

Child Protection Studies Programme: APPLICATION FOR ENROLMENT

Instructions

The purpose of this form is to obtain the information CPS needs to enrol you on the Child Protection Studies Programme.

Please ensure that you:

- Complete ALL sections of the form, by **printing your answers clearly in pen**, or ticking the box(es) that apply.
- Complete ALL items on the Enrolment Checklist (Section 11) before sending in your Application for Enrolment.

If you require help completing this form, please phone CPS on 07 838 3370.

1. Course Enrolment Details

I would like to enrol on the following Child Protection Studies Programme:

Location: _____ Programme Start Date: _____

Have you previously undertaken any training with CPS? Yes No

If yes, please provide course name, date and location(if known) _____

How did you hear about CPS? _____

2. Personal Details

First Name(s): _____ Last Name: _____

Preferred First Name (If different to above) _____

Name for Certificate (If different from above): _____

Previous Names Known by: _____

Home Postal Address: _____ Home Phone: _____

_____ Mobile Phone: _____

_____ Home Email: _____

Database? Yes No (Would you like to receive newsletters and updates from CPS on your home email address?)

Gender: Male Female Date of Birth: _____ / _____ / _____

Ethnicity: NZ European/Pakeha NZ Maori (Please specify Iwi): _____ Asian (Please specify): _____

Pacific Islander (Please specify): _____ Other (Please specify): _____

Special Needs:

Do you suffer from any illness, injury or disability that may affect your participation on this course? Yes No

If yes, please explain: _____

Do you have any other special needs we need to know about? eg. English as 2nd language, allergies, diet etc. Yes No

If yes, please explain: _____

3. Citizenship / Residency Status

Please indicate your citizenship or residency status:

New Zealand Citizen New Zealand Permanent Resident (Please state country of citizenship): _____

Australian Citizen or Australian Permanent Resident Other (Please specify): _____

Please include one of the following documents as proof of your citizenship or residency status (a certified copy is sufficient):

Passport Birth Certificate Certificate of Citizenship

4. Educational and Statistical Information (This information is required by the Ministry of Education)

Secondary School:

When was your last year at secondary school? _____

What is the highest academic achievement you hold from a secondary school?

- | | |
|---|--|
| <input type="checkbox"/> No secondary school qualifications | <input type="checkbox"/> School Certificate (one or more subjects) / NCEA level 1 (80 credits) |
| <input type="checkbox"/> Sixth Form Certificate / NCEA Level 2
(60 credits Plus 20 credits from Level 1) | <input type="checkbox"/> UE / NCEA Level 3 |
| <input type="checkbox"/> University Scholarship | <input type="checkbox"/> Entrance qualification from UB /US exam |
| <input type="checkbox"/> Overseas Qualification | <input type="checkbox"/> A or B Bursary |
| | <input type="checkbox"/> Other (please specify): _____ |

Tertiary Education:

Have you ever enrolled in a University, Polytechnic, College of Education, Wananga, Private Training Establishment either in NZ or overseas since leaving school? (Do not include STAR, TOP, Community or Hobby Classes)

Yes No If "Yes", enter year of first enrolment: _____ Name of Institution: _____

What is the highest qualification you have gained from any institution? _____

Other Statistical Information:

Which MAIN activity best describes your situation in New Zealand as at 1 October 2009? (Only select one)

- | | |
|---|---|
| <input type="checkbox"/> Secondary School Student | <input type="checkbox"/> Unemployed or other beneficiary (eg DPB) |
| <input type="checkbox"/> Wage or Salary Earner | <input type="checkbox"/> Self Employed |
| <input type="checkbox"/> University Student | <input type="checkbox"/> Polytechnic Student |
| <input type="checkbox"/> College of Education Student | <input type="checkbox"/> At home parent, house-person or retired |
| <input type="checkbox"/> Overseas | <input type="checkbox"/> Private Training Establishment Student |
| <input type="checkbox"/> Wananga Student | |

5. New Zealand Qualifications Authority (NZQA) Unit Standards

Students who successfully meet all the requirements of the Child Protection Studies Programme will automatically receive credit for the following Unit Standards:

Unit No	Description	Credits	Level
17454	Demonstrate knowledge of child abuse	4	3
17455	Demonstrate knowledge of child abuse reporting procedures	3	3

CPS will register you and record these Unit Standards on the National Qualifications Framework (NQF) for you if you meet the requirements of the programme.

My NZQA number (if known) is _____

6. Employment Details

Employer Name: _____

Current Position Held: _____

Work Postal _____ Work Phone: _____

Address: _____ Work Fax: _____

Work Email: _____

Database? Yes No (Would you like to receive newsletters and updates from CPS on your work email address?)

Is your position (Please tick one):

- Full Time Part Time Casual Voluntary

Which of the following best describes the sector your employer belongs to (Please tick one):

- Health Community Education Justice Self-Employed Other (please specify): _____

We would suggest you discuss the sections on this page with your manager.

7. Course Fees and Sponsorship

The Standard Course Fee is \$1,795.00 and covers all course materials.

As a charitable trust CPS works hard to secure sponsorship from generous community sponsors, to reduce the amount eligible students need to pay. The maximum amount CPS provides in sponsorship is \$1195.00, bringing the course fee to \$600.

Please tick which option(s) apply to you, to establish your eligibility for sponsorship:

- I work or volunteer directly with children
- I work for a non-government agency
- I work for a not for profit organisation

There are three course fee options. Please tick the course fee option you wish to take:

- 1.** I wish to apply for maximum sponsorship**. The fee that I pay is \$600 (Subject to eligibility).
- 2.** I wish to apply for some sponsorship** but am in a position to pay more than \$600. (Subject to eligibility).
I am able to pay \$ _____
- 3.** I do not wish to apply for sponsorship. The fee that I pay is \$1795

****Important Note: If you have selected fee options 1 or 2, following are the Conditions of Sponsorship**

If you are eligible for and are granted sponsorship you will be required to meet the following conditions:

- 100% course attendance.
- Course fees paid by due date
- Completion of all requirements of the course:
 - Completion of the course workbook.
 - Completion of the Post Course Report.
 - Preparation and presentation of a short Fact Sheet.
 - Preparation and presentation of a simple Media Analysis.
 - Achieve a minimum of 80% correct in a multi-choice question test.

Please also see clauses 9 and 10 of the Student Declaration on the back page of this application.

8. Course Fees Declaration

This section must be completed by the person or organisation responsible for payment of your course fees (eg. Yourself, your employer or someone else).

Any invoices or receipts for course fees will be issued to the person or organisation who has completed this declaration.

Payer Organisation Name (If applicable): _____

Is your organisation a CYF provider? (ie. Does your organisation have CYF contract(s)?) Yes No

Payer Contact Name: _____ Position Held: _____

Payer Address: _____

Payer Phone: _____ Payer Email: _____

I will be paying by: Cheque (Made payable to CPS) **or**
 Direct Credit (Westpac A/C number 03-0306-0184738-00). Date payment will be made: _____
(Note: Please include student name, course location and course date in reference fields)

Please read each statement carefully and sign the declaration to acknowledge that you have read, understand and agree to it.

I declare that:

1. I agree to meet the balance payable of course fees (Section 7 above), and I confirm that I have the authority to do so.
2. I understand that course fees are due 14 days before programme commencement.
3. I understand that any outstanding fees may incur interest and recovery costs and agree to meet any such costs incurred.
4. I understand that outstanding fees may result in the student's application for sponsorship being declined or require the reimbursement of any sponsorship funds already allocated.

Signed: _____ Date: _____

9. Referees & References

Please supply CPS with **one written reference** and the details of **two referees** that CPS may contact. Please ensure that they are from someone outside of family that has seen you interact with children and can vouch for your character.

Referee Name 1: _____	Referee Name 2: _____
Organisation _____	Organisation _____
Position Held _____	Position Held _____
Phone _____	Phone _____
Email _____	Email _____

10. Student Declaration

Please read each statement carefully and sign the declaration to acknowledge that you have read, understand and agree to it.

I declare that:

1. The information I have provided on this application is true and correct.
2. I have read and understood the Enrolment Information and Programme Information available on the CPS website (www.cps.org.nz), and:
 - o I believe I meet all the criteria outlined for suitability to attend the Child Protection Studies Programme.
 - o I agree to abide by the Student Regulations.
3. I give permission to CPS to make enquiries of such people as it considers necessary to assess my suitability for attending the programme and for receiving sponsorship (if applicable).
4. I have a basic English literacy competency and am capable of completing written assessments and note taking.
5. I understand that if I have been abused or have experienced personal trauma I should not attend this course unless I have come to terms with the abuse or trauma and am in a position to discuss child abuse in an objective way.
6. I understand that CPS reserves the right at any stage (before or after the programme starts) to refuse entry or attendance.
7. I understand my records may be viewed for legal, supervisory or funding purposes as part of CPS' commitment to safe practice
8. I understand that any withdrawals within 2 weeks of the commencement of the course will incur a cancellation fee (See Enrolment Information on the CPS website (www.cps.org.nz) for the cancellation and refund policy).
9. I have read and understood the Conditions of Sponsorship in Section 7 and agree to meet these conditions.
10. I understand that if I do not meet the Conditions of Sponsorship my application for sponsorship may be declined or I may be required to reimburse CPS any sponsorship funds already allocated. I understand that outstanding reimbursement of sponsorship funds may incur interest and recovery costs and I agree to meet any such costs incurred.

Signed: _____ Date: _____

11. Enrolment Checklist

Before sending this Application for Enrolment, please check that:

- ★ All relevant sections of this enrolment form are completed.
- ★ You have read, understood and signed the Student Declaration in Section 10.
- ★ The person/organisation responsible for paying the course fees has read, understood and signed the Course Fees Declaration in Section 8.
- ★ You have attached:
 - Proof of Citizenship or Residency status (Refer Section 3)
 - One written reference. (Refer Section 9)
 - The course fee payable, if paying by cheque. (Refer Sections 7 and 8)

Once you have completed all items on the Enrolment Checklist above, please send your Application for Enrolment to CPS:

By Post to:	CPS P O Box 679 Hamilton 3240
By Fax to:	07 838 9950
By Email to:	enrolments@cps.org.nz

www.cps.org.nz