



## Purpose

This policy addresses specific processes and support that learners under the age of 18 years may require to enrol and to complete their chosen course of study.

## Principles

Bestwest Care enrolls learners from a diverse range of backgrounds and age groups. Support is provided to all learners to facilitate their success in their course of choice.

Bestwest Care enrolls some learners who are aged under 18 and who have left or are leaving school.

Applicants who are under 18 years of age, and their parents are fully informed about the course and its requirements.

*Bestwest Care does not provide traineeships or training through the VETDSS (Vocational education and training delivered to secondary students) programme.*

Delivery of training to people under 18 years of age is predominantly provided through the 'Participation Work Readiness program for job seekers'. This program is funded by the Department of Training and Workforce Development and applies to CHC33015 Certificate III in Individual Support. Learners in this course will transition to the CHC33021 Certificate III in Individual Support. Nominal hours apply to this delivery and all training is provided on a face-to-face basis.

Bestwest Care does not offer any other courses under this program.

Applicants who are not eligible for the "Participation Work Readiness program for job seekers" are able to enrol as fee for service learners and receive the same support as other learners under the age of 18.

## Procedure

Learners under 18 years are required to attend a face-to-face enrolment appointment accompanied by a parent or guardian.

As a part of the enrolment process the applicant's parent/guardian is required to complete a Notice of Arrangement form which is then submitted by Bestwest Care to the Department of Education at [participation.CO@education.wa.edu.au](mailto:participation.CO@education.wa.edu.au)

The parent/guardian also signs the learner privacy notice and student declaration.

Any course content that may be considered unsuitable for general viewing will be discussed between the trainer and the learner and their parent before the content is viewed by the young person. This applies particularly to content related to elder abuse and disability abuse. Parents/guardians are welcome to view this content.

Prior experience and skills are discussed prior to enrolment and throughout the learner's progress.

Credits are given for units of competency already completed.

All learners require a practical placement of a minimum of 120 hours. This requires the learner to meet the pre-requisites for placement including a police clearance and NDIS screening.

Trainers and Assessors delivering to people under 18 years of age have current Working with Children clearances.



There is always a Trainer and Assessor present in our training rooms when learners are in attendance and video surveillance is in place for security reasons.