

## **Student Pre-Enrolment Information**

Thinking about studying with CREAM of the Crop? Please read below!

This information is to help you access courses and services provided by CREAM of the Crop. It includes policies and procedures that could affect you. It is important that you read this information carefully prior to enrolment!

### **Course Information**

Choosing a Course?

Detailed course information is available from the website [www.cotc.com.au](http://www.cotc.com.au) or by calling our office on 08 8464 0022.

Each course has minimum entry requirements that you must meet to be eligible for entry. For courses with more applicants than places, a ranking process applies.

Students are required to be permanent residents of Australia or Australian Citizens.

### **Study Modes**

CREAM of the Crop uses a range of study modes which include:

Classroom – theory and practical

Video

Workplace training and assessment

### **Qualification Parchments**

As per the Australian Qualifications Framework, students will receive a qualification parchment. If you complete a unit (s) of competence from a training package or an accredited curriculum, you will receive a Statement of Attainment.

### **Recognition of Prior Learning (RPL)**

RPL is the acknowledgment of current skills and knowledge which have been gained from a range of experiences including, work, volunteering, study and life experiences. It is achieved through the assessment of evidence you provide against a set of criteria in a qualification. Fees apply.

More detail: [RPL Overview Policy](#)

More detail: [RPL Application Form](#)

### **National Recognition**

National recognition is the recognition and acceptance by a registered training organisation (RTO) of Australian Qualification Framework, Qualification Parchments and Statements of Attainment issued by another RTO in Australia.

CREAM of the Crop accepts Australian Qualifications Framework Qualification Parchments and Statements of Attainment issued by other RTO's.

### **Student Enrolment**

Completion of an enrolment form will be an acknowledgement that you have been provided with the information contained in this brochure and on the website.

Please ensure that you fill in all sections of the form so that we may support any specific study requirements you have. You are enrolled in a course once you have been selected, completed the enrolment agreement, received written notification and paid the course fees.

More detail: [Available Courses](#)

## **Privacy Policy**

CREAM of the Crop is required to collect and store personal information in order to administer your application and enrolment, to monitor your academic progress and to provide other services. CREAM of the Crop will ensure that information collected from you is not excessive and is only used for the purpose for which it was collected

More detail: [Privacy Policy](#)

## **Fees**

For course fees and included items please refer to

More detail: [Fees and Payments](#)

## **Withdrawal from Study**

If you are thinking of withdrawing from study you should inform your trainer or training manager as soon as possible. Staff are available to help resolve difficulties that might influence your decision to withdraw.

Please refer to our policy on the process involved to withdraw:

More detail: [Fees, Charges & Refund Policy](#)

## **Educational Policies**

There are a number of policies relating to educational issues that may affect your study. These policies are available on the website and will be referred to during orientation.

More detail: [Student Conduct](#)

More detail: [Work-placement Expectations](#)

More detail: [Complaints, Grievances & Appeals](#)

More detail: [Access & Equity](#)

More detail: [Code of Practice](#)

More detail: [Alcohol & other Drug](#)

More detail: [OHS&W](#)

## **Opportunities for Improvement**

CREAM of the Crop is committed to Continuous Improvement, we are interested in listening and responding to your feedback! Please refer to attached link

More detail: [Feedback](#)

## **Support Services**

CREAM of the Crop aims to provide you with a high quality and positive learning environment.

We have provided you with a list of services available to support you.

More detail: [Support Services](#)

## **Enquiries**

For further course related information:

Phone: 08 8464 0022

Email: [training@cotc.com.au](mailto:training@cotc.com.au)

## **Disclaimer**

Every effort has been made to ensure that the information in the student pre-enrolment information brochure is correct as at January 2011.

CREAM of the Crop reserves the right to alter policies at any time without prior notice. Policies may have been only partially reproduced in this brochure.