



ACFE Enrolment Process

Eligibility

		ELIGIBLE	NOT ELIGIBLE
LEARNER ELIGIBILITY CRITERIA	Australian Citizen	✓	
	Holder of an Australian permanent visa	✓	
	New Zealand citizen	✓	
	A prisoner held at a prison, within the meaning of the Corrections Act 1986.		✗
	Detained under the Mental Health Act 1986; or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital.		✗
	Detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in the Malmsbury Juvenile Justice Centre or Parkville Youth Residential Centre.		✗
	Enrolled at school		✗
	Ask for copy of Green Medicare Card and photocopy		

ASYLUM SEEKER ELIGIBILITY CRITERIA

ASYLUM SEEKERS	Asylum seekers in specified visa categories, referred by Jobs Victoria Employment Network (JVEN) providers to pre-accredited pre-employment programs.	✓	
	Citizenship requirements apply for accessing all other ACFE Board pre-accredited training programs. There is currently no exemption for asylum seekers to participate in ACFE Board subsidised programs, other than JVEN referred clients (above). Asylum seekers in specified visa categories are separately eligible for specific Department-funded asylum seeker VET programs .		✗

EAL classes- Interview with Tutor required before students can join a class

Mitcham Community House inc.

19 Brunswick Road Mitcham 3132 T: 03 9873 4587

info@mitchamcommunityhouse.org

www.mitchamcommunityhouse.org ABN: 94 427 759 044

teaching | supporting | connecting



Established October 1975

Non-eligible students- if there are vacancies, it is at out discretion to allow non-eligible student to join an ACFE class. If allowed to join, student should complete the **General Enrolment Form**.

Joining a course once it has started- always check with the tutor. If a student can start late, then fees will not be reduced, except for a student if joining half way during a **Semester-long** course.

Enrolling students

ACFE Enrolment form must be used for all ACFE students.

1. Can enrol with just name and contact details. Then can cancel if student does not proceed further.
2. Give student, **not tutor**, the ACFE Enrolment Form **and** the Learner Plan (check with the EAL tutor as to which version of the Learner Plan is used by the tutor)
3. Once ACFE Enrolment Form is completed, then enter all details on VETtrak
4. Note any missing details on the Enrolment Form and refer back to the student for missing information.

Fees

Annual Fee- all ACFE students are expected to pay this fee.

Course category	Rate per hour	Total concession fee
Pre-accredited	Up to \$1.08 per hour	Up to \$50 maximum for a concession fee

Additional costs, such as for materials and administration may also apply.

The above is determined by ACFE and means that no student can be charged a course fee of more than \$1.08 per hour but can be charged a resource/amenities fee on top of the course fee,

My understanding regarding concession card holders is that we cannot charge them more than \$50 course fee per year but we can charge a resource/amenities fee on top of the course fee.

teaching | supporting | connecting

Mitcham Community House inc.

19 Brunswick Road Mitcham 3132 T: 03 9873 4587

info@mitchamcommunityhouse.org

www.mitchamcommunityhouse.org ABN: 94 427 759 044

teaching | supporting | connecting



Established October 1975

If a student claims that they are eligible for a concession, they must be able to produce a concession card (**which has not expired**)- **not Seniors Card**. Photocopy the card.

Invoicing

Invoicing can be used if students are able to go from one course to another. For example, Auslan Beginners to Auslan Intermediate and EAL Pre-Intermediate to EAL Intermediate.

Invoicing cannot be used at the end of the year as ACFE courses are not necessarily ongoing from year to year.