

creative volunteering *no limits*

A Regional Arts Australia Initiative

WORKSHOP ENROLMENT FORM 2007-2008

Delivered in partnership by:

Regional Arts NSW, Locked Bag 5, MILLERS POINT NSW 2000 Tel 02 9270 2509

Fax 02 9247 7829 Email admin@regionalartsnsw.com.au

and

Community Cultural Development NSW www.ccdnsw.org

Registered Training Organisation

National Provider Code: 90841 Accredited Course No: 40380SA

Note:

- Please complete all fields as some information is being collected for research purposes
- Your responses will be treated as confidential.
- Even if you have registered for other Creative Volunteering workshops previously, please complete a new enrolment form for additional workshops.

1. PERSONAL DETAILS

Title: _____ First name: _____ Family name: _____

Postal Address: _____

Town: _____ Post Code: _____ State: _____

Home Phone: _____ Work Phone: _____ Mobile: _____

Home Email address: _____

Please tick your *preferred* way of being contacted: By mail By email

Your Year of Birth: Please tick one gender box: Male Female

If you have any special dietary mobility, literacy or other special needs including special carer issues please detail:*

*Would you like to be contacted prior to the workshop to discuss these issues? _____

Please tick this box if you are of Aboriginal and/or Torres Strait Islands origin:

Please tick one box to indicate whether or not you were born in Australia Yes No

If not Australia, in which country were you born? _____

2. VOLUNTEER ORGANISATION DETAILS

How many organisations do you volunteer for? _____

On average how many hours do you volunteer each month? _____

What role or roles do you play as a volunteer? _____

Please name the main organisation or organisations for whom you do some volunteer work:

Name: _____ Town: _____ Phone: _____

Name: _____ Town: _____ Phone: _____

Name: _____ Town: _____ Phone: _____

3. ENTRY REQUIREMENTS

There are no specified limitations on entry into this course. Anyone is eligible to enrol for the workshops. If you wish to apply for Recognition of Prior Learning/Current Competencies or if you require any information regarding learning, language or any other special support needs please contact: Jane Pollard, Professional Development Manager, CCDNSW Tel 02 9518 3811 ext 3 Email pathways@ccdsw.org

4. WORKSHOP DETAILS

Please tick the workshop(s) for which you are enrolling and fill in the *town* where it is being held. The fee for each workshop is \$25.00 (GST exempt) including the workbooks and refreshments.

Networking within Communities to be held in _____ (CVNWC01A)

Carry Out Business Planning to be held in _____ (CVBSP02A)

Develop Funds and Resources to be held in _____ (CVFAS03A)

Undertake Marketing to be held in _____ (CVMGP04)

Plan and Program Events to be held in _____ (CVPPE06A)

Work with Collections to be held in _____ (CVWWC05A)

Contribute to Effective Organisation Governance to be held in _____ (CVGOV07A)

Cultivate productive relationships to be held in _____ (CVTPF08A)

5. WORKSHOP FEES EACH WORKSHOP COSTS \$25.00 (GST exempt) ALL INCLUSIVE COST.

PLEASE RETURN THIS FORM FULLY COMPLETED WITH PAYMENT to:
Regional Arts NSW, Locked Bag 5, Millers Point NSW 2000 OR Fax 02 9247 7829.
PLEASE NOTE: Full payment *must* be made before attending the workshop(s)
Tick if you require a receipt (this will be posted to you)

Please find enclosed a cheque made payable to **Regional Arts NSW** or debit my credit card for
\$ ____ . ____ **Card details:** Visa / MasterCard (please circle one)
Card Number _____ **Expiry** ____ / ____

Name on the card _____

I have read and understand my rights and responsibilities as outlined overleaf
Please tick to agree

6. PARTICIPANT INFORMATION CONFIDENTIALITY

I understand that only authorised personnel will access or utilise the information on this form for purposes directly relating to my participation in the Creative Volunteering – No Limits program.
I also understand and agree that information on this form will be provided to the Registered Training Organisation, CCDNSW for enrolment purposes.

Signature: _____ **Date:** _____



RIGHTS AND RESPONSIBILITIES

For further details and any enquiries regarding rights and responsibilities and other training/assessment policies and procedures including RPL applications please contact:

Professional Development Manager at CCDNSW
Ph 02 9518 3811 ext 3
pathways@ccdsw.org

Course Entry Requirements

There are no entry requirements to this course

Recognition of Prior Learning

Recognition of Prior Learning (RPL) applies to formal training either in Australia or overseas that is similar to the program you want to study at CCDNSW. RPL also acknowledges skills and knowledge obtained through work and life experience.

CCDNSW provides students with the opportunity to apply for RPL. RPL applications will be processed promptly and fairly.

There is a fee associated with RPL

Mutual Recognition

All Australian Qualification Framework (AQF) qualifications and statements of attainment issued by other registered training organisations will be fully recognised by CCDNSW.

Assessment Appeals Procedure

You may appeal against an assessment result within five working days of receipt of the result. Requests for review must be made in writing to the Professional Development Manager at CCDNSW.

Grievance and Student Complaint Policy

Our organisation ensures that students have access to a fair and equitable process for dealing with grievances and provides an avenue for students to appeal against decisions, which affect the students' progress. Every effort is made by CCDNSW to resolve students' grievances.

For this purpose, our organisation has a grievance policy where a member of staff is identified to student as the reference for such matters. In addition, the grievance mechanism as a whole is made known to student at the time of enrolment.

Where a grievance cannot be resolved internally, our organisation advises students of the appropriate legal body where they can seek further assistance.

Grievances will be documented on a Corrective Action Record and kept on our Corrective Register and acted upon by our staff.

Access and Equity

CCDNSW is committed to integrating Access and Equity principles within all services that we provide to our students and in the employment of our staff.

We recognise the rights of staff and students and provide information, advice, and support that are consistent with our core business values and this code of practice.

Regardless of cultural background, gender, sexuality, disability or age students and staff have the right to work and study in an environment that is free from discrimination and harassment and to be treated in a fair and considerate manner while they are working or studying with us.

Your Rights and Obligations

CCDNSW aims to provide students with the opportunity to study, learn and develop skills in a safe and supportive educational environment. As a student you have rights and responsibilities. If you feel you have been discriminated against, speak to your trainer, or the Professional Development Manager at CCDNSW. If your complaint is not resolved you can seek advice from a higher authority.

Disciplinary Procedure

Students found acting outside the RTO Code of Conduct may be disciplined by a staff member. Should the matter not be resolved you will be requested to meet with the Professional Development Manager at CCDNSW

Cancellation and Refund Policy

A student will be entitled to a full refund of any fees paid (including the administration fee), if they are not accepted, or decline to take up the place offered prior to course commencement date or if the course has been cancelled by CCDNSW.

For a complete copy of all training and assessment policies and procedures you can download the 'Student Handbook' from - www.ccdsw.org or contact the Professional Development Manager at CCDNSW 02 9518 3811 ext 3 or pathways@ccdsw.org