

Consult the *Course Enrolment – Applicant Instructions* ( [A301G01.01](#)) when completing these forms.

1 Enrolment Pack Head			
Office Use		Full Name Required	
ID	M	First (& Given)	Last (Family)

2 Enrolment Time Taken			
a)	When did you Commence this Enrolment process? _____ : _____ am pm	When did you Complete this Enrolment process? _____ : _____ am pm	How many Minutes to complete process? _____ Minutes
b)	How many Minutes did you spend in reading the Student Handbook?		_____ Minutes
c)	Were you given sufficient time to read the Student Handbook? (<input checked="" type="checkbox"/>)		<input type="checkbox"/> Yes <input type="checkbox"/> No
d)	Were you given sufficient time to complete this Enrolment Pack? (<input checked="" type="checkbox"/>)		<input type="checkbox"/> Yes <input type="checkbox"/> No

3 Enrolling Course(s)			
a) Please indicate which Course(s) you are Enrolling with Melbourne College of Professional Therapists.			
<input checked="" type="checkbox"/>	Course Title	Course Code	Accredited
<input type="checkbox"/>	Certificate Massage Therapy	CMT	No
<input type="checkbox"/>	Certificate IV in Massage Therapy Practice	HLT40307	Yes
<input type="checkbox"/>	Diploma of Remedial Massage	HLT50307	Yes

4 Course Duration			
a) Please indicate which of the following best describes your time commitment to completing the course(s). Note that the CMT Course (if Enrolling) is included in the overall Course Duration.			
<input checked="" type="checkbox"/>	Enrolment Mode	Clinic Placement Training Hours per Week	Estimated Duration of Course
			Certificate IV
			Diploma
<input type="checkbox"/>	Full Time (Fast Track)	20 – 25	3 months
<input type="checkbox"/>	Part Time	10 – 15	7 months
<input type="checkbox"/>	Flexible Learning	5 – 10	11 months
			9 months

5 Recognition			
a) Please indicate if you wish any of the following (must <input checked="" type="checkbox"/> at least one) <input type="checkbox"/> RPL <input type="checkbox"/> RCC <input type="checkbox"/> Neither			
Consult the Student Handbook (Section 9: Recognition) regarding the details of these items.			

6 Enrolment Pack Sign-Off	
I, the Applicant, have completed the following Parts of the Course Enrolment Pack. (<input checked="" type="checkbox"/> all)	
<input type="checkbox"/> Part 1 – Course Details (when this page complete)	<input type="checkbox"/> Part 3 – Applicant Details
<input type="checkbox"/> Part 2 – Pre-Enrolment Information	<input type="checkbox"/> Part 4 – Financial Details
Applicant Signature _____	Date DAY – DATE / MONTH / YEAR _____

1 Enrolment Pack Head			
Office Use		Full Name Required	
ID	M	First (& Given)	Last (Family)
2 All Courses			
a) Induction	Usually conducted at Enrolment (or very soon after) to provide information and obtain understanding/agreement from Applicants about the various Guidelines applicable to them.		
b) Shadowing	Before commencement of Clinic Placement, Students shadow (follow and observe) other more senior (in course progression) Students to gain an understanding of the overall process of practising in a Clinical Setting.		
c) Delivery	The Knowledge and Skills required for each Course are provided as described below (and in each specific Course).		
i) Classes	Classes for various Subjects are scheduled in advance for the Accredited Courses.		
ii) Tutorials	Tutorials are arranged as needed: <ul style="list-style-type: none"> • For Full-Time (Fast Track) Students. • For Students who miss classes for various reasons. 		
iii) Material	A variety of means is available to Students to facilitate Learning.		
• Manuals	A CD-ROM of PDF Manuals (Workbooks) is provided to all Students.		
• Multimedia	Video presentations of various Topics is available in each Clinic/Campus.		
• On-line	Study Material is available on the internet for all Active Students.		
iv) Clinic Placement	Experience of using learnt Knowledge and Skills is gained in a Clinical Setting. Clinic Placement (CP) incorporates Practise of Treatment and Administration Skills as well the Study of Course-related Knowledge. Required Hours consist of logging Clinical Practice Sessions and Study within the Clinics/Campuses (in assigned CP times) only. Outside Study (Home or otherwise) is not logged but may be necessary depending on the learning ability of each Student. Usually Students undertake CP at the College's Internal Facilities. However External Clinic Placement or a combination of Internal and External may be possible.		
• Internal	At MCPT's 3 College/Campus Locations: <ul style="list-style-type: none"> • WH 855 Ferntree Gully Road, Wheelers Hill. • BH 823 Burwood Highway, Ferntree Gully. • DR 91 Dorset Road, Ferntree Gully. 		
• External	May be possible to arrange Practise outside of the College's own Facilities. MCPT has arrangements with many Clinics or the Applicant may have their own contacts which may fulfil some or all Clinic Placement. Discuss with Enrolling Officer.		
d) Assessment	There are various methods of assessment.		
i) Assignment	Various Subjects require submission of answered questions.		
ii) Examination	Various Subjects require sit-down theory tests.		
iii) Observation	Clinic Placement Log Packs of 50 Hours each are assessed when complete.		
e) Training Packages	The following only applies to: <ul style="list-style-type: none"> • Certificate IV in Massage Therapy Practice HLT40307 • Diploma of Remedial Massage HLT50307 		
i) Qualifying	In order to Complete (and be Awarded) this Qualification, Students must be Competent in <u>all</u> of the Units of this relevant Training Package.		
ii) Attainment	MCPT delivers Training through Subjects as opposed to separate Units. This is because the College believes its Subjects are organised better for providing Learning Progression and Integration of Skills/Knowledge over time. Also, almost all the Competency Units require Consistency of Performance (under Critical Aspects of Assessment). The 50 Hour Log Pack Assessment system (described above) facilitate this requirement. Therefore, no Units can be attained until the Completion of the Course.		

3 Certificate Massage Therapy (If Applicable)		CMT
a) Description	This Qualification is a Non-Accredited Course conducted as a starting point for most Students.	
b) Delivery	2 Subjects are taught totalling approximately 12 Hours Training.	
c) Clinic Placement (CP)	Nominal number of Hours to be completed is 50 Hours (1 Log Pack).	
d) Assessment	Observation Assessment twice by Authorised Person(s). Feedback about performance is used by Students to improve between Assessments.	
e) Student Handbook	Read the relevant section of the Student Handbook showing MCPT's Course Outline for Certificate Massage Therapy.	

4 Certificate IV in Massage Therapy Practice (If Applicable)		HLT40307
a) Training Package	This Nationally Accredited Qualification consists of 15 Competency Units comprising:	<ul style="list-style-type: none"> ● 10 Common Units ● 5 Specialisation Units
b) Delivery	15 Subjects are taught totalling approximately 50 Hours Training.	
c) Clinic Placement (CP)	Nominal number of Hours to be completed is 400 Hours (8 Log Packs of 50 Hours each).	
d) Assessment	8 Assignments, 2 Exams and each Log Pack is Observationally Assessed.	
e) Student Handbook	Read the relevant section of the Student Handbook showing the Units of Competency and MCPT's Course Outline for Certificate IV in Massage Therapy Practice (HLT40307).	

5 Diploma of Remedial Massage (If Applicable)		HLT50307
a) Training Package	This Nationally Accredited Qualification consists of 14 Competency Units comprising:	<ul style="list-style-type: none"> ● 6 Common Units ● 5 Specialisation Units ● 3 Elective Units
b) Delivery	14 Subjects are taught totalling approximately 75 Hours Training.	
c) Clinic Placement (CP)	Nominal number of Hours to be completed is 400 Hours (8 Log Packs of 50 Hours each).	
d) Assessment	4 Assignments and each Log Pack is Observationally Assessed.	
e) Student Handbook	Read the relevant section of the Student Handbook showing the Units of Competency and MCPT's Course Outline for Diploma of Remedial Massage (HLT50307).	

6 Additional Costs

a) Compulsory The following are Compulsory items that require Enrolling Students to finance themselves:

- i) If Enrolling in Certificate IV in Massage Therapy Practice (HLT40307), the Common Unit HLTFA301B Apply First Aid is not Trained and Assessed by MCPT. Courses are available to achieve this particular Award (eg. St. John Ambulance). Before Certificate IV (HLT40307) can be Awarded, the Original HLTFA301B Apply First Aid Award must be presented to the College along with an A4 copy (Copy kept by College).
- ii) MCPT Manuals (Workbooks) are supplied on Disc in Adobe PDF format. Some of these Manuals contain Worksheets that are required to be Submitted. In this case some Manuals or their Worksheets must be printed for Submission.
- iii) MCPT requires every Applicant to provide the College with 4 Colour Passport Photos.

b) Suggested The following are Suggested items that Enrolling Students may wish to purchase:

- i) All MCPT Manuals from the Provided Disc should be printed by Students for Study purposes (including Classes and Clinic Placement).
- ii) At times, MCPT Manuals make reference to 2 particular Textbooks:
 - Human Anatomy and Physiology (Mareib) → Any similar Textbook is suitable
 - The Human Anatomy Coloring Book (Wynn Kapit/Lawrence M Elson) → Highly Recommended

7 Fees and Refunds

a) Please Read the following (from the Student Handbook: Section 9 – Fees and Refunds).

- 1 Fees will be collected from students at the designated enrolment day and/or orientation day. Enrolment will not be accepted without payment.
- 2 Applicants will be required to pay one full course payment or 3 Instalments (not counting Deposit) for their selected Course(s).
- 3 If paying by Instalments, each Instalment must be paid within 1 month.
- 4 Melbourne College of Professional Therapists will allow a 7 day “cooling off” period after receipt of initial enrolment payment. Students may, within this period apply for a refund of fees should they choose not to commence the course. This ‘cooling off’ period does not apply to subsequent fees instalments once course has commenced.
- 5 Melbourne College of Professional Therapists will provide a full refund of payments to students who apply during this 7 day period, minus a Refund Administration Fee of \$250.00.
- 6 Under no circumstances will any refunds be given to applications beyond the 7 day cooling off period, except in the event of the course being cancelled by the college.
- 7 If a course is cancelled or does not commence by Melbourne College of Professional Therapists, a full refund of payments to affected students will be provided within 14 days of cancellation, minus a Refund Administration Fee of \$250.00.
- 8 If a student has commenced any part of CMT, Certificate IV or Diploma by attending Shadowing. No refund is applicable. In this case the 7 day “cooling off” period is not valid.

8 Student Handbook

a) Please indicate which sections of the Student Handbook (Rev. 008) you have Read. (☑ all)

- | | | |
|--|---|---|
| <input type="checkbox"/> 5. Assessment | <input type="checkbox"/> 6. Flexible Learning | <input type="checkbox"/> 8. Recognition (RPL/RCC) |
| <input type="checkbox"/> 9. Fees and Refunds | <input type="checkbox"/> 10. Complaints and Appeals | <input type="checkbox"/> 14. Support Services |
| <input type="checkbox"/> 15. Conduct and Behaviour | <input type="checkbox"/> 16. Relevant Legislation | |

9 Miscellaneous

- a) **Alterations** MCPT may change aspects of a Course at its discretion. Reasons for change may be internal or external. Students are informed of alterations as necessary.
- i) **Internal** The College aims to Continuously Improve all aspects of its Course Provision. It must also account for business operations factors and unforeseeable circumstances. Therefore, there may be temporary or long-term changes implemented.
- ii) **External** Registered Training Organisations such as MCPT must meet requirements from various Authorities (such as AQTF, VRQA, ASQA, CRICOS). These Authorities periodically alter those requirements, and the College must fulfil them.
- b) **Language, Literacy and Numeracy (LLN)** MCPT requires a level of proficiency in English for the completion of its Accredited Courses. The College recognises that Applicants have varying abilities in hearing/speaking and reading/writing. Applicants with low proficiency are not necessarily denied entry into a Course. If the College believes an Applicant may need assistance in this area, appropriate arrangements will be organised with the Applicant. These arrangements may include internal Tuition or referral to external Agencies (such as an English Language School). Any Costs towards improving proficiency of Language, Literacy and Numeracy (by External Agent) shall be incurred by the Student as an additional cost.
- c) **No Cost** The following are items that incur no cost:
- i) Assessment and Reassessment (includes exams).
- ii) Statements of Attainment/Academic Transcripts.

10 Understanding Sign-Off

I have Read and I Understand the information presented above and the indicated sections of the Student Handbook *PRIOR* to my enrolment.

Applicant Signature _____ Date DAY – DATE / MONTH / YEAR _____

6 Cultural Background

a) Country of Birth? (☑) Australia Other: _____

b) Are you a permanent Australian Resident? (☑) No → If No, are you an Overseas paying Student? (☑) No
 Yes Yes

c) Are you of Aboriginal or Torres Strait Islander origin? (☑) Yes → If Yes, which are you? (☑) Aboriginal Australian
 No Torres Strait Islander

7 English Proficiency

a) How well do you speak English? (☑) Very well Well Not well Very Little

b) Are you upgrading or planning to upgrade your English? (☑) Yes No Not Sure

8 Physical Screening

a) Do you consider yourself to have any Disability, Impairment and/or Long-Term Condition(s)? (☑) No → Go to Section 9
 Yes → Go to 8 b) below

b) If Yes (above), please indicate Type(s) of Disability, Impairment and/or Long-Term Condition (☑)
 Hearing/Deafness Physical Intellectual Mental Illness Acquired Brain Impairment
 Medical Condition Vision Other: _____

c) Do you require any Special Assistance and/or Learning Requirements? (☑) Yes → If Yes, describe: _____
 No _____

9 Educational Background

a) What is your highest Completed School Level? (☑) Year 12 Year 11 Year 10 Year 9 or lower In what Year did you Complete that school level? _____

b) Are you still attending Secondary School? (☑) No Yes

c) Have you been Allocated a Victorian Student Number (VSN)? (☑) Yes → If Yes, what is your VSN? _____
 No → If No, are you under 25? (☑) No Yes

d) Have you Successfully Completed any of the following Qualifications? (☑)

Qualification	Description
<input type="checkbox"/> Bachelor Degree or Higher Degree	→ _____
<input type="checkbox"/> Advanced Diploma or Associate Degree	→ _____
<input type="checkbox"/> Diploma or Associate Diploma	→ _____
<input type="checkbox"/> Certificate IV or Advanced Certificate/Technician	→ _____
<input type="checkbox"/> Certificate III or Trade Certificate	→ _____
<input type="checkbox"/> Certificate II	→ _____
<input type="checkbox"/> Certificates other than those above	→ _____
<input type="checkbox"/> Other Training course (give details)	→ _____

10 Verification Sign-Off

I hereby declare that the above information provided by me is true and correct.

Applicant Signature _____ Date DAY – DATE / MONTH / YEAR _____

1 Enrolment Pack Head			
Office Use		Full Name Required	
ID	M	First (& Given)	Last (Family)

2 Course Fee			
a) For which Course(s) are you Paying Enrolment Fees (should be identical to Part 1, Section 3).			
<input checked="" type="checkbox"/>	Course Title	Course Code	Accredited
<input type="checkbox"/>	Certificate Massage Therapy	CMT	No
<input type="checkbox"/>	Certificate IV in Massage Therapy Practice	HLT40307	Yes
<input type="checkbox"/>	Diploma of Remedial Massage	HLT50307	Yes
b) Total MCPT Course Fee (GST Exempt)		\$	_____ . _____

3 Payment Details	
a) What is your Payment Plan method? <input checked="" type="checkbox"/> Full Payment (Deposit only) <input type="checkbox"/> Instalments	
b) What is the Deposit Amount? \$ _____ . _____ → Received <u>DAY</u> - <u>DATE</u> / <u>MONTH</u> / <u>YEAR</u>	
c) How are you Paying this Deposit? <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Cheque (Payable to Melbourne College of Professional Therapists) <input type="checkbox"/> Credit Card → Complete Credit Card Details (Section 4) below	
d) If paying by Instalments, indicate arrangement here (don't forget Deposit is first Payment)	
• Instalment 1 Amount	= \$ _____ . _____ → Expected <u>DAY</u> - <u>DATE</u> / <u>MONTH</u> / <u>YEAR</u>
• Instalment 2 Amount	= \$ _____ . _____ → Expected <u>DAY</u> - <u>DATE</u> / <u>MONTH</u> / <u>YEAR</u>
• Instalment 3 Amount	= \$ _____ . _____ → Expected <u>DAY</u> - <u>DATE</u> / <u>MONTH</u> / <u>YEAR</u>

4 Credit Card Details (If Applicable)	
Card Type <input checked="" type="checkbox"/>	Card Expiry Date ____ / ____ / ____ Card Holder Name _____
<input type="checkbox"/> Master Card	Card Number _____
<input type="checkbox"/> Visa Card	Card Holder Signature _____ Date <u>DAY</u> - <u>DATE</u> / <u>MONTH</u> / <u>YEAR</u>
<input type="checkbox"/> Bank Card	

5 Payment Sign-Off	
The above Financial Transaction and Information is agreeable to me and will be abided by me.	
Applicant Signature _____	Date <u>DAY</u> - <u>DATE</u> / <u>MONTH</u> / <u>YEAR</u>