

ENROLMENT PROCESS:

1. Read the 2024 Course Information online, VET for Secondary Students Handbook and Academic Dates (page 6).
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 **Unique Student Identifier (USI)** on page 2 and provide USI.
5. Read the breakdown of tuition fees and nominate relevant payment option on page 3.
6. Before submitting enrolment form, ensure all information has been completed and relevant authorisations have been signed off.
7. Attach a copy of identification (**Passport, Birth Certificate (both sides), Citizenship document, 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 signed, completed form, USI and ID have been received by Whitehouse.

Complete all sections

OFFICE USE ONLY:

WH ID: _____

- ☐ MEDICAL DISCLOSURE
- ☐ ID SUPPLIED
- ☐ USI
- ☐ DECLARATION SIGNED
- ☐ FUNDING
- SCHOOL
 - STUDENT
 - MIXED

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

PERSONAL DETAILS

Given Name(s):

FAMILY NAME:

Date of Birth:

Gender: ☐ Female ☐ Male ☐ X

Mobile Ph:

Home Email:

Street Address:

Suburb:

State:

Postcode:

CITIZENSHIP DETAILS

- ☐ Australian Citizen ☐ New Zealand Citizen ☐ Humanitarian Resident ☐ Permanent Resident ☐ International Student

Were you born in Australia?

☐ Yes

☐ No

Town of Birth:

Are you of 1st Nation or Torres Strait Islander descent?

☐ No

☐ Yes

please specify:

Do you speak another language at home?

☐ No

☐ 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

If so, 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.

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

High school student ID:

In 2024 you will be in year:

☐ 10

☐ 11

☐ 12

Will the Certificate III be registered as 3/4 units for the VCE?

☐ YES

☐ NO

Indicate related subjects you intend to study in the VCE?

☐ 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:

School Phone:

School Email:

(only required if school to be invoiced)

Account payable email:

TUTION FEES AND PAYMENT INFORMATION

The total course fee is **\$4,300.00** and includes: a deposit of **\$400.00** + tuition fees of **\$3,900.00**:

- **Deposit is due at submission of enrolment documentation**
(Deposit is not required if approval for full funding by school has been authorised)
- Tuition fees will be invoiced separately @ **\$1,950.00**, being Stage 1 & 2 of the course
 - **Stage 1 is due 24 November 2023** (or on enrolment if after this date)
 - **Stage 2 is due 5 May 2024**

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. **The \$400.00 deposit is non-refundable** and covers the cost of Art Kit + Materials (except basic stationary items).

Tuition fees are exclusive of the VET for Secondary Students Art Kit + Materials. Materials for the elected specialisations will be basic, however students may opt to supply their own at their expense. The A2 Whitehouse Logo Art Bag is optional and an additional cost to the student.

PLEASE ADVISE WHO WILL BE RESONSIBLE FOR THE COURSE FEES

☐ **SCHOOL** – (funding is subject approval and cut off dates)

Please select one of the following approved options.

- ☐ School will pay all fees: \$400 + \$3,900
- ☐ School will pay \$3,900 tuition, student to pay \$400
- ☐ School will pay \$400 deposit, student to pay \$3,900
- ☐ School will pay \$
Student to pay balance

School funding approval:

Name:

Position:

Signature:

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

- ☐ I agree to pay the deposit via direct debit; invoice me for the tuition fees
- ☐ Invoice me for the deposit and tuition fees
- ☐ I agree to pay the deposit via the nominated credit card; invoice me for the tuition fees
- ☐ I agree to pay the deposit and tuition fees via the nominated credit card
- ☐ \$95.00 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 1.1% 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:

STUDENT DECLARATION – read before signing

By signing this form or the electronic submission of, I declare that:

- I have read and understood the content of the course offered, Business Notices including the Refund Policy as well as the Policies and Procedures of Whitehouse Institute as defined in the VET for Secondary Students Handbook and agree to abide by the rules and regulations of Whitehouse Institute.
- I understand that I am responsible for my own health and well-being. I am to follow state and federal government protocols for keeping myself and the community safe. Currently, this may include being vaccinated (recommended although not mandatory), not attending campus if experiencing COVID/Flu like symptoms, seeking medical assistance from a registered medical practitioner, and wearing a mask if feeling unwell. In the event of an emergency where medical assistance may be required, I give permission for Whitehouse to call an ambulance if required but in doing so I understand any cost incurred is my sole responsibility.
- By completing and submitting this enrolment form, I am entering into an agreement to study the Certificate III in Design Fundamentals CUA30720 VET for Secondary Students Program in VIC. I understand that once my enrolment is processed and the Deposit is paid, my enrolment is confirmed (Deposit is not required if approval for full funding by school authority has been given).
- Unless funding has been approved by the school authority, I am responsible for the balance of tuition fees. Stage 1 must be paid in full by **24 November 2023**, and Stage 2 paid in full by **5 May 2024**.
- I accept that a late fee penalty of \$20 per week will apply for all overdue fees, dated from the due date.
- I understand that if I decide to withdraw from the course *the Cancellation and Refund Policy* published on the Whitehouse institute of Design website applies. I am to complete and submit the *Notification to Cancel Enrolment VET* form to formally withdraw from the course (available from VET Admin on request).
- I am to attend all classes. Failure to attend classes without written notice from my parent/guardian/school authority may put me 'academic at risk'.
- My Certificate III in Design Fundamentals qualification will be awarded when all units of competency attempted have been successfully completed. Incomplete studies will result in issue of a Statement of Attainment for the units of study that have been successfully completed.
- If I have any outstanding debt(s), Whitehouse Institute will withhold statements of results, academic transcripts and/or certification until they are fully paid.
- In the event of a temporary campus closure, I understand and confirm that Whitehouse reserves all rights and agree that Whitehouse may temporarily move all or some teaching and learning online if required. I agree to continue and accept the Course in any mode of delivery deemed most appropriate by Whitehouse
- I understand that the cloud storage, software, and sufficient data for streaming/uploading course work is a requirement for effective learning and acknowledge these are at my own personal expense and not related to tuition fees
- The tuition fees relate only to tuition which is the course information delivered in my classes. Tuition fees do not directly relate to the campuses, creative software, facilities and or technical equipment
- If Whitehouse Institute cancels commencement of a Course due to insufficient enrolments, I will be refunded the pre-paid fees and/or no debt will apply
- The information on this form and the supporting documentation I have provided is accurate and correct and if I have made any false or misleading statements, be liable for prosecution and/or my enrolment will be cancelled
- I understand that this declaration does not remove my rights to take further action under the consumer protection laws of Australia or to pursue other legal remedies.



STUDENT SIGNATURE:

Date:



PARENT/GUARDIAN SIGNATURE:

Date:

CUA30720 Certificate III in Design Fundamentals

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
CUAPPR311	Produce creative work
CUAWHS312	Apply work health and safety practices
CUAACD311	Produce drawings to communicate ideas

ELECTIVE UNITS (Common)

CUADES305	Source and apply information on the history and theory of design
CUADIG304	Create visual design components

ELECTIVE UNITS (Fashion Visualisation) – Stage 2

CUADES303	Explore and apply the creative design process to 3D forms
CUAPPR314	Participate in collaborative creative projects
MSTAT2006	Assemble simple textile products

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 2024 – VICTORIA DELIVERY DATES

2024 Stage 1 - Prelim - Core

Block 1 – Monday 8 to Friday 19 January (10 days excluding weekend)

Term 1 – Wednesday 7 February – 27 March (8 x Wednesdays)

Block 2 – Tuesday 2 to Friday 5 April (4 days)

Term 2 – Wednesday 17 April – 19 June (10 x Wednesdays)

This will complete Stage 1 – accredited for at the Preliminary and/or VCE level and a Statement of Attainment towards Certificate III in Design Fundamentals CUA30720

2024 Stage 2 – Elective / Specialisations

Block 3 – Monday 1 to Friday 5 July (5 days)

Term 3 – Wednesday 17 July – 11 September (9 x Wednesday)

Block 4 – Monday 23 – Friday 27 September (5 days)

This will meet the 360-hour delivery requirement of the course. Provided all units of competency (UoC) are successfully completed, this will finalise the VCE VASS requirements and the Certificate III qualification.

Hours of Delivery

All classes during Term times are 9.00 – 4.00 unless advised other.

All classes during Block times are 9.00 – 4.30 unless advised other

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)
- ✓ Documentation and or Care plan if declared pre-existing
learning, mental or medical health conditions