

Dear Student

You are enrolling in a course funded by Learn Local / Adult, Community and Further Education (ACFE). Please read the Eligibility, Class fees and Evaluation information for ACFE classes.

Class Fees:

Class fees for Learn Local / ACFE classes are based on a **Tuition Fee** plus a **Student Amenities Fee**.

Tuition Fee:	The tuition fee is set by ACFE. Students cannot join once the term or semester course has started without the permission of the Manager and tutor . Pro-rata fees will be at the discretion of the Manager.
Student Amenities Fee:	The student amenities fee is set by the Community House to support the costs incurred in the use of classrooms, resources, administration, photocopying of class notes, tea/coffee.
Annual Joining Fee	\$5 fee to join Mitcham Community House payable once only in the calendar year for the first course a student enrolls in.
Refunds:	Refer to the Classes and Activities Policy- available on website- www.mitchamcommunityhouse.org or hard copy from the office.

Evaluation:

Near the completion of your course you are required, by ACFE/Learn Local, to complete a **Learner Review**.

Eligibility for ACFE classes:

		ELIGIBLE	NOT ELIGIBLE
LEARNER ELIGIBILITY CRITERIA	Australian Citizen	YES	
	Holder of an Australian permanent visa	YES	
	New Zealand citizen	YES	

		ELIGIBLE	NOT ELIGIBLE
	A prisoner held at a prison, within the meaning of the Corrections Act 1986.		x
	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.		x
	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.		x
	Enrolled at school		x

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.	YES	
	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 .		x

- **Please bring your Green Medicare Card, proof of address (passport, Driver's/Marine license etc) and Concession Card when handing your enrolment to the office, so we can take a copy**

Enrolment:

For statistical purposes, Learn Local / ACFE requires you to [carefully read & complete](#) the attached **Enrolment Form** and **Learner Plan**. [Please sign Page 8 of the Enrolment Plan before returning the completed form to the front office.](#)

For English as an Additional Language (EAL) classes: Please arrange to see the EAL Tutor before you enrol.

Non-eligible students: Please see Office. If we can enrol you, please complete the **General Enrolment Form**.

Thank you for enrolling and enjoy your course.

Mitcham Community House

LEARN LOCAL ACFE ENROLMENT FORM

Please carefully read, complete & sign before returning to the office.

Our *Code of Conduct, Privacy Policy, Classes and Activities Policy* and all other policies are available from the office or online at <https://www.mitchamcommunityhouse.org>

Course Name					
Course Day, Date and Time		Course Code <i>(office use only)</i>			
Course Eligibility (Client To Fill)					
<p>Are you an Australian Citizen or Australian Permanent Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you hold a full Green Medicare Card? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Are you an Asylum Seeker referred by Jobs Victoria? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If you answered "No" to any of the above please contact the office, before class commencement</i></p>					
Student Personal Details (Please Print)					
Family Name		Given Name		Preferred Name	
Address					
Postal Address (if different from above)					
Home Number		Mobile			
Email Address					
Gender	<input type="checkbox"/> Male		<input type="checkbox"/> Female		<input type="checkbox"/> Intersex /Unspecified/ Indeterminate
Date of birth	___ / ___ / ___				
Concession:					

Have you got a Concession Card?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, Please tick the concession type	<input type="checkbox"/> Health Care Card	<input type="checkbox"/> Pensioner	<input type="checkbox"/> Veterans Gold Card
Medicare card sighted and copy taken (Office Use only)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Concession Card No:			
Card Sighted: (Office Use only)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Emergency Contact:			
Emergency Contact Name		Relationship	
Emergency Contact Number			
Demographic Data:			
In which country were you born?	<input type="checkbox"/> Australia		
	<input type="checkbox"/> Other (Name of country)		
Are you of Aboriginal or Torres Islander origin?	<input type="checkbox"/> No	<input type="checkbox"/> Yes, Torres Strait Islander	
	<input type="checkbox"/> Yes, Aboriginal	<input type="checkbox"/> Both	
Do you speak a language other than English at home?	<input type="checkbox"/> No English Only		
	<input type="checkbox"/> Yes Other		
If Other, Please Specify			
How well do you speak English?	<input type="checkbox"/> Very well	<input type="checkbox"/> Well	
	<input type="checkbox"/> Not well	<input type="checkbox"/> Not at all	
Do you consider yourself to have a disability, impairment or long term condition?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

(if YES then tick any applicable boxes)			
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other			
What is your highest COMPLETED school level?	<input type="checkbox"/> Year 12 or equivalent	<input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent
	<input type="checkbox"/> Year 9 or equivalent	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Did not go to school
Which YEAR did you complete that school level?	List year _____	Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you successfully completed any qualification or certificate?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you complete that qualification or certificate in Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Victorian Student Number (VSN) to be filled by all students aged up to 24 years		<input type="text"/>	<input type="text"/>
Have you attended any Victorian Secondary School or done any VET training since 2011?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, name of most recent secondary school attended and / or the most recent training organisations with which you have undertaken training since 2011			
(If YES then tick ANY applicable boxes)			
<input type="checkbox"/> Bachelor degree or higher	<input type="checkbox"/> Certificate III (trade Certificate)		
<input type="checkbox"/> Advanced Diploma or Associate degree	<input type="checkbox"/> Certificate II		
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate III		
<input type="checkbox"/> Certificate IV (or Advanced Certificate / Technician)	<input type="checkbox"/> Certificate other than the above		
Of the following which BEST describes your employment status?			
<input type="checkbox"/> Full-time employment	<input type="checkbox"/> Employed – unpaid worker in a family business		
<input type="checkbox"/> Part-time employment	<input type="checkbox"/> Unemployed – seeking full-time work		
<input type="checkbox"/> Self-employed not employing others	<input type="checkbox"/> Unemployed – seeking part-time work		
<input type="checkbox"/> Employer	<input type="checkbox"/> Not employed – not seeking employment		

IF you are employed or have recently been employed which BEST describes your current or recent industry of employment

- | | |
|--|--|
| <input type="checkbox"/> Agriculture, Forestry or Fishing | <input type="checkbox"/> Rental, Hiring and Real Estate Services |
| <input type="checkbox"/> Mining | <input type="checkbox"/> Financial and Insurance Services |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Information Media and Telecommunications |
| <input type="checkbox"/> Electricity, Gas, Water, and Waste Services | <input type="checkbox"/> Professional, Scientific and Technical Services |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Administration and Support Services |
| <input type="checkbox"/> Wholesale Trade | <input type="checkbox"/> Education and Training |
| <input type="checkbox"/> Retail Trade | <input type="checkbox"/> Health Care and Social Assistance |
| <input type="checkbox"/> Accommodation and Food Services | <input type="checkbox"/> Arts and Recreation Services |
| <input type="checkbox"/> Transport, Postal and Warehousing | <input type="checkbox"/> Other Services |

If you are employed or have recently been employed which BEST describes your current or recent occupation

- | | |
|---|--|
| <input type="checkbox"/> Manager | <input type="checkbox"/> Clerical and Administrative Workers |
| <input type="checkbox"/> Professionals | <input type="checkbox"/> Sales Workers |
| <input type="checkbox"/> Technicians and Trades Workers | <input type="checkbox"/> Machinery Operators and drivers |
| <input type="checkbox"/> Community and Personal Service Workers | <input type="checkbox"/> Labourers |

From the list below choose the option which BEST describes your main reasons for undertaking this course?

- | | |
|---|---|
| <input type="checkbox"/> To get a job | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> I wanted extra skills for my job |
| <input type="checkbox"/> To try for a different career | <input type="checkbox"/> To get into another course of study |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> For personal reasons or self-development |
| | <input type="checkbox"/> Other reasons |

How did you hear about this course?

- | | |
|--|--|
| <input type="checkbox"/> Advertising / local paper | <input type="checkbox"/> Past or current student |
| <input type="checkbox"/> Website | <input type="checkbox"/> Word of mouth |
| <input type="checkbox"/> Facebook page | <input type="checkbox"/> Whitehorse Houses Marketing |
| <input type="checkbox"/> Brochure | <input type="checkbox"/> Agency referral |

STUDENT ENROLMENT PRIVACY NOTICE

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

Mitcham Community House is required to provide the Department with student and training activity data. This includes personal information collected in the Mitcham Community House enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Mitcham Community House provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://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 of 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.

Please note you may opt out of the NCVER survey at the time of being contacted.

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.

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 Mitcham Community House Privacy Officer in the first instance by phone 03-9873-4587 or e-mail info@mitchamcommunityhouse.org.

Further information

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

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

MITCHAM COMMUNITY HOUSE STUDENT ENROLMENT PRIVACY NOTICE

I understand that:

- Mitcham Community House Inc. aims to ensure that its facilities meet the needs of its participants. The organisation is committed to providing a healthy and safe work and service delivery environment to its members, staff, tutors, volunteers, service users and visitors.
- Any personal information collected for registration purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic).
- Payments for Class Fees and the Annual Fee may be made via cash, cheque, credit/debit card or EFTPOS. Cheques are made payable to 'Mitcham Community House'. Credit/Debit card payments can be taken over the phone. For Bank Transfer please phone office for details. Enrolment will be confirmed once class fee payment is received.
- On signing and submitting this form I am giving consent to Mitcham Community House Inc. staff to seek or where appropriate, administer such emergency medical treatment as is reasonably necessary. I will reimburse any necessary expenses incurred by Mitcham Community House Inc.
- In the event there is a photographer on the day, I will inform them if I do not wish to give consent for my photograph to be taken and used in promotional materials.
- I have read and am aware of the *Classes and Activities Policy** for all information on eligibility, refunds, payment options, missed classes and other important information.
- I have read and agree to comply with the *Code of Conduct* as attached.
- I have read the *Privacy Policy*
- I agree to let the tutor know if there is any information that may require special consideration in any class.

*All Mitcham Community House policies can be viewed online at: www.mitchamcommunityhouse.org or hard copies can be requested from the office.

I acknowledge that I have read the above Victorian Government's VET Student Enrolment Privacy Notice and the Mitcham Community House student enrolment privacy notice.

[STUDENT SIGNATURE] _____ [DATE] _____

[PARENT/GUARDIAN SIGNATURE*] _____ [DATE] _____

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

Would you like to join Our Email List for news and other Updates? Yes No

ATTACHMENT 1 - ELIGIBILITY AND STUDENT DECLARATION FORM

SECTION A: EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE

TO BE COMPLETED BY MITCHAM COMMUNITY HOUSE STAFF— **DON'T LEAVE ANY SECTIONS BLANK**

I confirm that in relation to:

(student's full name):

I have sighted **ONE** of the following:

- | | |
|--|---|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract) | <input type="checkbox"/> Current Australian Passport |
| <input type="checkbox"/> Current New Zealand Passport | <input type="checkbox"/> Australian Citizenship Certificate |
| <input type="checkbox"/> Current green Medicare card | <input type="checkbox"/> Australian Certificate of Registration by Descent |
| <input type="checkbox"/> A proxy declaration for individuals in exceptional circumstances as per Attachment 1. | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| <input type="checkbox"/> a <i>Referral to Government Subsidised Training - Asylum Seekers'</i> form from the Asylum Seeker Resource Centre or the Australian Red Cross | <input type="checkbox"/> confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa. |

I have sighted the following **proof of address**:

(drivers licence/passport/marine license/utility bills)

By Either:

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) [*where it is possible to do so, and in accordance with Clause 2.5(c) of the Eligibility Guidelines*]; OR
- viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device [*in accordance with Clause 2.5(d) of the Eligibility Guidelines*]; OR
- relying on evidence sighted and retained as part of a previous enrolment [*in accordance with Clause 2.8 of the Eligibility Guidelines*] OR
- viewing a printed or electronic record from VEVO that confirms a student holds valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

And I have retained **ONE** of the following:

- a copy of the original or certified copy; OR
- the certified copy; OR
- evidence as set out in Clause 2.5(c) of the Eligibility Guidelines [*where verified through the DVS*]; OR
- declaration of sighting a digital green Medicare card [*as set out in Clause 2.5(d) of the Eligibility Guidelines*]; OR
- a printed or electronic copy of a record from VEVO that confirms the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

And if the student's age is relevant to their eligibility, and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also sighted and retained a copy of one of the following:

- current drivers licence
- 'Keypass' card
- Not applicable
- current learner permit
- Proof of Age card

SECTION B: STUDENT SCHOOL ATTENDANCE STATUS DECLARATION

STUDENT DECLARATION

I, (*print your full name*):

In seeking to enroll in

(*write the code and full title of the program*):

Declare the following to be true and accurate statements:

- I **AM NOT** enrolled in a school, including government, non-government, independent, Catholic or home school, and I am aged:
 - over 17 years of age, or under 17 years of age and have provided Evidence of Exemption by a school principal or the Department of Education and Training Regional Director.
- I live in Victoria
- I understand that my enrolment in the above qualification/s and/or skill set/s may be subsidised by the Victorian and Commonwealth Government under the *Skills First* Program. I understand how my enrolment will affect my future training options and eligibility for further training under the *Skills First* program.
- I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview or other questionnaire.

SIGNED:

DATE:

MITCHAM COMMUNITY HOUSE: CODE OF CONDUCT

INTRODUCTION

Mitcham Community House is committed to the adoption of ethical conduct in all areas of its authority and responsibility.

This Code of Conduct sets out the standards of behaviour that are expected of the Committee of Management (the Committee), staff, tutors, volunteers, participants/students, families, visitors and contractors at Mitcham Community House.

All participants/students, families, visitors and contractors will:

- Act in a courteous and responsible manner
- Treat everyone with respect, and respect all cultural, religious and political differences in a sensitive way
- Have zero tolerance of discrimination, bullying, family violence and child abuse
- Not engage in fraudulent or corrupt behaviour
- In relation to children, model appropriate adult behaviour and appropriately listen and respond to children, not initiate unnecessary physical contact with a child who is not in their care unless it is to prevent a child from harm, and notify the Manager of any suspected child abuse or concerns about a child's safety
- Comply with Mitcham Community House's policies and procedures
- Notify Mitcham Community House if not attending an activity, program or service
- Participate in an activity, program or service as directed by the tutor or instructor
- Appropriately use technology
- Look after furniture and equipment and return these to the office or storeroom at the end of a class

CHILD SAFETY

Everyone has a responsibility to keep children safe and all people involved in the care of children on behalf of Mitcham Community House. No person shall:

- Shame, humiliate, oppress, belittle or degrade children or young people
- Unlawfully discriminate against any child
- Engage in any activity with a child or young person that is likely to physically or emotionally harm them
- Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves
- Be alone with a child or young person unnecessarily or for more than a very short amount of time
- Develop a 'special' relationship with a specific child or young person for their own needs
- Show favouritism through providing gifts or giving inappropriate attention
- Arrange contact (including online) with children or young people outside of Mitcham Community House's activities, programs or services