

**ENROLMENT PROCESS:**

1. Read the 2027 Course Information on the Whitehouse website, VET for Secondary Students Handbook and Academic Dates (page 5).
2. Discuss your enrolment with your **Parent / Guardian** – they are to complete and co-sign where indicated.
3. Discuss your enrolment with your **Careers Advisor / VET Coordinator at school**.
4. Read the information on how to provide your **Unique Student Identifier (USI)** on page 1.
5. Read the breakdown of tuition fees and nominate relevant payment option on page 2.
6. Before submitting the enrolment form, ensure all information has been completed and relevant authorisations have been signed off.
7. Submit signed enrolment form to: [study@whitehouse-design.edu.au](mailto:study@whitehouse-design.edu.au)

*Complete all sections*

**OFFICE USE ONLY:**

WH ID: \_\_\_\_\_

- USI
- DECLARATION SIGNED
- FUNDING
- DoE
  - CEO
  - SCHOOL
  - STUDENT
- 2 UNITS X 2YRS
- 2 UNITS X 1YR

**I would like to enrol in the Certificate III in Design Fundamentals: CUA30720 with the following focus:**

- Fashion Visualisation       Interior Decoration Visualisation       Creative Direction Visualisation

**STUDENT DETAILS**

Given Name(s): \_\_\_\_\_ FAMILY NAME: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender:  Female  Male  X

Student Personal Email: \_\_\_\_\_

Street Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

**EMERGENCY CONTACT**

Full NAME: \_\_\_\_\_ Relationship to me: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

**UNIQUE STUDENT IDENTIFIER (USI)**

All participants in Vocational or Higher Education courses are required have a Unique Student Identifier (USI) to study and be awarded Certification of Study. Whitehouse Institute is required to verify your USI on enrolment.

For details pertaining to USI, to create or retrieve existing USI see: <https://www.usi.gov.au/>

I have retrieved/created my own USI (*The USI consists of 10 alpha numeric characters: (example only) 3BW88YH8U5*)

USI: \_\_\_\_\_

**TUTION FEES AND PAYMENT INFORMATION**

The total course fee is **\$7,020.00** being 2 equal tuition fees of **\$3,510.00** for Stages 1 and 2 respectively. At Confirmation of Enrolment the following will apply:

- School funded students are billable by 8<sup>th</sup> February 2027 or on late enrollment.
- Tuition fees funded by parents /guardians will be after enrollment confirmation on the dates specified in the payment schedule.

Tuition fees are inclusive of the VET for Secondary Students Art Kit + Materials (except basic stationary items). Materials for the elected specialisations will be standard, however students may opt to supply their own at their expense.

*A cancellation fee of 100% of either Stage 1 or Stage 2, as relevant, at commencement of classes. After that date, a 100% cancellation fee applies.*

**NOMINATION WHO WILL BE RESPONSIBLE FOR THE COURSE FEES**

(NOTE: DoE EVET/CSNSW/SCHOOL ENROLMENT AND FUNDING CUT OFF DATES APPLY)

**DEPARTMENT OF EDUCATION (DoE) – EVET.**

**CATHOLIC EDUCATION OFFICE (CSNSW)**

CSNSW funding approval:

Full funding Stage 1 + 2: \$7,020.00

District:

Stage 1 only \$3,510.00, student to pay Stage 2

No funding – student to pay all tuition fees

**SCHOOL/ INDEPENDENT SCHOOL AUTHORITY**

School funding approval:

Full funding Stage 1 + 2: \$7,020.00

Authorised by:

Stage 1 only \$3,510.00, student to pay Stage 2

No funding – student to pay all tuition fees

Signature:

**PARENT/GUARDIAN/STUDENT** – Nominate and complete the following payment option:

- Stage 1 \$3,510.00 due **19 March 2027**
- Stage 2 \$3,510.00 due **5 November 2027**

Invoice me for Stage 1 and Stage 2 tuition fees

I have paid Stage 1 by direct debit (details below), invoice me for Stage 2

I agree to pay the Stage 1 via the nominated credit card; invoice me for Stage 2

I agree to pay Stage 1 and Stage 2 tuition fees via the nominated credit card

Payee Name:

Signature:

**DIRECT DEBIT:** Include payment reference no/details and amount to assist with identification of your payment

Bank account details: **Westpac – 60 Martin Place, Sydney**

Payee: **Whitehouse Institute Pty Ltd**

**BSB: 032024**

**Acc No: 183 653**

DATE OF DD:

REF NO:

AMOUNT:

**CREDIT CARD – VISA OR MASTERCARD** 1.1% surcharge applies for CC payments

To pay by Credit card call Whitehouse Finance on (07) 3188 5258

## NOTICES

### PRIVACY NOTICE

Whitehouse collects, stores, uses and discloses student personal information in compliance with the **Privacy Notice** detailed in the EVET Funded Program Expression of Interest Form, 2027, and in accordance with Whitehouse's Privacy [Policy](#) and [Procedure](#) for the purpose of enrolling the student in a course that contributes to the student's RoSA (Record of School Achievement) or HSC; to create or verify a student's Unique Student Identifier (USI), and issue an AQF qualification Testamur and Transcript of Academic Record.

### CHILD PROTECTION

Whitehouse staff (teaching and professional support) have current Working with Children's Checks (WWCC) clearances.

Whitehouse, as an approved VET and Higher Education Provider, is committed to the safety of persons (children) under the age of 18, as enrolled students, students on work experience or as visitors at its campuses, in accordance with the Child Protection [policy](#) and [procedure](#), and relevant state and Commonwealth legislation.

### PUBLICITY RELEASE

With a parent's or guardian's permission only, Whitehouse may use a student's work, and / or image, likeness, voice, while an enrolled student at Whitehouse for educational and /or marketing purposes only, in any medium without payment or other consideration.

### TRAINING AGREEMENTS AND STUDENT INDEMNITY

Students are indemnified by the NSW Department of Education where there is a Training Agreement between the Department and Whitehouse with a verified list of enrolments from government school students.

Catholic Schools NSW and schools affiliated with the Association of Independent Schools of NSW will indemnify their students and negotiate training agreements directly with Whitehouse.

In cases where the school student's application is outside the NSW EVET Funded Program system (for example applications from interstate) and the tuition fees are fully funded by their school and/or parent or guardian, Whitehouse will indemnify the student while they are studying on campus grounds.

### DUTY OF CARE (parent/guardian to complete where the student is under 18 years at time of enrolment)

The purpose of the Duty of Care is to acknowledge the student as a minor and put in place parental permissions for the student to attend student activities while enrolled in the at Whitehouse Institute of Design, Australia. Whitehouse provides a safe learning environment. The Duty of Care will remain in place until the student reaches the age of 18 years, at which time the Duty of Care will become void.

The activities covered by this Duty of Care include campus activities, such as:

- face-to-face learning activities in scheduled classes, workshops and studios, and
- the safe use of facilities, equipment and learning resources
- participation in the end of course graduation exhibition and runway show
- cultural studies which may include references to gender and other sensitive topics.



**Signature of Parent/Guardian:**

**Date:**

**STUDENT DECLARATION** – read before signing

By signing this form or the electronic submission of, I declare that:

- I have read and understood the content of the course offered, Business Notices including the Refund Policy as well as the Policies and Procedures of Whitehouse Institute as defined in the VET for Secondary Students Handbook and agree to abide by the rules and regulations of Whitehouse Institute.
- I understand that I am responsible for my own health and well-being. I am to follow state and federal government protocols for keeping myself and the community safe. Currently, this may include being vaccinated (recommended although not mandatory), not attending campus if experiencing COVID/Flu like symptoms, seeking medical assistance from a registered medical practitioner, and wearing a mask if feeling unwell. In the event of an emergency where medical assistance may be required, I give permission for Whitehouse to call an ambulance if required but in doing so I understand any cost incurred is my sole responsibility.
- By completing and submitting this enrolment form, I am entering into an agreement to study the Certificate III in Design Fundamentals CUA30720 VET for Secondary Students Program.
- Unless funding has been approved by the school authority, I am responsible for the balance of tuition fees. Stage 1 must be paid in full by **19 March 2026**, and Stage 2 paid in full by **5 November 2027**.
- I accept that a late fee penalty of \$20 per week will apply for all overdue fees, dated from the due date.
- I understand that if I decide to withdraw from the course *the Cancellation and Refund Policy* published on the Whitehouse institute of Design website applies. I am to complete and submit the *Notification to Cancel Enrolment VET* form to formally withdraw from the course (available from VET Admin on request).
- I am to attend all classes. Failure to attend classes without written notice from my parent/guardian/school authority may put me 'academic at risk'.
- My Certificate III in Design Fundamentals qualification will be awarded when all units of competency attempted have been successfully completed. Incomplete studies will result in issue of a Statement of Attainment for the units of study that have been successfully completed.
- If I have any outstanding debt(s), Whitehouse Institute will withhold statements of results, academic transcripts and/or certification until they are fully paid.
- In the event of a temporary campus closure, I understand and confirm that Whitehouse reserves all rights and agree that Whitehouse may temporarily move all or some teaching and learning online if required. I agree to continue and accept the Course in any mode of delivery deemed most appropriate by Whitehouse.
- I understand that the cloud storage, software, and sufficient data for streaming/uploading course work is a requirement for effective learning and acknowledge these are at my own personal expense and not related to tuition fees
- The tuition fees relate only to tuition which is the course information delivered in my classes. Tuition fees do not directly relate to the campuses, creative software, facilities and or technical equipment.
- If Whitehouse Institute cancels commencement of a Course due to insufficient enrolments, I will be refunded the pre-paid fees and/or no debt will apply.
- The information on this form and the supporting documentation I have provided is accurate and correct and if I have made any false or misleading statements, be liable for prosecution and/or my enrolment will be cancelled.
- I understand that this declaration does not remove my rights to take further action under the consumer protection laws of Australia or to pursue other legal remedies.



STUDENT SIGNATURE:

Date:



PARENT/GUARDIAN SIGNATURE:

Date:

## CUA30720 Certificate III in Design Fundamentals - NSW

### Qualification Description:

This qualification reflects the role of individuals who are developing a broad range of technical and conceptual design skills and who take responsibility for own outputs in work and learning. Practice at this level is underpinned by the application of introductory design theory and history.

### Course Structure:

The Units of Competency in the Certificate III in Design Fundamentals CUA30720 have been selected and sequenced to ensure sound pedagogical development of skills over the duration of the course. Some Units have been clustered for delivery and assessment. Students can select one of three specialist focus areas – *Fashion Visualisation*, *Interior Visualisation*, or *Creative Direction Visualisation*.

Certificate III in Design Fundamentals Qualification: Completion of 12 Units being 7 core units plus, 5 elective units (2years). Students who exit the course before completion will be eligible for Statement of Attainment (SoA) for completed units.

### CORE UNITS – Stage 1

CUADES201	Follow a design process
CUADES301	Explore the use of colour
CUADES302	Explore and apply the creative design process to 2D forms
CUADES304	Source and apply design industry knowledge
CUADES305	Source and apply information on the history and theory of design
CUAWHS312	Apply work health and safety practices
CUAACD311	Produce drawings to communicate ideas

### ELECTIVE UNITS (Common) – Stage 2

CUAPPR311	Produce creative work
CUADIG304	Create visual design components.

### ELECTIVE UNITS (Fashion Visualisation) – Stage 2

CUADES303	Explore and apply the creative design process to 3D forms
CUAPPR314	Participate in collaborative creative projects
MSTAT2006	Assemble simple textile products

### ELECTIVE UNITS (Interior Visualisation) – Stage 2

CUAANM313	Create 3D digital models
CUAACD313	Produce technical drawings
CUAPPR417	Select and prepare creative work for exhibition

### ELECTIVE UNITS (Creative Direction Visualisation) – Stage 2

CUADES202	Evaluate the nature of design in specific industry context
CUAACD312	Produce computer-aided drawings
CUAPHI312	Capture photographic images

## VET 2027 - 2028 – NEW SOUTH WALES DELIVERY DATES

<p><b>2027 Stage 1 - Prelim - Core</b> Block 1: Monday 12 to Friday 16 April (5 days) + 12 hours self-managed. Block 2: Monday 5 – Friday 16 July (10 days excluding weekends) + 12 hours self-managed. Block 3: Monday 27 September – Friday 01 October (5 days) + 12 hours self-managed <i>Blocks 1-3 will complete Stage 1 (NESA Board Endorsed Course 43747) accredited for a total of 120 hours and 2 units x 1 year study at the Preliminary HSC Year 11 level and a Statement of Attainment towards the Certificate III in Design Fundamentals CUA30720.</i></p> <p><b>2028 Stage 2 – Elective / Specialisations</b> Block 4: Wednesday 5 January – Friday 21 (13 days excluding weekends) <i>This will complete Stage 2 (NESA Board Endorsed Course 43748), 2 units x 2 years and 240 hours of study, provided all units of competency (UoC) are successfully completed, accredited for a total of 4 units at the Preliminary and/or HSC level and the Certificate III in Design Fundamentals CUA30720 qualification outcome.</i></p>	<p><b>Hours of Delivery</b></p> <p>All class times are 9.00 – 5.00 unless advised other</p>
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