



**Alamein Neighbourhood and Learning Centre Inc.**  
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## ACFE FUNDED ENROLMENT FORM 2020

Our funding bodies require all providers to collect statistics and information.  
 You will not be identified with the statistics. Please answer **all** the questions.

Student No. \_\_\_\_\_

Course(s)	Start Date	Office Use (Code)
1.		
2.		
3.		

Surname	Given Names	Date Of Birth
Address		
Medicare Card no. (required for place in funded course)		
Telephone Home	Work	Mobile
Email Address	Male	Female
Emergency Contact Person: Name:		
Relationship	Contact Number	

Eligibility Criteria for Government Funded Places. To be eligible for a Government funded place you must be able to provide proof of your Australian Citizenship/Residential Status/NZ Citizenship:		
Are you an Australian citizen or permanent resident or NZ citizen? <i>Please circle</i>	Yes	No
Do you have a concession card? <i>Please circle.</i>	YES	NO
If so, what type		
Benefit Card number	Exp Date	

Disability		
Do you have a disability, impairment or long-term condition? <i>Please circle</i>	YES	NO
If Yes, please indicate the areas of disability, impairment or long-term conditions. (You may indicate more than one area.). <i>Please circle</i>		
Acquired Brain Impairment	Hearing impairment	Intellectual disability
Mental health illness	Physical disability	Vision impairment
Other, please specify		

Are you of Aboriginal Origin? <i>Please circle</i>	YES	NO	Are you of Torres Strait Islander Origin?	YES	NO
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Country of Birth	Language/s spoken at home			
How well do you speak English? <i>Please circle</i>	Very well	Well	Not well	Not at all

Please provide your Victorian Student Number if you are aged 24 or below at time of enrolment

VSN no. is

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VSN Unknown

School/Training completed				
What year did you leave high school?		Are you still attending school? Please circle	Yes	No
Highest school level completed in Australia <i>Please circle</i>	Y12	Y11	Y10	Y9 Y8 or below
Do you have a qualification? <i>Please circle</i>			Yes	No

If Yes, please circle where you obtained your qualification:

Australia (A)

International (I)

or (E) Australian Equivalent assessed by Victorian Overseas Qualification Unit (OQU)

Please circle all qualifications that apply.

Bachelor or Higher Degree	Certificate III (or Trade Certificates)
Advanced Diploma or Associate Degree	Certificate II
Diploma (or Associate Diploma)	Certificate I
Certificate IV (or Advanced Certificate/Technician)	Certificates other than the above

Employment Status – *Please circle*

1. Full Time employee	2. Part-time paid employee	3. Self employed not employing others	4. Employer
5. Employed-unpaid family worker	6. Unemployed-seeking full-time work	7. Unemployed-seeking part-time work	8. Not employed, not seeking employment

Which is the following classifications best describes the industry of your current or previous employer? –  
Please circle

<ul style="list-style-type: none"> <li>a. Agriculture, forestry and fishing</li> <li>b. Mining</li> <li>c. Manufacturing</li> <li>d. Electricity, gas, water &amp; waste services</li> <li>e. Construction</li> <li>f. Wholesale trade</li> <li>g. Retail trade</li> <li>h. Accommodation &amp; Feed services</li> <li>i. Transport, postal and warehousing</li> <li>j. Information media &amp; telecommunications</li> </ul>	<ul style="list-style-type: none"> <li>k. Financial and insurance services</li> <li>l. Rental, hiring &amp; real estate services</li> <li>m. Professional, scientific &amp; technical services</li> <li>n. Administrative and support services</li> <li>o. Public administration &amp; safety</li> <li>p. Education &amp; training</li> <li>q. Health care &amp; social assistance</li> <li>r. Arts &amp; recreation services</li> <li>s. Other</li> </ul>
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Occupation – *Please circle*

Manager	Professional	Technician or tradesworker
Community and personal service worker	Clerical and Administration worker	Sales
Machine Operators and Drivers	Labourers	Other

What is your reason for choosing this course – *Please circle*

To get a job	To start my own business	To get a better job or promotion
I wanted extra skills for my job	For personal interest or self development	To develop my existing business
To try for a different career	It was a requirement for my job	To get into another course or study

Where did you find out about this course?

## STUDENT ENROLMENT PRIVACY NOTICE

I understand that:

- Alamein Neighbourhood and Learning Centre is required to provide the Victorian Government, through the Department of Education and Training, with student and training activity data which may include information I provide in this enrolment form. Information is required to be provided in accordance with the Victorian VET Student Statistical Collection Guidelines (which are available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>). The Department may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, reporting and/or research activities, For these and other lawful purposes, the Department may also disclose information to its consultants, advisers, other government agencies, professional bodies and/or other organisations.
- In accordance with The Privacy Act (2001), Alamein Neighbourhood and Learning Centre will not release any personal information about me to a third party without written permission, unless legally required to do so. Student information is used to comply with the requirements of government departments and agencies, funding and service agreements, for planning and course development purposes, and to provide for the needs of all students and participants.
- I may be contacted and requested to participate in a National Centre for Vocational Education Research survey, a Department endorsed project, audit or reviews, or an Alamein NLC review.

**Please read and acknowledge by signing at the bottom of the page**

### Medical information

Do you have any medical conditions that could impact your participation in your class? If so, please describe: \_\_\_\_\_

**Payment details:** You can pay by credit/debit card (including over phone)/ EFTPOS/cheque / cash / postal order/EFT. Our banking details are: BSB No: 033-106 Account No. 11-0866 ref: your surname and course name

**Cheques must be made payable to:** *“Alamein Neighbourhood and Learning Centre Inc”*

**Enrolment:** Enrol by booking into a class, then completing this form and posting it with payment, **or** enrolling personally during office hours. Phone bookings can only be accepted if payment is made within 24 hours.

**Late enrolments:** Will only be accepted if there are vacancies in the course **and** payment in full is made within 24 hours.

**Concessions:** You are eligible for a concession if you receive a pension or benefit or have a Health Care Card.

**Difficulty in paying:** See Coordinators if you are likely to have difficulty in paying.

**Missed classes:** There is no refund for missed classes.

### Refund and cancellation policy:

**Cancellation by you:** 7 working days or less no refund will be given

**Cancellation by you:** 8 – 14 working days prior to the starting date. A 20% admin fee will be deducted.

**Should the Centre cancel a course** due to low numbers or unforeseen circumstances, you will receive a full refund.

Please tick if you DO NOT want to receive information about ANLC promotions & specials

**I have read the above information and acknowledge and agree:**

- To the terms described in this privacy statement.
- I hereby declare that the information provided in this application for enrolment is complete and accurate.
- I authorise the teacher or staff member of ANLC to seek medical attention if necessary. I consent to first-aid administered by the teacher or staff member if necessary.
- I have read the Alamein Neighbourhood and Learning Centre Inc. Code of Conduct (see overleaf) and I agree to abide by the policies.

**Name:**

**Student No.:**

**Signed:**

**Dated:**



## **STUDENT CODE OF CONDUCT**

It is the aim of Alamein Neighbourhood & Learning Centre Inc. that all participants in courses and activities at the Centre have a good experience. Alamein NLC recognises the rights of all participants to fully participate in courses in an undisturbed environment. To support this objective the following conduct and procedures are in place:

### **Behaviour:**

- When on centre grounds, participants should act in a respectful manner toward fellow participants, centre staff and teachers. In accordance with our organisational policies, any acts of aggression, harassment verbal abuse, or physical violence will result in the student being banned from the premises until the incident is processed and dealt with through our policies and procedures.

### **Punctuality:**

- Participants should arrive for their class on time in order not to disrupt their class.

### **Class Attendance:**

- If a participant is unable to attend a class, they should tell the teacher or call the centre before the class.

### **Mobile Phones:**

- Participants should turn off their mobile or switch it to silent mode. If a participant is waiting on an urgent call, they should talk with the teacher to make arrangements to take the call.

### **Food during class:**

- Food should not be eaten during class time unless for medical reasons, or as a class activity.

### **Children in class:**

- Children are not allowed in class. Childcare arrangements should be made while parents attend the centre.

### **Smoking**

- Smoking is not permitted inside the Centre or under any covered areas outside the centre.

If a participant believes that a member of their class is in breach of this code and is disrupting the learning opportunities of fellow participants, they should initially speak to their tutor and follow the ANLC Grievance procedure (copy available from coordinators or manager of the Alamein Neighbourhood & Learning Centre Inc.)

<sup>1</sup>Student Code of Conduct Version 6, February 2019