

General Enrolment Process



BSB20120

**Certificate II in
Workplace Skills**



BSB30120

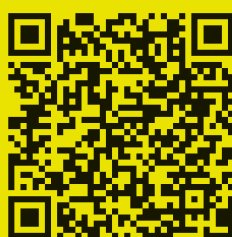
**Certificate III
in Business**



**CHC50125
Diploma
of Early
Childhood
Education
& Care**

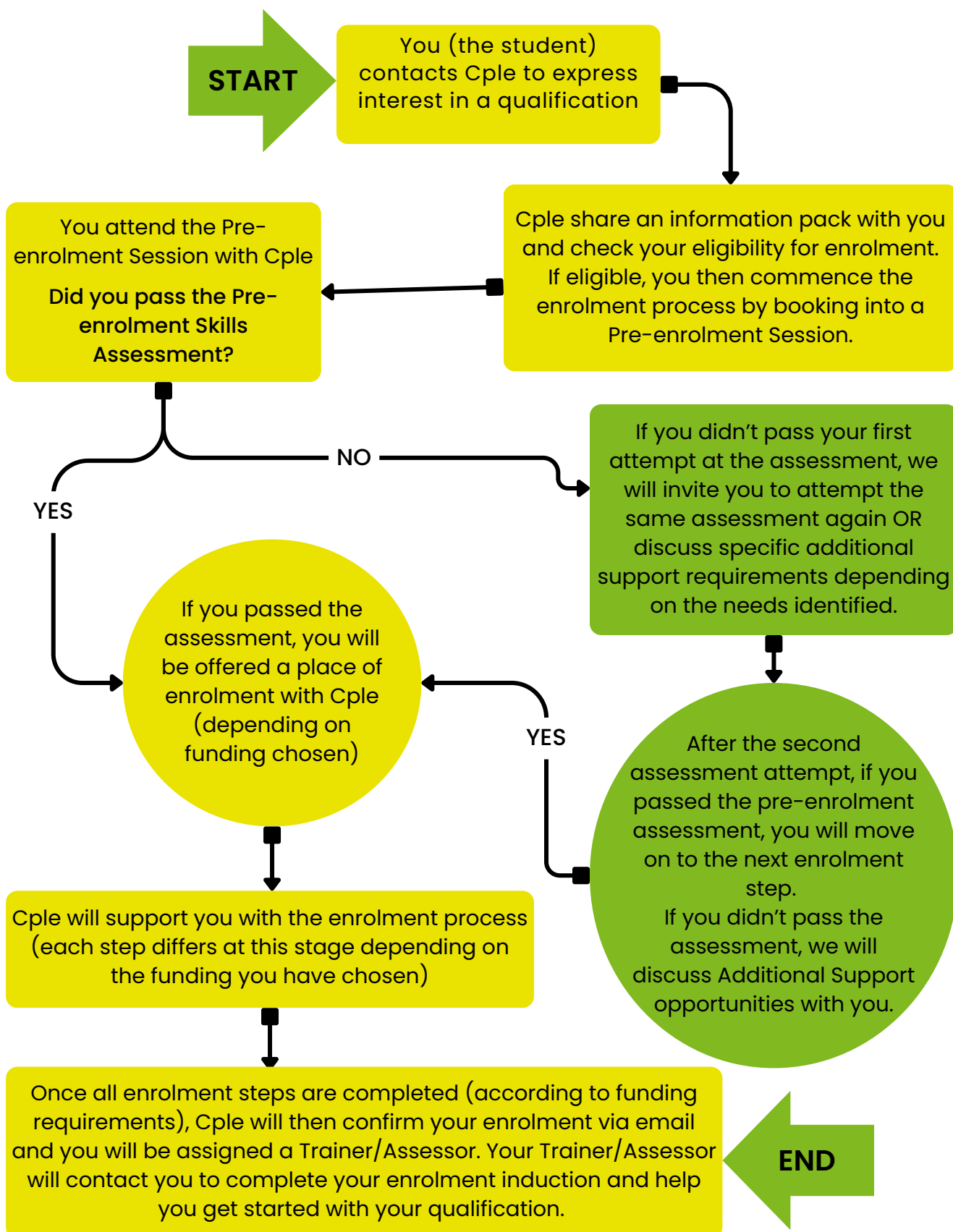


**CHC30121
Certificate
III in Early
Childhood
Education
& Care**



Cple Student Enrolment Process

NOTE: The Pre-enrolment Skills Assessment is a compliance requirement for ALL students enrolling with ALL RTOs. It allows the RTO to identify what supports a student may need.



STUDENT 'To-Do' List

Tasks	Tick once completed
Access your USI Number OR create a USI number if you do not already have one https://www.usi.gov.au/students/get-a-usi	
Complete the Enrolment Form via VETenrol – this will be emailed to you by Cple <i>NOTE: You will need access to the following documents to upload when completing the online enrolment.</i> Citizenship / Permanent Residency You must provide ONE of the following: (include both sides of the ID) <ul style="list-style-type: none"> • Citizenship / Permanent Residency • Australian birth certificate (include both sides of the ID) • Australian Passport New Zealand passport holder who has been a resident in Australia for more than 6 months. • Eligible visa approved by Skills Canberra (Need a copy of the International Passport) • Nationalisation Certificate (include both sides of the ID) Green Medicare Card (include both sides of the ID) Proof of Age over 15 Years You must provide ONE of the following: (include both sides of the ID) <ul style="list-style-type: none"> • Australian Passport • Australian Drivers licence (include both sides of the ID) • Australian Proof of Age Card (include both sides of the ID) 	
USI registry: <ul style="list-style-type: none"> • If you have completed any qualifications or units of competency, please download your transcript from your USI registry portal and email this to Cple (NOTE: Cple will send you an email with detailed instructions for this step). 	
Complete all other steps related to your chosen funding and qualification (Cple will email you with these additional requirements)	
Ensure you have access to a laptop/portable device that has Microsoft Word and Google Chrome installed <ul style="list-style-type: none"> • This is a requirement of all Cple courses. 	

Contact Cple if you have any questions or need any assistance to complete the enrolment process:

☎ (02) 6293 6220
 ✉ admin@cple.com.au

Your path.

Your pace.

Your potential.



cple.

cple.com.au