

## **Instructions on completing the form**

1. Complete the entire form, including the Literacy, Language and Numeracy Questionnaire.

Type directly onto the form, fields boxed in red are required fields.

2. Save the completed form as "your name.pdf" and email to:  
[online@QantmOnline.com.au](mailto:online@QantmOnline.com.au)
3. Print out pages 1 and 2 (attach cheque or fill in credit card details); sign and date where indicated.

The printed pages can be either faxed or mailed to the following number/address:

ATTN: Qantm Online

Fax: **07 3003 0953**

Mail: **PO Box 15477 City East QLD 4002**

4. After your form has been received, you will receive an email confirmation from us, letting you know whether further information is required and the next steps toward course commencement.

**CUF50107 Diploma of Screen and Media - ONLINE**  
**CUF50207 Diploma of Interactive Digital Media - ONLINE**

**PLEASE COMPLETE ALL SECTIONS OF THE FORM**

Given Name		Family Name	
Street		Suburb/Town	
State		Post Code	
Country			
Home Phone		Work Phone	
Mobile		Fax	
Email			
Date of Birth		Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>

**QANTM POLICIES AND PROCEDURES** *(Please read before signing)*

I have read the policies and procedures within the VET Online Policies & Procedures Handbook on the Qantm College website:

[http://online.qantm.com.au/public/enrol/VET\\_Online\\_PoliciesProcedures\\_Handbook.pdf](http://online.qantm.com.au/public/enrol/VET_Online_PoliciesProcedures_Handbook.pdf)

I agree to pay all fees incurred by me with Qantm College.

**PRIVACY POLICY**

Qantm College acknowledges the importance you attach to information that identifies you (personal identifiers such as name, address, date of birth, email address). Qantm College is committed to protecting and managing the personal information you choose to share with our organisation. Through providing this information, we seek to ensure that you will be able to deal with our organisation in full confidence that your personal information will only be used by Qantm College in the ways we have described to you, that it will be held securely, and when there is no longer any legitimate purpose in retaining such information it will be disposed of appropriately. For a full copy of our Privacy Policy please refer to our [VET Online Policies & Procedures Handbook](#)

I consent to Qantm using the information I provide and they subsequently gather, for the purpose it was collected, to assist in the administration of products and services and to carry out all necessary activities associated with their operational business activities, workplace compliance and legal governance issues.

**PAYMENT AND REFUND POLICY**

- Payment for each cluster of units must be made up front before access to that cluster will be granted.
- Students are able to withdraw from a cluster of units at any time up to the Census Date and receive a refund. After the Census Date no refund can be granted.
- Course cancellation fees may apply.
- All refunds will be made payable to the payee.
- All refunds are at the discretion of Qantm College.

\_\_\_\_\_  
Name (Printed)



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Name (Printed)  
(If student under 18)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Course Selection

**I wish to enrol in:**

- Diploma of Screen and Media
- Diploma of Interactive Digital Media

**I wish to study:**

- Full-time over one year
- Part-time over two year

*Subject to course coordinator approval* \_\_\_\_\_

**I wish to begin my course in:**

- February
- June
- September

In the year: \_\_\_\_\_

- I am intending to apply for Credit Transfer (CT) or Recognition of Prior Learning (RPL) for some units in this course (please refer to the Policies and Procedures handbook for information on CT and RPL. If applying for RPL please allow time for a preliminary interview).
- I wish to utilise Qantm College computer labs during my course, at an extra cost of \$150 per trimester (this is not covered by VET FEE-HELP).
  - Brisbane
  - Sydney
  - Melbourne

**I wish to pay by:**

- Cash
- Cheque
- Credit Card (below)
- VET FEE-HELP

Cheques should be made payable to Qantm College

VET FEE-HELP forms can be provided upon request. VET FEE-HELP is available only to Australian citizens or those holding a humanitarian refugee Visa. *All VET FEE-HELP applications must be accompanied by certified proof of citizenship.*

- I intend to pay for each trimester up front (\$2200 per trimester)
- I wish to arrange payment in installments for each trimester

**Credit Card Details**

Card Type		Card Number			
Expiry Date		Name on Card			
Amount		Signature	Date		

## 1. EDUCATION

Are you still attending school? Yes  No

If so, what is your Learner Unique Identifier (LUI)?

What is your highest year COMPLETED at school? 12  11  10  Other:  
High school/s attended

What was the last year  
you attended high  
school?

What was your  
student number  
(if known)?

Are you currently undertaking any other course? Yes  No

If yes:

- Is your course full time or part time? F/T  P/T
- Please give details of course, institution and expected completion date.

Have you COMPLETED any other qualifications at school or since leaving school? Yes  No

If yes please give details of the course, institution and completion date.

## 2. PLACE OF BIRTH

Were you born in Australia? Yes  No

If NO, in which country were you born, and what year did you arrive in Australia?

Are you an Australian citizen? Yes  No

Are you a permanent resident of Australia? Yes  No

Are you of Aboriginal and/or Torres Strait Islander origin? Yes  No

### 3. LANGUAGE

Is English your first language?

Yes  No

If not, please specify

### 4. SPECIFIC NEEDS OF STUDENTS

**Filling out this section is optional.** However to provide the best possible resources and service for our students it is important we understand any specific requirements our students may have. The information supplied will be used as listed below only.

- All information about individual students will be **treated as confidential** and only be available to your instructors and student resource officer as necessary
- General information with all individual student identification removed will go into a database to assist with the planning of future resources.

Do you have a physical or mental condition (including temporary conditions) that may affect your studies or that means you require additional support? Yes  No

If YES, then please check ANY applicable boxes

Hearing difficulties

Visual impairment

Colour blindness

Mobility impairment

Motor skills impairment

Anxiety disorder, other mental health issues

Other please specify

Have you any further information about your condition that may assist us?

Do you have identified learning needs eg dyslexia? Yes  No

Identify your learning needs and indicate any support you might require

### 5. ONLINE STUDY

Have you done online study previously?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have support from others who have multimedia/animation skills?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have support in your study from family or friends?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have responsibilities that may affect your ability to study consistently eg caring for aging relatives or young children?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have restrictions that affect how you can access a computer or the internet eg share a computer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### 6. HOW DID YOU HEAR ABOUT QANTM?

Please tick more than one box if applicable

Ex-Qantm Student	<input type="checkbox"/>	Magazine*	<input type="checkbox"/>
Qantm College Website	<input type="checkbox"/>	Newspaper*	<input type="checkbox"/>
Word of mouth	<input type="checkbox"/>	Expo*	<input type="checkbox"/>
Surfing the web	<input type="checkbox"/>	Other*	<input type="checkbox"/>
SAE College	<input type="checkbox"/>		
School	<input type="checkbox"/>		

\* Please provide details:

## BASIC COMPUTER SKILLS /COMPUTER LITERACY

1. What type of Internet connection do you have?

- Modem/Dial up
- ADSL
- Broadband
- Other, please specify \_\_\_\_\_

2. How many hours on average do you spend using a computer each week? \_\_\_\_\_

3. What kinds of activities do you use a computer for? Please tick more than one box if applicable.

- Email
- Chat or MSN Messenger
- Surf the internet
- Play games
- Work or study related research
- Create spreadsheets
- Other, please specify \_\_\_\_\_

4. Please read the statements below and tick 1 to 5 to indicate your understanding from 1 (do not understand) to 5 (clearly understand)

I understand:

- what a computer mouse is
- the difference between a computer file and a computer folder
- the difference between a local hard drive and a network drive
- how to copy and paste in applications on a computer
- what 'right click' means on a PC
- what a short cut (or Alias) on a computer is
- what a browser is

5. Please place a tick against the computer related tasks below if you feel you may require some assistance with them:

- Copying a file from one location to another
- Renaming a file
- Sending an email
- Using the internet
- Creating a folder
- Creating a short cut
- Compressing a file using software such as Winzip
- Installing software
- Transferring a file using FTP (File Transfer Protocol)

## LANGUAGE, LITERACY AND NUMERACY TRAINING STUDY SUPPORT

### WELCOME

Thank you for choosing to study at Qantm College.

As a Registered Training Organisation we are required to establish language, literacy and numeracy competency for students enrolling in a vocational training course. This is so we can design a study support program to suit individual needs.

Please assist us in determining the level of support you may require by completing the following questionnaire.

If you are a trainee, this should occur in your workplace and may involve the presence of your employer and, where location permits, a language and learning support officer from Qantm College.

### STUDENT DETAILS

Name:

Employer:  
(if applicable)

Responsibilities:

Mode of study:  Face-to-Face  
 Online  
 Combination of Face-to-face and Online

Please indicate which of the following you have successfully completed:

- Senior Secondary English
- Senior Secondary Mathematics
- Computer Studies
- Information Processing & Technology (IPT)
  
- Post-Secondary English Study
- Post-Secondary Mathematics Study
- Post-Secondary Computer Studies

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **LANGUAGE/LITERACY**

Please read the passage below carefully and then answer the following questions.

The internet began as the 'ARPANET' in 1969. It was developed by the US Department of Defense's 'Advanced Research Projects Agency' (ARPA) in conjunction with a number of military contractors and universities to explore the possibility of a communication network that could survive a nuclear attack. It continued simply because ARPA, its contractors and the universities found that it provided a very convenient way to quickly communicate and transfer information across vast distances.

For the first decade that the internet was in existence, it was primarily used to facilitate email, support online discussion groups, allow access to distant databases and support the transfer of files between government agencies, government contractors and universities. The computers were linked using existing phone lines, but you needed a direct line between the two computers, and they had to be using the same operating system so they could communicate with one another.

In 1990, HTML (HyperText Markup Language), an internet language that could link files together using 'Hyperlinks' in the text was introduced. By 1993, HTML could also communicate graphic information, which changed the way the internet looked. Using HTML individuals could create graphic pages (a website), which then became part of a huge, virtual hypertext network called the World Wide Web (www). The enhanced internet was far easier to access and navigate and, as a result, a huge additional audience was created.

1. Which phrase from paragraph one means 'acting together with'? \_\_\_\_\_
  
2. Which word from paragraph one means 'a person or company that agrees to provide work or a service for a fixed price'? \_\_\_\_\_
  
3. Which word from paragraph one means 'huge or wide' ? \_\_\_\_\_
  
4. Which of the following best describe the meaning of 'to facilitate' as used in paragraph two?
  - a) to make easier
  - b) to organise
  - c) to invent
  - d) to design
  
5. Which of the following best describe the meaning of 'network' as used in paragraph three?
  - a) the internet
  - b) a system of connected computers
  - c) to navigate
  - d) a mobile phone
  
6. What was the original purpose of the internet?
  - a) the ARPANET
  - b) to assist universities and the military
  - c) to serve as a form of communication that would not be damaged in a nuclear war
  - d) to communicate and transfer information across vast distances
  
7. Which of the following was not a primary use of the internet in the first 10 years?
  - a) to send electronic mail
  - b) to transfer information between government departments
  - c) to study at university
  - d) to assist online discussion groups
  
8. What development changed the appearance of the internet?
  - a) 'hyperlinks'
  - b) HTML
  - c) The World Wide Web
  - d) Websites



**NUMERACY**

Please complete the following numeracy-related questions.

1. Multiply 3.5 by 100

- a) 1350       b) 3500       c) 350       d) 103.5

2. Divide 5.5 by 1000

- a) 0.0055       b) 0.55       c) 1.55       d) 15.5

3. Reduce the following fraction to its lowest form  $\frac{16}{24}$

- a)  $\frac{4}{6}$        b)  $\frac{8}{12}$        c)  $\frac{2}{3}$        d)  $\frac{1.6}{2.4}$

4. Calculate  $542.75 - 34.9$

- a) 577.65       b) 507.15       c) 507.85       d) this equation is not possible

5. Change  $\frac{3}{10}$  to a decimal number

- a) 0.3       b) 0.03       c) 3       d) 33%

6. Calculate the following equation if  $n=7$

$$x = 4n + 6$$

- a)  $x = 46n$        b)  $xn = 46$        c)  $x = 34$        d)  $x = n + 46$

7. A file you have been working on is 2.4 MB in size. Using compression software you are able to reduce the file size by 33%. Could you save the compressed file onto a regular 1.44MB floppy disk?

- YES       NO

8. If a CD drive with a spin rate of '1X' gave you a data rate of 150k per second what would you assume the data rate of a '4X' CD drive would be?

- a)  $5X = 750$        b) 600       c) 4X       d) 350X

9. In scanning a photograph, which of the following dimensions would produce a larger image:

- 400 pixels x 300 pixels       250 pixels x 350 pixels

10. How much space would the following files take up if you burnt them onto a CD?

780kb, 240kb, 10kb, 512kb, 160kb, 40kb, 70kb, 55kb

- a) 1867kb       b) 1987kb       c) kb cannot be added

11. A blank CD can store approximately 650MB of data. You convert a series of MP3 files to WAV files. In doing so the WAV files expand in size to approximately 49MB each. How many WAV files would you be able to store on a CD?

- a) 13MB       b) 699       c) 13       d) 601

**Office Use Only**

- An interview occurred in person with this student
- English is a second language for this student
- Action required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Additional Assistance required in:

- Computer Literacy
- Language / Literacy
- Numeracy
- No additional training required

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_