

ACFE FUNDED ENROLMENT FORM 2023

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 Dat	te	Office	Use (C	ode)
1.									•	
2.										
۷.										
3.										
			Given					ate		
Surname			Names	3			_	Of Birth		
	Number:	Street Name	l 9 :				□	on un		
Address				_			_			
	Suburb:			Posto	code:		Stat	te:		
Telephone	Home:			Mol	oile:					
Email Addre	ess					Ge	nder			
Emergency	Contact Perso	n Name:								
Relationship				F	Phone					
Eligibility Cr	iteria for Gove	rnment Funded Place	s. To be	eligib	le for a	Governme	nt fun	ded pl	ace you	must
		your Australian Citize			ntial Sta	tus/NZ Citi	zensł	nip:		
	, ,	ed for place in funded	course)							
Please Circ	c le – Are you a	n:								
Australian Citizen?					NO					
	e a concession	Citizen? card? Please circle	. YES	N		Resident?				
If YES, what type										
Benefit Card number Exp Date										
Disphilite										
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 Specific learning needs					eds					
Mental health illness Physical disability Vision impairment										
Other, pleas	se specify									



Are you of Aboriginal Original	in? YES	NO		Are you of Torres Strait Islander Origin? Please circle YES NO					NO	
Country of Birth Language/s spoken at home										
How well do you speak En	glish? <i>Pleas</i>	e circle		Very well	Well	Not w	ell	Not at all		
Please provide your Victorian Student Number if you are aged 24 or below at time of enrolment VSN no. is VSN Unknown										
School/Training complet	ed									
Are you still attending second	ondary schoo	? Pleas	se circ	ele	Yes			No		
Highest school level comp Australia Please circle		Y12	Y1		Y9	Y8 or	Di	d not go		
	-0 D /					below	1	schoo		
Do you have a qualification	1? Please cii	rcie				Yes		No)	
If Yes, please circle whe	re you obtair	ned you	ır qua	lification:			•			
Australia (A)	Inte	ernation	al (I)							
or (E) Australian Equivaler	nt assessed b	y Victor	ian O	erseas Qu	alification U	nit (OQU)				
Please circle all qualifica	tions that ar	pply.								
Bachelor or Higher Degree				Certificate	III (or Trac	de Certificate	es)			
Advanced Diploma or Ass	ociate Degree	е		Certificate	e II					
Diploma (or Associate Dip				Certificate						
Certificate IV (or Advanced	d Certificate/T	<u> rechnici</u>	an)	Certificate	s other tha	n the above				
Employment Status – Plo	assa circla									
Full Time employee	2. Part-time	naid		3. Self em	nloved	4. Em	nlover	•		
1. Tall Tillo cilipioyee	employee	•			oloying othe		pioyoi			
5. Employed-unpaid	6. Unemplo			7. Unemployed- 8. Not employed, not					ot	
family worker	seeking f	ull-time		seeking part-time seeking employment					nent	
work work										
Which following classification best describes the industry of your current or previous employer? – Please circle										
a. Agriculture, forestry and fishing k. Financial and insurance services										
b. Mining I. Rental, hiring & real estate services										
c. Manufacturing m. Professional, scientific & technical services					vices					
d. Electricity, gas, water & waste services n. Administrative and support services										
e. Construction o. Public administration & safety										
f. Wholesale trade p. Education & training										
g. Retail trade q. Health care & social assistance h. Accommodation & Feed services r. Arts & recreation services										
i. Transport, postal and warehousing s. Other										
j. Information media			S		· ·					

Occupation – Please circle		
1-Manager	2-Professional	3-Technicians and Trades Workers
4-Community and personal	5-Clerical and Administration	6-Sales Workers
service workers	workers	
7-Machine Operators and Drivers	8-Labourers	9-Other

What is your reason for choosing this course – Please circle				
1-To get a job	2-To develop my existing business	3-To start my own business		
4-To try for a different career	5-To get a better job or promotion	6-It was a requirement for my job		
7-I wanted extra skills for my	8-To get into another course or study	11-Other Reasons		
job				
12-For personal interest or self-	13-To get skills for			
development	community/voluntary work			
Where did you find out about this course?				

Medical information

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

STUDENT ENROLMENT PRIVACY NOTICE

Lunderstand that:

- Alamein Neighbourhood and Learning 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, or 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 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 NL review.

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

Payment details: You can pay by credit/debit card (including over phone)/ EFTPOS/ cash / postal order/EFT
Our banking details are: BSB No: 033-106 Account No: 11-0866 Ref: your surname and course name
Enrolment: Enrol by completing this form and sending it with payment.

Late enrolments: Will only be accepted if there are vacancies in the course, enrolment form has been

completed and payment in full is made within 24 hours.
Concessions: You are eligible for a concession if you receive a valid Pension or Benefit or have a Health
Care Card.
<u>Difficulty in paying</u> : 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 ANL promotions & specials

STUDENT CODE OF CONDUCT

It is the aim of Alamein Neighbourhood & Learning (ANL) that all participants in courses and activities at the Centre have a good experience. Alamein NL 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.
- Covid Safe requirements
- Stay home if you are unwell.
- Follow the current Covid rules and restrictions that ae in place. If unsure, check with centre staff or teacher.

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 ANL Grievance procedure (copy available from coordinators or manager of the Alamein Neighbourhood & Learning)

¹Student Code of Conduct Version 7, August 2021

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 ANL 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 Code of Conduct (above) and I agree to abide by the policies.

Full Name:	
Signed:	Dated: