

Withdrawal Form

Student Id:		Student Name:	
Course Id:		Course Name:	

I wish to withdraw from the course I am enrolled in with Australian College of Professional Studies. I wish to withdraw for the following reason:

Have your contact details changed since you last advised us of them? Yes No If yes, please provide below.

Home Address:			
Suburb:		Postcode:	
Tel (Home):		Tel (Work):	
Mobile:		Email:	
<u>Student</u>	<u>Employer/Workplace</u> (only required for trainees and apprentices)		
Signed:		Signed:	
Printed Name:		Printed Name:	
Date:		Date:	

Trainees and apprentices: You may need to also complete a traineeship/apprenticeship cancellation form to cancel the agreement with the state training authority.

Please forward this completed form to our office. Upon receipt of this form, you will be withdrawn.

Once your withdrawal has been processed, you will be issued with a statement of attainment for any competencies you have achieved. This statement cannot be provided until all outstanding fees have been paid.

If competencies have not been attained, no further notification of withdrawal will be provided by Realtime Education and Training Services unless specifically requested.

If you wish to apply for a refund or for consideration of a reduction in outstanding fees, an application must be made in writing to our office using the Refund Application Form. Please refer to our Fees, Charges and Refund Policy for complete details.

Withdrawal Form – Action Details

Unit Code	Unit of Competency	Nominal Hours	Core / Elective	Withdrawal Details		
				Hours Claimed	Trainer / Assessor Initials	Date
HLTAID004	Provide an emergency first aid response in an education and care setting	20	Core			
CHCLEG001	Work legally and ethically	55	Core			
CHCPRT001	Identify and respond to children and young people at risk	40	Core			
CHCECE002	Ensure the health and safety of children	63	Core			
CHCECE003	Provide care for children	70	Core			
CHCECE004	Promote and provide healthy food and drinks	35	Core			
CHCECE005	Provide care for babies and toddlers	60	Core			
CHCECE007	Develop positive and respectful relationships with children	70	Core			
CHCECE009	Use an approved learning framework to guide practice	70	Core			
CHCECE013	Use information about children to inform practice	40	Core			
CHCECE001	Develop cultural competence	70	Core			
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	Core			
HLTWHS001	Participate in workplace health and safety	20	Core			
CHCECE010	Support the holistic development of children in early childhood	70	Core			
CHCPRP003	Reflect on and improve own professional practices	120	Elective			
CHCECE012	Support children to connect with their world	40	Elective			
BSBWOR301	Organise personal work priorities and development	30	Elective			
CHCECE011	Provide experiences to support children's play and learning	40	Core			