



# Accredited Enrolment Form

## Education

Are you currently attending school?  Yes  No

Indicate the highest school level completed below:

Year 8 or lower  Year 9  Year 10  Year 11  Year 12

In which year was this level completed? 19 \_\_\_\_ / 20 \_\_\_\_

## Previous Qualifications

(Indicate by selecting **one** of the Prior Education Achievement Recognition Identifiers.)

A - Australian  
E - Australian Equivalent  
I - International

Note - If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

1. A - Australian
2. E - Australian Equivalent
3. I - International

Have you **successfully** completed any of the following qualifications?  Yes  No

A E I

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate / Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificate other than the above

## Employment

Of the following categories, which **best** describes your current employment status?

(Tick **one** box only)

Never Employed  
(Proceed to Student Declaration)

- Full-time employee  Part-time employee
- Self employed - not employing others  Employer
- Employed - unpaid worker in a family business  Unemployed - seeking full-time work
- Unemployed - seeking part-time work  Not employed - not seeking employment

Which of the following classifications **best** describes the industry of your current or previous employer?

(Tick **one** box only)

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

Which of the following classifications **best** describes your current or recent occupation?

(Tick **one** box only)

- 1 - Manager  2 - Professional
- 3 - Technicians and Trade Worker  4 - Community and Personal Service Worker
- 5 - Clerical and Administrative Worker  6 - Sales Worker
- 7 - Machinery Operators and Driver  8 - Labourer
- 9 - Other

## Student Declaration

I hereby declare that all information provided on this form is true and correct.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Important: If under the age of 18 a parent / guardian must also sign below**

Parent / Guardian Name: \_\_\_\_\_ Parent / Guardian Signature: \_\_\_\_\_

# Accredited Enrolment Form

## Read this important information before you enrol

Enrol in person - 1 Badger Creek Road, Healesville or by post - cheques payable to Healesville Living and Learning Centre with your enrolment form. Please enrol early to avoid disappointment. Full payment of the course fee must be made at the time of enrolment. If we cancel a class due to lack of numbers or unforeseen circumstances, we will refund your course fees in full. Refunds are available if a participant withdraws five (5) working days prior to the commencement of the first class. A \$20.00 administration fee is charged for withdrawals. There will be no refunds if you cancel after this time. Student confidentiality - your details will not be used for any other purpose. A copy of our Privacy Policy and Statement is available upon request. No children allowed in class. No animals allowed on site.

## Media Release

To be able to use your photograph, image, words we need your permission. Wherever possible, HLLC will be understanding of cultural, family and personal sensitivities. I hereby grant to Healesville Living and Learning Centre and its representatives the right to use, reproduce and publish:

The photographs taken of me, including my image and likeness as depicted therein  The statements or testimonials made by me

for editorial, advertising or any other purpose and in any manner and medium, to alter the same without restriction.

I hereby release Healesville Living and Learning Centre and its trustees, officers, employees, agents, legal representatives and assigns from any and all claims, actions and liability relating to its use of said photographs, statements and testimonials.

Student Signature: \_\_\_\_\_ \*Parental/guardian consent is required for all students under the age of 18.

Parent / Guardian Name: \_\_\_\_\_ Parent / Guardian Signature: \_\_\_\_\_

## Privacy Notice

Under the Data Provision Requirements 2012, [insert RTO name] is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by HLLC for statistical, regulatory and research purposes. HLLC may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## eNewsletter

All enrolled students who provide an email address will be added to our electronic mailing list. If you prefer not to receive mailings from us, please indicate below:

I do not wish to receive program, event and Centre news from Healesville Living and Learning Centre.

## Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct. I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Please let us know where you heard about HLLC: \_\_\_\_\_

Course Name	Class Code	Fee	Receipt Number
<b>Membership Details (All students are required to take out HLLC Membership)</b>			
Have you paid your membership fees for this year? (If no, a membership fee of \$7.00 is applicable. Cost includes G.S.T.)	Y / N	\$7.00	
	Total		

Visa  Mastercard (A 1.5% surcharge applies)

Name on card: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry Date: / /

Signature: \_\_\_\_\_ Date: / /

### Office use only

- Vettrak  Enrolled  
 Class List  Membership