

2021 PROGRAM ENROLMENT FORM 课程报名表

List all Programs: 课程	1. _____	Commencement Date: ____ / ____ / ____
	2. _____	Commencement Date: ____ / ____ / ____
	3. _____	Commencement Date: ____ / ____ / ____

How did you hear about this course? Local Paper Library Friend Passing By Internet Magazine Living in Glen Eira Other

PERSONAL DETAILS 个人信息

Given Names 名: _____ Family Name 姓: _____
Legal Given Names Legal Family Name

Date of Birth 出生日期: ____ / ____ / ____ (D/M/Y) Gender 性别): Female女 Male男 Other

Unique Student Identifier (USI)* 全国唯一学生号: _____
NOTE: Check your name is the same you used when you applied for your USI, including middle names. If you do not have a USI & want GEALC to apply for it on your behalf, write your name exactly as written on your identity document

Do you have Victorian Student # 有维州学生号吗: No I don't know Yes - it is: _____

AMEP Student Reference #: _____
OFFICE USE ONLY: All AMEP students have a client reference number which needs to be documented on Enrolment Form

Home Phone:家庭 _____ Mobile Phone手机: _____

Email 电邮: _____

Address 住址: _____ Postcode邮编: _____

Concession Card No 优惠卡号: _____ Expiry 到期日: ____ / ____ / ____
** A dependent spouse or dependent child must provide the Concession Card number of spouse or parent

Concession Type (tick box): Commonwealth Health Care Card (H) Pensioner Concession Card (P) Veteran's Gold Card(V)

EMPLOYMENT DETAILS 工作信息

1. Which of the following categories BEST describes your current employment status? (tick one box only)

<input type="checkbox"/> Full time employee 工作信	<input type="checkbox"/> Self-employed – Not employing others 自雇	<input type="checkbox"/> Unemployed – Seeking full time work 失业找全职
<input type="checkbox"/> Part time employee 兼职	<input type="checkbox"/> Employed – Unpaid family worker 帮家人工作	<input type="checkbox"/> Unemployed – Seeking part time work 失业找兼职
<input type="checkbox"/> Employer 雇主	<input type="checkbox"/> Not employed – Not seeking work 无业不找	<input type="checkbox"/> Retired – not seeking employment 退休不找工作

2. Occupation type identified 职业类型 (tick one box only)

<input type="checkbox"/> Technicians & trade workers 技工	<input type="checkbox"/> Machinery operator 机械操作或驾驶员	<input type="checkbox"/> Sales worker 销售员
<input type="checkbox"/> Community services 社区/个人服务	<input type="checkbox"/> Manager 管理人员	<input type="checkbox"/> Labourers 工人
<input type="checkbox"/> Clerical & admin worker 行政/文职人员	<input type="checkbox"/> Professionals 专业人士	<input type="checkbox"/> Other 其它

3. Which industry area are you employed in? 服务行业 (tick one box only)

<input type="checkbox"/> Accommodation & food services 酒店餐饮	<input type="checkbox"/> Administrative & support services 行政	<input type="checkbox"/> Transport postal & warehouse 运输仓库
<input type="checkbox"/> Electricity, gas, water & waste 公共服务	<input type="checkbox"/> Public administration & safety 公共安全	<input type="checkbox"/> Wholesale trade 批发贸易
<input type="checkbox"/> Rental, hiring & real estate services 房地产	<input type="checkbox"/> Health care & social assistance 保健	<input type="checkbox"/> Manufacturing 制造业
<input type="checkbox"/> Professional & technical services 科技	<input type="checkbox"/> Agriculture, forestry & fishing 农林渔	<input type="checkbox"/> Education & training 教育/培训
<input type="checkbox"/> Information, media & telecom 信息通讯	<input type="checkbox"/> Financial & insurance services 金融保险	<input type="checkbox"/> Mining 矿业
<input type="checkbox"/> Construction 建筑业	<input type="checkbox"/> Retail trade 零售业	<input type="checkbox"/> Arts & recreation services 艺术与娱乐
<input type="checkbox"/> Other services 其它		

EDUCATION AND PREVIOUS QUALIFICATIONS 教育和学历

Are you still attending high school? 还在读中学吗 Yes No If no, what YEAR did you complete high school? 哪年读完

Highest School Level 有维州学生号吗: Year 12 Year 11 Year 10 Year 9 Year 8 (or below) Did not attend school

Country of Birth: _____ Have you successfully COMPLETED any further qualifications? (tick box): Yes No

您是否已成功完成任何进一步的资格认定

Bachelor Degree 学士学位 Associate Degree/Diploma 大专 Diploma 文凭

If YES, tick the Applicable qualification: 最高学历证书
 Certificate IV 四级 Cert III 三级 Cert II 二级 Cert I 一级

Other 其它: _____

What kind of qualification is it? (tick box): 证书类别
 Australian qualification 澳洲证书 Australian equiv. 澳洲认可 Overseas (home country) 国际

LANGUAGE / CITIZENSHIP / RESIDENCY 语言/公民身份/居留权

Main language spoken at home 家中常用语言 English Chinese Russian Telugu Vietnamese Other: _____

How well do you speak English? 英语口语水平 Very Well 很好 Well 好 Not Well 不太好 Not at All 一点都不好

Are you 你是 (tick box):
 an Australian citizen 澳洲公民 a citizen of other country WITH Australian residency 澳洲居留权的他国公民 or WITHOUT Australian residency 无澳洲居留权的他国公民

DISABILITY 失能 / INDIGENOUS STATUS 土著状况 / VISA 签证

Do you have a permanent disability or allergy that may affect your participation in class? (tick box) Yes No

是否有永久残疾或过敏影响你上课

Hearing 听力 Physical 身体 Intellectual 智力

Mental Illness 精神疾病 Acquired Brain Impairment 脑损伤

Vision Learning 学习 Medical Condition 医疗状况

Other 其它 (please specify) _____

Are you Aboriginal or a Torres Strait Islander?

您是原住民还是托雷斯海峡岛民 Yes No

Visa # 签证号码 (international students ONLY): _____

EMERGENCY CONTACT DETAILS 紧急联系人

Emergency Contact Name: _____ Relationship: _____

Emergency Phone Contact: _____ Email: _____

REASON FOR STUDY 学习原因

Select the category that BEST describes your main reason for doing this course (tick one box only):

To get a job 找工作 To develop my existing business 生意拓展 To start my own business 创业 For personal interest / self development 个人兴趣发展

Different career 换行业 To get better job or promotion 升职 Requirement of my job 工作需要

Extra skills for my job 增加技能 To get into another course of study 准备未来学习 Other reasons 其它 To get skills for community/voluntary work 获得志愿工作技能

MEMBERSHIP 会员 / PHOTO PERMISSION 照片权限 / EXCURSION INDEMNITY 游览补偿

GEALC students & volunteers automatically becomes a member of the Centre. Membership includes access to the Centre facilities, contribution to Centre decision-making, newsletters/notices of meetings and events. The Centre respects the right of individuals to privacy and any information collected and held is kept in accordance with the Privacy and Data Protection Act 2014. In most cases, information about individuals is only released to third parties with consent, or when required by law to do so. Ask GEALC Staff if you require further information.

I would like to receive GEALC emails about events / workshops/ newsletters / courses 我想收到有关活动/研讨会/新闻通讯/课程的GEALC电子邮件

I give permission for GEALC to use my name /photos/ film recordings taken of me for GEALC business and events 我同意GEALC将我的名字/ photos /电影记录用于GEALC的业务和活动

I accept responsibility for myself whilst taking part in **ANY** GEALC excursion/off-site activity 在参加任何GEALC游览/场外活动时, 我对自己承担责任

Signed: _____
签名

CONDITIONS OF ENROLMENT 注册条款

Full payment of fees must accompany completed enrolment form to confirm a place in course. When a class is filled, students may be placed on a waiting list. Classes start on date shown unless otherwise notified. Refunds are only considered if 7 days notice is given prior to commencement date. An administration fee of 10% will apply to all refunds. No refund will be given once a course has commenced. GEALC reserves the right to cancel or defer classes with low enrolments. Students will be notified of such cancellations prior to the course commencement date and a full refund will be given.

STUDENT ENROLMENT PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, **Glen Eira Adult Learning Centre Inc (GEALC)** 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) may be used or disclosed by GEALC for statistical, administrative, regulatory and research purposes. GEALC may disclose your personal information for these purposes to: *Commonwealth and State or Territory government departments and authorised agencies and NCVER*. Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- *populating authenticated VET transcripts;*
- *facilitating statistics and research relating to education, including surveys and data linkage;*
- *pre-populating RTO student enrolment forms;*
- *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 a student survey which may be administered by an NCVER employee, agent or third party contractor or other authorised agencies. Please note 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). Ask GEALC's Manager for more information on how student information may be used.

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 and the USI Privacy Statement.

Student Signature: _____

Date: ____/____/____

OFFICE USE ONLY

Fees	Resident Concession: <input type="checkbox"/>	Resident Non-Conc: <input type="checkbox"/>	Non-Resident: <input type="checkbox"/>	Reduction of Fees: Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Completed Reduction of Fees Form</i>			
Program Name:	Funding Type:			Term	Amount	Date Paid:	Rec No:
	ACFE/VTG <input type="checkbox"/> AMEP <input type="checkbox"/> FFS <input type="checkbox"/>						
	ACFE/VTG <input type="checkbox"/> AMEP <input type="checkbox"/> FFS <input type="checkbox"/>						
	ACFE/VTG <input type="checkbox"/> AMEP <input type="checkbox"/> FFS <input type="checkbox"/>						
	ACFE/VTG <input type="checkbox"/> AMEP <input type="checkbox"/> FFS <input type="checkbox"/>						
Invoice Required? Y <input type="checkbox"/> N <input type="checkbox"/>	Invoice to:			Date Invoice Paid:			
Student ID:	Childcare Required:			No. of Children:			