

## ACFE FUNDED ENROLMENT FORM 2025

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.		

<b>Surname</b>		<b>Given Names</b>		<b>Date Of Birth</b>	
<b>Address</b>	Number: _____ Street Name: _____				
	Suburb: _____		Postcode: _____	State: _____	
<b>Telephone</b>	Home: _____		Mobile: _____		
<b>Email Address</b>				<b>Gender</b>	
<b>Emergency Contact Person</b>	Name: _____				
<b>Relationship</b>			<b>Phone</b>		

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:									
<b>Medicare Card no.</b> (required for place in funded course)									
<b>Please Circle</b> – Are you an:									
<b>Australian Citizen?</b>	YES	NO	<b>New Zealand Citizen?</b>	YES	NO	<b>Permanent Australian Resident?</b>	YES	NO	
Do you have a concession card? <b>Please circle.</b>			YES	NO					
If YES, circle what type	<b>Pension (P)</b>	<b>Health Care (H)</b>	<b>Veteran's Gold (V)</b>	<b>Asylum Seeker (A)</b>	<b>Other (O)</b>				
<b>Benefit Card number</b>				<b>Start Date</b>					
				<b>Exp Date</b>					
<b>Card Sighted By</b>				<b>Date Card Sighted</b>					

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

Are you of Aboriginal Origin? <b>Please circle</b>	YES	NO	Are you of Torres Strait Islander Origin? <b>Please circle</b>	YES	NO
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<b>Country of Birth</b>		<b>Language/s spoken at home</b>	
How well do you speak English? <b>Please circle</b>	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

VSN Unknown

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<b>School/Training completed</b>							
Are you still attending secondary school? <b>Please circle</b>				Yes		No	
Highest school level completed in Australia <b>Please circle</b>	Y12	Y11	Y10	Y9	Y8 or below	Did not go to school	
Do you have a qualification? <b>Please circle</b>					Yes		No
<b>If Yes, please circle where you obtained your qualification:</b>							
Australia (A)		International (I)					
or (E) Australian Equivalent assessed by Victorian Overseas Qualification Unit (OQU)							
<b>Please circle all qualifications that apply.</b>							
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			

<b>Employment Status – Please circle</b>			
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

<b>Which following classification best describes the industry of your current or previous employer? Please circle</b>	
a. Agriculture, forestry and fishing b. Mining c. Manufacturing d. Electricity, gas, water & waste services e. Construction f. Wholesale trade g. Retail trade h. Accommodation & Feed services i. Transport, postal and warehousing j. Information media & telecommunications	k. Financial and insurance services l. Rental, hiring & real estate services m. Professional, scientific & technical services n. Administrative and support services o. Public administration & safety p. Education & training q. Health care & social assistance r. Arts & recreation services s. Other

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

What is your reason for choosing this course – Please <i>circle</i>		
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 job	8-To get into another course or study	11-Other Reasons
12-For personal interest or self-development	13-To get skills for 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**

I understand 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.

**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 ANL promotions & specials

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## STUDENT CODE OF CONDUCT#

It is the aim of Alamein Neighbourhood & Learning that all participants in courses and activities at the Centre have a good experience. Alamein 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 the class.

**Personal presentation**

Students attending class are expected to dress appropriately and maintain good personal hygiene to ensure the comfort and well-being of everyone. This includes:

- Washing hands with soap and water after using the restroom, before meals, and after any activity that may cause dirt or germs.
- Wearing clean clothes each day, appropriate for the learning environment.

**Class Attendance:**

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

**Smoking or Vaping**

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

**If Unwell**

- Participants should remain at home if feeling unwell and contact the Centre to advise of absence.

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 speak to the Executive Officer.

***#Student Code of Conduct, SEP 2024***

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

- **To the terms described in the “STUDENT ENROLMENT PRIVACY NOTICE” (page 3)**
- **I hereby declare that the information provided in this application for enrolment is complete and accurate.**
- **I authorise the teacher or staff member of Alamein 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 “STUDENT CODE OF CONDUCT” (above) and I agree to abide by the policies.**

<b>Full Name:</b>	
<b>Signed:</b>	<b>Dated:</b>