



Hallam Community Learning Centre Inc.

56 Kays Avenue, Hallam Vic. 3803
Phone 9703 1688 E-mail program@hallamclc.com.au
Incorporated since 1986 No A7966 ABN 53 001 164 470



ENROLMENT FORM: PRE ACCREDITED ACFE

Enrolment Date: ___/___/20__

Course Name: _____ Term: _____

Student Id No: _____ VIC Student No: _____ USI: _____

Personal Details

Full Legal Name: Title: _____ First Name: _____ Surname: _____

Name you wish to appear on your certificate, if different from your legal name

First Name: _____ Surname: _____

Gender: Male Female Indeterminate/Intersex/ Unspecified

Contact Details Home Phone: _____

Work Phone: _____

Mobile Phone: _____

Email: _____

Usual Residence Flat/Unit/ Street Number: _____

Street Name: _____

Suburb: _____

State: _____ Postcode: _____

Postal Address, If different from your Usual Residence

Flat/Unit/ Street Number: _____

Street Name: _____

Suburb: _____

State: _____ Postcode: _____

Concession Card Number _____ Type: _____ Expiry: ___/___/___

Date of Birth: ___/___/___

Country of Birth: _____ Language: _____

Are you of Aboriginal or Torre Strait Islander: No Yes, Aboriginal Yes, Torre Strait Islander

How well do you speak English: Very Well Well Not Well Not at all

Emergency Contact Person: Name: _____

Relationship: _____ Contact Number: _____

How did you hear about us?: Been Before City of Casey Family Friend

Internet Job Agency Newspaper Recommendation

Do you consider yourself to have a disability, Impairment or Long-term Condition that may require support in your participation in this course?

No Yes

If yes, Please indicate the areas of disability Impairment or Long-term Condition

Aquired Brain Impairment Hearing/Deaf Interlecutal Learning

Medical Condition Mental Illness Physical Other Vision

School/Training Details

Do you have any difficulty with the English Language? Yes No Reading Writing Speaking

Are you still at school? Yes No

What is your highest COMPLETED school level?

Year 12 Year 11 Year 10 Year 9 or Equivalent

Year 8 or lower Never Attended School



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Have you SUCCESSFULLY completed any of these Australian qualifications? Yes / No

- Certificate I Certificate II Certificate III Certificate IV
 Diploma Advanced Diploma Associate Degree Bachelor or Higher Degree

Employment Status

Are you currently employed? Yes / No

- Full Time Part Time
 Self-Employed, Not employing others Self-Employed, Employing others
 Not Employed, Not seeking employment Unpaid worker in family business
 Unemployed, Seeking Part time work Unemployed, Seeking Full time work

If employed, which industry area BEST describes your current employment?

- Agriculture, Forestry, Fishing (A) Mining (B)
 Manufacturing (C) Electricity, Gas, Water and Waste Service (D)
 Construction (E) Wholesale Trade (F)
 Retail Trade (G) Accommodation and Food Service (H)
 Transport Postal and Warehouse (I) Information, Media and Telecommunications (J)
 Financial and Insurance (K) Rental, Hiring and Real Estate Service (L)
 Professional, Scientific and Technical Service (M)
 Administrative and Support Services (N) Public Administration and Safety (O)
 Education and Training (P) Health Care and Social Assistance (Q)
 Art and Recreation Service (R) Other Services (S)

Which of the following BEST describes your current or recent occupation?

- Manager (1) Professionals (2) Technicians and Trade Workers (3)
 Community and Personal Services (4) Clerical and Administrative Worker (5)
 Sales Worker (6) Machinery Operator and Drivers (7)
 Labourers (8) Other (9)

Study Reason

Why did you choose this course?

- To get a job To start my own business To get a better job or promotion
 I wanted extra skills for my job For my own interest or self-development
 To get better business skills To try for a better career
 To get into another course or study I had to do this for my job

Victorian Student Number

To be completed by all students aged up to 24 years.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students must report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled, in either a VET provider or a Victorian school (including those already participating in a VET in school program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment for.

Students, who are enrolling for the first time since the VSN was introduced, will get a new VSN.



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Victorian Student Number	-----
Have you attended any Victorian Schools since 2009, or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2009	<p><input checked="" type="checkbox"/> No – I have not attended a Victorian school since 2009 or a TAFE, or other VET training provider since the beginning of 2011.</p> <p><input checked="" type="checkbox"/> Yes – I have attended a Victorian school since 2009: Most recent Victorian School Attended: _____</p> <p><input checked="" type="checkbox"/> Yes – I have participated in training at TAFE or other training organisation since the beginning of 2011</p> <p>List most recent training organisations with which you have participated in training in Victoria since 2011: _____ _____</p>

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of your data:

Hallam Community Learning Centre is required to provide the Department with student and training activity data. This includes personal information collected in the Hallam Community Learning Centre enrolment form and unique identifiers such as the Victorian Student Number (VSN).

Hallam Community Learning Centre provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx

Use of your data:

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate.

The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

Disclosure of your data:

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure to VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER)

Legal and Regulatory:

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey Participation:

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your information:

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.



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Access, correction and complaints:

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Hallam Community Learning Centre's Program Co-ordinator in the first instance by phone 9703 1688 or email program@hallamclc.com.au

Further information:

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to www.education.vic.gov.au/7/Pages/privacypolicy.aspx

For further information about Unique Student Identifiers, including access, correction and complaints, go to www.usi.gov.au/Sytudent/Pages/student-privacy.aspx

I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

Students Signature: _____ Date: __/__/____

Parent/Guardian Signature*: _____ Date: __/__/____

*Parent/guardian consent is required for all students under the age of 18

Rules for Government Funding

To receive Australian Government Funding please provide original documentation for us to copy and retain (the copy) for audit purposes. We will require a GREEN Medicare card and a concession card.

Are you an Australian citizen or Australian Permanent Resident (holder of a permanent visa)? Yes / No

If **Yes** please supply a copy of your green Medicare card and proceed to the SIGNATURE AND DECLARATION section.

If not an Australian citizen or an Australian Permanent Resident (holder of permanent visa)? Please answer the following:

Do you hold a special category Visa (sub-class 444 New Zealand citizen)? Yes No

Do you hold a Temporary Protection visa? Yes No

Are you an East Timorese asylum seeker? Yes No

SIGNATURE AND DECLARATION

- If there is an emergency I allow those in charge to make decisions for my safety or wellbeing, including ambulance travel, medical treatment, and hospitalisation.
- I understand that I have to pay for all my own medical bills and expenses.
- I understand that Hallam Community Learning Centre Inc. will let me know about any planned excursions.

PHOTOGRAPHY

Do you allow photographs/videos to be taken as part of classes at **Hallam Community Learning Centre Inc.** to be used on display boards, TV screens, web pages or CD's, brochures/posters, video/audio, newsletters, newspaper articles or Annual reports.

Yes No

PRIVACY STATEMENT

I understand that:

The date collected by **Hallam Community Learning Centre Inc.** will only be given to The Department as stated in the VET Student Enrolment Privacy Notice. **Hallam Community Learning Centre Inc.** will not give any personal information about you to anyone else without your written permission. This is the law known as the Privacy Act, (2001).

For more information in relation to how student information may be used or disclosed please contact **Hallam Community Learning Centre Inc.** Staff on 97031688 or program@hallamclc.com.au

I understand and agree to the terms described in this privacy statement.

I hereby agree that the information provided in this application for enrolment form is completed and accurate.

Signature: _____ Date: __/__/____

Applicant under 18 years

Parent / Guardian Name: _____

Parent / Guardian signature: _____ Date: __/__/____

Please ensure you have attached proof of your Australian citizenship or Residential Status

REFUNDS:

If a course is cancelled or delayed by HCLC, a full refund will be made available.

A refund will be made available for students if HCLC is notified in writing within **five business days prior to the commencement of the course.**

A \$10 administration fee will be deducted from any refund given.

No Refunds are available after a course has started due to our not for profit status.



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Application for Membership of the Hallam Community Learning Centre

Membership fees apply to all users accessing any of the services/programs at Hallam Community Learning Centre. The membership fee is an annual fee January to December.

YEAR COMMENCING: JANUARY 20_____

FAMILY NAME: _____

FIRST NAMES OF ALL FAMILY MEMBERS WHO MAY COME TO THE CENTRE DURING THE YEAR

1. _____ 3. _____
2. _____ 4. _____

Address: _____
_____ Post Code: _____

Phone No: _____ Mob: _____

Email: _____

Membership fee \$ _____ Signed: _____

\$5.00 single/concession, \$8.00 per family or \$12 full financial member (voting rights)

Photography Permisson

I _____ (name)

- do (please tick which applies)
 do not

give permission for myself, my child or other members of my family as listed above to have their photograph taken and used in promotional materials such as our newsletters & displays, brochures & flyers, our website, our Facebook page, local media and celebrations within the Hallam Community Learning Centre such as Christmas, other members birthdays, etc. We will endeavour to make sure your wishes are met but if you do not wish to be photographed, please step out of the picture to avoid any difficulties, thank you.

Signed: _____ Dated: _____ / _____ /20_____

Mailing List

- I, do (please tick which applies)
 do not

wish to be sent information on upcoming courses, newsletters, and upcoming events for the Hallam Community Learning Centre.

- Please send all correspondence via email (please tick which applies)
 post