

**Institute of Faith Education**

Archdiocese of Brisbane

Registered Training Organisation | Provider No. 31402

ABN 25 328 758 007

[www.ife.qld.edu.au](http://www.ife.qld.edu.au)

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*Foundations* 2018 Enrolment Form

**Certificate IV in Christian Ministry and Theology** (10433NAT)

**GENERAL INFORMATION**

1. **Apart from enrolling in this course to gain *Accreditation to Teach Religious Education* in a Catholic school, what interests you about this course?**

1. **Are you a Catholic? [ ]** Yes **[ ]** No: which faith tradition do you identify with?
2. **Are you a registered teacher in Queensland? [ ]** Yes **[ ]** No

**Are you currently teaching in: [ ]** a Catholic school **[ ]** the State system **[ ]** currently not teaching

**Are you currently teaching in a: [ ]** Primary school **[ ]** Secondary school

**Which school are you currently teaching in? *[school name/suburb:]***

**How many years teaching experience have you had?**

1. **Are you a pre-service teacher? [ ]** Yes **[ ]** No

**Which university are you studying at?**

**When will you graduate?**

1. **How did you hear about the course?**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | IFE website | [ ]  | Brisbane Catholic Education (BCE) |
| [ ]  | IFE Course Flyer | [ ]  | Diocesan Catholic Education Office |
| [ ]  | Word of mouth – school | [ ]  | Other – please state |       |

**UNIQUE STUDENT IDENTIFIER (USI)**

From 1 January 2015, we, the Institute of Faith Education, can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as ‘other’ you will need to contact the USI Office for assistance.

1. **Enter your USI number**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|       |       |       |       |       |       |       |       |       |       |

**PERSONAL DETAILS**

1. **Enter your full name**

\*Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname**\* |       | **Title** |       |
| **Given name**\* |       | **Middle name**\* |       |

1. **Enter your birth date**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |       |  |       |
| Day |  | Month |  | Year |

1. **Gender (Tick one box only)**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  Male | [ ]  Female | [ ]  Other |  |

1. **Enter your contact details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mobile No.**  |       | **Alternative phone No.** |       |
| **Email address** |       |

1. **What is your usual residential address?**

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state or territory’s ‘rural property addressing’ or ‘numbering’ system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

|  |  |
| --- | --- |
| **Building/property name** |       |
| **Flat/Unit details** |       |
| **Street or lot number** (e.g. 205 or Lot 118) |       |
| **Street name** |       |
| **Suburb, locality or town** |       |
| **State/Territory** |       |
| **Postcode** |       |

1. **What is your postal address?** (if different from above)

|  |  |
| --- | --- |
| **Building/property name** |       |
| **Flat/Unit details** |       |
| **Street or lot number** (e.g. 205 or Lot 118) |       |
| **Street name** |       |
| **Postal delivery information** (e.g. PO Box 254) |       |
| **Suburb, locality or town** |       |
| **State/Territory** |       |
| **Postcode** |       |

**LANGUAGE AND CULTURAL DIVERSITY**

1. **In which country were you born?**

|  |  |
| --- | --- |
| [ ]  Australia |  |
| [ ]  Other – please specify |       |

1. **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 |       |

1. **Are you Aboriginal or Torres Strait Islander?**

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

|  |  |  |
| --- | --- | --- |
| [ ]  No | [ ]  Yes, Aboriginal | [ ]  Yes, Torres Strait Islander |

**DISABILITY**

1. **Do you consider yourself to have a disability, impairment or long-term condition?**

|  |
| --- |
| [ ]  Yes  |
| [ ]  No | Go to question 13 |

1. **If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list.** (You may indicate more than one area)

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Hearing/deaf | [ ]  | Acquired brain impairment |
| [ ]  | Physical | [ ]  | Vision |
| [ ]  | Intellectual | [ ]  | Medical condition |
| [ ]  | Learning | [ ]  | Other |
| [ ]  | Mental illness |

**SCHOOLING**

1. **What is your highest *completed* school level? (Tick one box only)**

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

|  |  |  |
| --- | --- | --- |
| [ ]  | Year 12 or equivalent |  |
| [ ]  | Year 11 or equivalent |  |
| [ ]  | Year 10 or equivalent |  |
| [ ]  | Year 9 or equivalent |  |
| [ ]  | Year 8 or below |  |
| [ ]  | Never attended school | Never completed any primary or secondary level education – go to question 15 |

1. **In which *year* did you complete that school level?**

|  |
| --- |
|       |

1. **Are you still attending secondary school?**

|  |
| --- |
| [ ]  Yes |
| [ ]  No |

**PREVIOUS QUALIFICATIONS ACHIEVED**

1. **Have you SUCCESSFULLY completed any of the following qualifications?**

|  |
| --- |
| [ ]  Yes |
| [ ]  No (go to question 18) |

1. **If YES, tick ANY applicable boxes**

|  |  |
| --- | --- |
| [ ]  | 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) |

**EMPLOYMENT**

1. **Of the following categories, which BEST describes your current employment status? (Tick ONE box only)**

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

|  |  |  |  |
| --- | --- | --- | --- |
| [ ]  | Full-time employee | [ ]  | Employed – unpaid worker in a family business |
| [ ]  | Part-time employee | [ ]  | Unemployed – seeking full-time work |
| [ ]  | Self employed – not employing others | [ ]  | Unemployed – seeking part-time work |
| [ ]  | Self employed – employing others | [ ]  | Not employed – not seeking employment |

**STUDY REASON**

1. **Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box 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 |
| [ ]  | For personal interest or self-development |
| [ ]  | Other reasons |

**PRIVACY STATEMENT & LEARNER DECLARATION**

**Privacy Notice**

Under the *Data Provision Requirements 2012*, the Institute of Faith Education is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by the Institute of Faith Education for statistical, regulatory and research purposes. The Institute for Faith Education may disclose your personal information for these purposes to third parties, including:

* School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
* Employer – if you are enrolled in training paid by your employer;
* Commonwealth and State or Territory government departments and authorised agencies;
* NCVER;
* Organisations conducting student surveys; and
* Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

* Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
* facilitating statistics and research relating to education, including surveys;
* understanding how the VET market operates, for policy, workforce planning and consumer information; and
* administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au/)).

**Student Declaration and Consent**

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

I affirm I have read and understood the learner information detailed within the IFE Course Handbook which sets out the conditions of my enrolment in this course.I have read and understood the privacy policy as detailed on the IFE website and explained in the IFE Course Handbook.

I understand that from time to time, the IFE may take photographs of learners for recording and promotional purposes and I agree that my photo may be used for these purposes. *Note: If you do not wish your photo to be taken and/or used for these purposes, your wishes in this regard will be respected. Please inform the IFE in writing if you do not consent to your photo being used for recording or promotional purposes.*

By signing this form, I understand and accept the conditions of my enrolment into this course.

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Signature:** |  | DATE |       |
| Parent/Guardian Signature\* |  | Date |       |
| \**Parental/guardian consent is required for all students under the age of 18* |

**2018 UNIT REGISTRATION**

Unit 1 – Learning and Teaching in a Catholic Context

Unit 2 – Scripture in the Classroom

Unit 3 – Spirituality in the Classroom

Unit 4 – Catholic Thinking in the Classroom

**Are you enrolling to complete the FULL qualification?**

[ ]  Yes

[ ]  No – which Units do you want to complete: [ ]  Unit 1 [ ]  Unit 2 [ ]  Unit 3 [ ]  Unit 4

**WORKSHOP VENUES AND TIMES**

|  |  |  |
| --- | --- | --- |
| LOCATION | Venues | Times |
| BRISBANE | Fr Bernard O'Shea Inservice Centre, 19 Lovedale Street, Wilston | 9:00am – 3.00pm |
| MACKAY | St Patrick’s College, 2 Gregory Street, Mackay | 9:00am – 3.00pm |
| TOWNSVILLE | Townsville Catholic Education Office, 2 Gardenia Avenue, Kirwan | 9:00am – 3.00pm |
| MOUNT ISA | TBC | 9:00am – 3.00pm |

**SELECT YOUR UNITS FOR 2018**
There are two to three workshops for each unit. You need to register to attend EACH workshop for the unit.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LOCATION | UNIT 1 WORKSHOPS | UNIT 2 WORKSHOPS | UNIT 3 WORKSHOPS | UNIT 4 WORKSHOPS |
| BRISBANE | [ ]  **UNIT 1**Workshop 1: **7-Mar**Workshop 2: **8-Mar** | [ ]  **UNIT 2**Workshop 1: **9-Apr**Workshop 2: **10-Apr**Workshop 3: **2-Jun** | [ ]  **UNIT 3**Workshop 1: **18-Jul**Workshop 2: **19-Jul** | [ ]  **UNIT 4**Workshop 1: **3-Oct**Workshop 2: **4-Oct**Workshop 3: **3-Nov** |
| MACKAY | [ ]  **UNIT 1**Workshop 1**: 22-Feb**Workshop 2: **23-Feb** | [ ]  **UNIT 2**Workshop 1: **26-Apr**Workshop 2: **27-Apr**Workshop 3: **15-Jun** | [ ]  **UNIT 3**Workshop 1: **26-Jul**Workshop 2**: 27-Jul** | [ ]  **UNIT 4**Workshop 1: **18-Oct**Workshop 2: **19-Oct**Workshop 3: **23-Nov** |
| TOWNSVILLE | [ ]  **UNIT 1**Workshop 1: **17-Feb**Workshop 2: **18-Feb** | [ ]  **UNIT 2**Workshop 1: **3-Apr**Workshop 2: **4-Apr**Workshop 3: **26-May** | [ ]  **UNIT 3**Workshop 1: **3-Jul**Workshop 2: **4-Jul** | [ ]  **UNIT 4**Workshop 1: **13-Oct**Workshop 2: **14-Oct**Workshop 3: **10-Nov** |
| MOUNT ISA | [ ]  **UNIT 1**Workshop 1: **3-Mar**Workshop 2: **4-Mar** | [ ]  **UNIT 2**Workshop 1: **21-Apr** Workshop 2: **22-Apr**Workshop 3: **9-Jun** | [ ]  **UNIT 3**Workshop 1: **14-Jul**Workshop 2: **15-Jul** | [ ]  **UNIT 4**Workshop 1: **27-Oct**Workshop 2: **28 Oct**Workshop 3: **1-Dec** |

**SUBMIT COMPLETED AND SIGNED ENROLMENT FORMS TO:** Institute of Faith Education

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