

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:	
Student	Employer/Workplace (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 Upon receipt of this form, you will be withdrawn.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			
BSBINN502	Build and sustain an Innovative work environment	50	Elective			
BSBLED401	Develop teams and individuals	40	Elective			
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander Cultural Island safety	25	Core			
CHCECE001	Develop cultural competence	70	Core			
CHCECE002	Ensure the health & safety of children	63	Core			
CHCECE003	Provide care for children	70	Core			
CHCECE004	Provide and promote healthy food and drink	35	Core			
CHCECE005	Provide care for babies and toddlers	60	Core			
CHCECE007	Develop positive and respectful relationship with children	70	Core			
CHCECE009	Use an approved learning framework to guide practice	70	Core			
CHCECE013	Use information about children to inform practice	40	Elective			
CHCECE016	Establish and maintain a safe and healthy environment for children	50	Core			
CHCECE017	Foster the holistic development and wellbeing of the child in early childhood	240	Core			
CHCECE018	Nurture creativity in children	80	Core			
CHCECE019	Facilitate compliance in an education and care services	120	Core			
CHCECE020	Establish and Implement plans for developing cooperative behaviour	50	Core			
CHCECE021	Implement strategies for the inclusion of all children	50	Core			
CHCECE022	Promote children's agency	80	Core			
CHCECE023	Analyse information to inform learning	70	Core			
CHCECE024	Design and implement the curriculum to foster children's learning and development	170	Core			
CHCECE025	Embed sustainable practices in service operations	60	Core			
CHCECE026	Work in partnership with families to provide appropriate education and care for	70	Core			
CHCLEG001	Work legally and ethically care setting	55	Core			
CHCPOL002	Develop and implement policy	90	Elective			
CHCPRP003	Reflect on and improve own professional practice	120	Elective			
CHCPRT001	Identify and respond to children and young people at risk	40	Core			
HLTWHS003	Maintain work health and safety	40	Core			