> Yes	please specify: _____	
Do you speak another language at home?	<input type="checkbox"/> No <input type="checkbox"/> Yes	please specify: _____	

EMERGENCY CONTACT

Full NAME:	Relationship to me:
Address:	
Mobile:	Email:

MEDICAL DISCLOSURE

Do you have a disability, impairment or pre-existing condition that could have an impact on your attendance or studies? If yes, please tick the box appropriate to your condition: Yes

No

Hearing/Deafness Learning Mobility Vision
 Mental Illness Medical condition Other

Do you require support services, equipment, or facilities? No Yes (attach plan)

Are you allergic to or currently on prescribed medication? No Yes (attach details)

IT IS A REQUIREMENT THAT ALL PRE-EXISTING CONDITIONS ARE DISCLOSED ON ENROLMENT. Documentation to support your condition and or support services is to be attached. Failure to declare could affect your enrolment.

UNIQUE STUDENT IDENTIFIER (USI)

All participants in Vocational or Higher Education courses are required have a Unique Student Identifier (USI) to study and be awarded Certification of Study. Whitehouse Institute is required to verify your USI on enrolment. Whitehouse cannot create or retrieve your USI.

For details pertaining to USI, to create or retrieve existing USI see: <https://www.usi.gov.au/>

I have retrieved/created my own USI (*The USI consists of 10 alpha numeric characters: (example only) 3BW88YH8U5*)

USI:

CURRENT HIGH SCHOOL STUDIES

In 2023 you will be in year: 11 12

Will the Certificate III be registered as 2 units for the HSC? 4 units (2 years) 2 units (1 year)

Indicate related subjects you intend to study in the HSC
 Textiles & Design Design & Technology
 Visual Arts Information Technology

YOUR SCHOOL DETAILS: School representative to complete this section

Name of School Attending:

Name of Careers Advisor/VET Coordinator:

Careers Advisor/VET Coordinator Contact number:

Careers Advisor/VET Coordinator Email address:

School Address:

Suburb: State: Postcode:

Mailing Address:

Suburb: State: Postcode:

School Phone:

(only required if school to be invoiced)

Account payable email:

TUTION FEES AND PAYMENT INFORMATION

The total course fee is **\$6,440.00** being 2 equal tuition fees of **\$3,220.00** for Stages 1 and 2 respectively. At Confirmation of Enrolment the following will apply:

- School funded students are billable by 3rd of February 2023 (and 10th February 2023 for late start schools),
- Tuition fees funded by parents /guardians will be after enrolment conformation on the dates specified in the payment schedule.

Tuition fees are inclusive of the VET for Secondary Students Art Kit + Materials (except basic stationary items). Materials for the elected specialisations will be standard, however students may opt to supply their own at their expense. The A2 Whitehouse Logo Art Bag is optional and an additional cost of \$85.00 to the student.

A cancellation fee of 100% of either Stage 1 or Stage 2, as relevant, after commencement of classes. After that date, a 100% cancellation fee applies.

NOINATION WHO WILL BE RESONSIBLE FOR THE COURSE FEES -

(NOTE: DoE EVET/CSNSW/SCHOOL ENROLMENT AND FUNDING CUT OFF DATES APPLY)

DEPARTMENT OF EDUCATION (DoE) – EVET.

CATHOLIC EDUCATION OFFICE (CSNSW)

CSNSW funding approval:

Full funding Stage 1 + 2: \$6,440.00

District: _____

Stage 1 only \$3,220.00, student to pay Stage 2

No funding – student to pay all tuition fees

Signature: _____

SCHOOL/ INDEPENDENT SCHOOL AUTHORITY

School funding approval:

Full funding Stage 1 + 2: \$6,440.00

Authorised by: _____

Stage 1 only \$3,220.00, student to pay Stage 2

No funding – student to pay all tuition fees

Signature: _____

PARENT/GUARDIAN/STUDENT – Nominate and complete the following payment option:

- Stage 1 \$3,220.00 due **20 March 2023**
- Stage 2 \$3,220.00 due **1 November 2023**

Invoice me for Stage 1 and Stage 2 tuition fees

I have paid Stage 1 by direct debit (details below), invoice me for Stage 2

I agree to pay the Stage 1 via the nominated credit card; invoice me for Stage 2

I agree to pay Stage 1 and Stage 2 tuition fees via the nominated credit card

\$90.00 A2 Whitehouse logo Art Bag (additional to tuition fees)

Payee Name: _____

Signature: _____

DIRECT DEBIT: Include payment reference no/details and amount to assist with identification of your payment

Bank account details: **Westpac – 60 Martin Place, Sydney**

Payee: **Whitehouse Institute Pty Ltd**

BSB: 032024

Acc No: 183 653

DATE OF DD:

REF NO:

AMOUNT:

CREDIT CARD – VISA OR MASTERCARD 0.87% surcharge applies for CC payments

Call me to process phone order – advise Phone no:

Process the payment via the details supplied

Phone No:

CARD NUMBER:

Exp:

CVV:

Name on Card: _____

Payee signature: _____

BUSINESS NOTICES

PUBLICITY RELEASE:

I hereby grant permission to the rights of my image, likeness, sound of my voice, work in progress and work completed by me as part of a Whitehouse Institute course, to be recorded in any medium without payment or any other consideration. I understand that my image may be edited, copied, exhibited, published or distributed and waive the right to inspect or approve the finished product wherein my likeness or work appears. Additionally, I waive any right to royalties or other compensation arising from or related to the use of these images or recordings. I also understand that this material may be used in diverse educational settings within an unrestricted geographic area. Images and recordings of me and my work may be used for all forms of educational marketing.

By signing this release I understand this permission signifies that recordings of me and my work may be electronically displayed via the Internet or in public educational settings. I will be consulted about the use of these recordings for any other purpose other than those listed above.

There is no time limit on the validity of this release nor is there any geographic limitation on where these materials may be distributed. This release applies to recordings collected as part of the sessions listed on this document only. By signing this form I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby. I hereby release any and all claims against any person or organisation utilising this material for educational and educational marketing purposes.

STUDENT LIABILITY RELEASE:

I hereby release the Whitehouse Institute of Design, Australia from any liability should I become injured or otherwise incapacitated whilst present on an Institute excursion. Likewise, should I not be in attendance during Institute hours, reasons excusable or inexcusable, I do not hold the Whitehouse Institute of Design, Australia responsible for my wellbeing. This declaration relates to the duration of my studies at the Whitehouse Institute relevant to my Enrolment.

Duty of Care: (parent/guardian to complete as the student is under 18 years at time of enrolment)

The purpose of the Duty of Care is to acknowledge the student as a minor and put in place parental permissions for the student to attend student activities while enrolled in the at Whitehouse Institute of Design, Australia. The Duty of Care will remain until the student reaches the age of 18 years, at which time the Duty of Care will become void.

The activities covered by this Duty of Care include the following:

On Campus activities;

- photo-shoots
- cultural studies which may include gender studies and sexual references

Off Campus activities;

- excursions

I give permission that my son/daughter/ whilst on campus for the VETfor Secondary Students program, can go on scheduled class excursions (accompanied by Whitehouse Institute staff). In addition, to leave the premises for the scheduled morning/ afternoon recess breaks as well as the one-hour lunch break (unaccompanied).



Signature of Parent/Guardian:

Date:

CUA30720 Certificate III in Design Fundamentals - NSW

Qualification Description:

This qualification reflects the role of individuals who are developing a broad range of technical and conceptual design skills and who take responsibility for own outputs in work and learning. Practice at this level is underpinned by the application of introductory design theory and history.

Course Structure:

The Units of Competency in the Certificate III in Design Fundamentals CUA30720 have been selected and sequenced to ensure sound pedagogical development of skills over the duration of the course. Some Units have been clustered for delivery and assessment. Students can select one of three specialist focus areas – *Fashion Visualisation*, *Interior Visualisation*, or *Creative Direction Visualisation*.

Certificate III in Design Fundamentals Qualification: Completion of 12 Units being 7 core units plus, 5 elective units (2years). Students who exit the course before completion will be eligible for Statement of Attainment (SoA) for completed units.

CORE UNITS – Stage 1

CUADES201	Follow a design process
CUADES301	Explore the use of colour
CUADES302	Explore and apply the creative design process to 2D forms
CUADES304	Source and apply design industry knowledge
CUADES305	Source and apply information on the history and theory of design
CUAWHS312	Apply work health and safety practices
CUAACD311	Produce drawings to communicate ideas

ELECTIVE UNITS (Common) – Stage 2

CUADES303	Explore and apply the creative design process to 3D forms
CUADIG304 <i>or</i> ICPPRP3250	Create visual design components <i>or</i> Create graphics using a graphics application

ELECTIVE UNITS (Fashion Visualisation) – Stage 2

MSTFD2001	Design and produce a simple garment
MSTFD2005	Identify design process for fashion designs
MSTFD3004	Draw a trade drawing for fashion design

ELECTIVE UNITS (Interior Visualisation) – Stage 2

CUAANM313	Create 3D digital models
CUAACD313	Produce technical drawings
CUAPPR417	Select and prepare creative work for exhibition

ELECTIVE UNITS (Creative Direction Visualisation) – Stage 2

CUADES202	Evaluate the nature of design in specific industry context
CUAACD312	Produce computer-aided drawings
CUAPHI312	Capture photographic images

VET for Secondary Schools NSW 2022-2023 academic dates: (Hours of delivery: 9.00 – 5.00 unless advised other)

Stage 1 – 2023 (core subjects)

Block 1: Tuesday 11 April – Friday 14 April (4 days)

Block 2: Monday 3 July – Friday 15 July (10 days excluding weekends)

Block 3: Monday 25 September – Friday 29 September (5 days)

This will complete Stage 1 – Statement of Attainment towards Certificate III in Design Fundamentals CUA30720

Stage 2 – 2024 (electives)

Block 4: Wednesday 3 January – Friday 19 January (13 days excluding weekends)

This will complete Stage 2 – the student will be eligible for Certificate III in Design Fundamentals CUA30720

ENROLLMENT CHECKLIST

Before signing the Declaration and the submission of the Enrolment form, check that you have the appropriate approvals from your school and parent/guardian to attend/fund the Certificate III in Design Fundamentals, supplied USI or granted approval to issue and attached a form of identification listed below. Keep a copy of the completed Enrolment form for your records as this will form your contract to undertake studies at Whitehouse. A Confirmation of Enrolment will be issued on the receipt of your Enrolment form and documents. Contact Admission if you have any enquires.

- ✓ Acceptable Proof of ID:
Passport, Birth Certificate, Medicare Card, Driver's License,
Citizenship Certificate or Visa Grant (if applicable)
- ✓ Create or Retrieve UNIQUE STUDENT IDENTIFIER (USI)
- ✓ Care plan if declared pre-existing learning, mental or
medical health conditions