



## Frequently Asked Questions

### Certificate III Early Childhood Education & Care

### Certificate IV School Age Education and Care

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Q: Where is Greenhouse Education located?

A: The Greenhouse Education and Practical Demonstration facilities are located on Level One of the Key Largo Professional Centre in Ocean Keys.

Q: What do I need to provide for myself to be able to study?

A: Note-taking materials including pad, pen and/or a tablet or laptop

Q: What facilities are available at Greenhouse?

A: Tea and coffee will be available in the Greenhouse Training facilities. Greenhouse is also located close to Ocean Keys Shopping Centre, cafés, childcare facilities, car parks, public transport and Clarkson Public Library.

Q: Do I need to purchase textbooks?

A: No. Textbooks and learning materials are provided to you by Greenhouse Education and are included in the cost of your course.

Q: How much does the Certificate III in Early Childhood Education and Care cost?

A: The Certificate III course costs \$2,500 for people paying up front and \$2,800 for people choosing to pay via payment plan.

Q: How much does the Certificate IV in School Age Care cost?

A: The Certificate IV in School Age Care course costs \$3,200 for people paying up front and \$3,500 for people choosing to pay via payment plan.

Q: Is there an initial payment?

A: Yes. There is an initial payment of \$500 due at the time of your Enrolment Interview. This amount is included in the total cost of your course. This payment can be paid using Credit card, Debit card or Bank Transfer.

Q: If I change my mind, are any of the payments refundable?

A: There is no refund of the deposit, unless the course is cancelled by Greenhouse Education. Please see the Refund Policy on our website for full details on the conditions relating to refunds.

Q: Is there a date after which the entire course cost is due?

A: Once you have commenced classes you become liable for the full course fee. If you paid in full on enrolment, you are only able to obtain a refund up until the time classes commence.



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**Q:** What is a Cluster?

**A:** A Cluster is a group of related units taught collectively. Throughout your course you will undertake a range of Clusters, each focusing on different areas of skills and knowledge.

**Q:** What is a USI? Do I need a USI?

**A:** USI stands for Unique Student Identifier. It is a requirement of the Australian Government for all students to have a USI. You will need a USI and will need to bring this with you to your enrolment interview. To obtain a USI now, please go to the following website and follow the instructions <http://www.usi.gov.au/students/create-your-usi>. We can assist you to obtain a USI should you need assistance.

**Q:** How do I apply to Greenhouse Education?

**A:** The first step is to complete the simple 'Start Today' Form found at the bottom of each Course Page on the website. Once you submit this form, you are on your way and will be contacted by a Greenhouse Education team member to arrange an Enrolment Interview.

**Q:** What is the Enrolment Process?

**A:** Please refer to the Enrolment Flow-Chart available for download on our website.

**Q:** How do I book an Enrolment Interview?

**A:** A Greenhouse Education team member will be in touch once you submit the 'Start Today' form to arrange a suitable time for you to come in.

**Q:** What do I need to bring to my Enrolment Interview?

**A:** You will need to bring the following:

1. Two forms of identification, with at least one being a form of photographic identification, such as a Driver's License or Proof of Age Card.
2. Any previous correspondence with Greenhouse Education that may be relevant to your Enrolment.
3. The \$500 for your initial deposit payment or the full course fee should you wish to pay upfront.
4. A bottle of water and a couple of pens as you will be required to complete a short English and Numeracy Competence Test.

**Q:** When do I commence classes?

**A:** You commence classes at the first available Cluster after you have been formally accepted and enrolled into Greenhouse Education. We run a rolling enrolment, which means students can join at any time so long as it is at the beginning of a Cluster.



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Q: Am I required to attend all classes listed in the Delivery Schedule?

A: Yes. We understand there are sometimes circumstances outside of your control however each class contains vital learning material you will require to complete assessments and assignments. If absolutely you cannot attend, you will need to contact Greenhouse Education and arrange an alternate teaching time if possible. Every effort will be made to accommodate students with alternate teaching times however; we cannot make any guarantees. There is a bulk-billing medical practice downstairs in the Key Largo Professional Centre that will arrange a Medical Certificate should you be unwell and unable to attend.

Q: I am unable to drive. Is there public transportation available?

A: Yes. We are located quite close to Clarkson Train Station and have regular buses running from the Station along Key Largo Drive. You can 'Plan Your Journey' to Greenhouse through the button on our website, which will take you through to TransPerth.

Q: Do I need to organise my own Work Placement for my 120-hours?

A: Greenhouse Education has a range of Childcare Centres that we work with. We and will arrange work placements for each of our students.

Q: How are the Practical Work Placements monitored and assessed?

A: Your Trainer will visit you regularly while you are at your Work Placement. If you already work in Childcare, then these visits will occur at your work. You will need to arrange time when you will be available to meet and undertake assessments. Details in relation to visits and your specific circumstances will be discussed with you individually.

If you have any additional questions, please contact us on (08) 9407 7299 or email [enquiries@greenhouseeducation.com.au](mailto:enquiries@greenhouseeducation.com.au).