



**Diamond Valley Learning Centre**

**Return by mail to:**  
PO Box 217, Greensborough 3088  
**or Fax to:** 9432 2521

**OFFICE USE ONLY**

LLNP  YPP  RTE  Com Acc  TO INV

Grant # \_\_\_\_\_

\*Please note that enrolment is secured on payment of fees.  
\*Students may request a payment plan if necessary.  
\*The minimum fee to be paid if enrolling after the start of a course is one term.

**ENROLMENT FORM 2010**

Course Names	FEE payable	Time & Day	Start Date

**Confidential information** DVLC's funding guidelines require us to collect the following information for statistical purposes. The information will only be used for administrative purposes and your cooperation is appreciated.

**Personal Details**

Title: (Mr/Mrs/Ms) etc \_\_\_\_\_  
Surname \_\_\_\_\_  
First name \_\_\_\_\_  
Address \_\_\_\_\_  
Suburb \_\_\_\_\_ P/code: \_\_\_\_\_  
Phone: H) \_\_\_\_\_ W) \_\_\_\_\_  
Mobile: \_\_\_\_\_  
Email \_\_\_\_\_

Tick if you do **NOT** want us to email you about further courses and events

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Female  Male

Country of Birth \_\_\_\_\_

Do you speak a LANGUAGE OTHER THAN ENGLISH at home?

Yes - Please state language/s spoken \_\_\_\_\_

No

How well do you speak English? (Please )

Very Well  Well  Not Well  Not at all

Are you of Aboriginal descent? Yes  No

Are you of Torres Strait Islander descent? Yes  No

Emergency contact:

Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Phone number/s: \_\_\_\_\_

Are you claiming concession fees? Yes  No

If **yes**, please list your Centrelink Reference number, type of concession, and show your card to the staff.

CRN: \_\_\_\_\_

Type: (FA, NS, DSP etc) \_Expires: \_\_\_ / \_\_\_ / \_\_\_

**Highest Year of Secondary schooling completed**

- Year 8 or lower
- Year 9
- Year 10
- Year 11
- Year 12
- Did not go to school

In which year did you complete that level? \_\_\_\_\_

**Highest qualification achieved:**

- Certificate I, II, III or IV (please circle)
- Diploma
- Adv/Diploma or Associate Diploma
- Bachelor Degree or Higher Degree
- Miscellaneous Education

**Are you employed?** (Please )

- Full time employee
- Part time employee
- Self Employed (not employing others)
- Employer
- Family Worker
- Unemployed - seeking full time work
- Unemployed - seeking part time work
- Not Seeking Work

**Do you have a disability** Yes  No

**Type of Disability:**

- Mental illness
- Learning
- Hearing
- Visual/sight
- Other \_\_\_\_\_
- Medical Condition
- Intellectual
- Physical
- Acquired Brain Impairment

Please turn over for information about provision for special needs.

Should we invoice another organisation for your fees?

Yes  No

Name of organisation to be invoiced: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ P/code: \_\_\_\_\_ Phone: \_\_\_\_\_

**Payment Details**  Cash  Cheque  Credit Card

**Card Payment**

**Expiry Date**

/

**Payment Amount:**\$ \_\_\_\_\_

**How did you find out about us?** (Please )

DVLC Brochure - Where was the brochure?

Delivered to home

School newsletter

Library  Other \_\_\_\_\_

Email

DVLC website

Banyule Council brochure (joint learning centres)

Friend/family

Reading & Writing Hotline

Newspaper (which paper?) \_\_\_\_\_

Current Student

Youth Pathways, MIPS, agency (please circle)

Employer/Centrelink/Job Network provider

Short Courses Website

Signs on Building

**Of the following categories, which BEST describes your main reason for undertaking this course?**

(Please )

To get a job

To develop English skills

To develop my existing business

A requirement of my job

To start my own business

Extra skills for my job

To try for a different career

For another course/study

To get a better job or promotion

Other reasons (e.g. volunteering) \_\_\_\_\_

### Privacy information

This organisation respects your right to information privacy. Information which we collect and hold on learners is kept in accordance with information privacy laws. Please contact us if you would like further information on our privacy policy.

### Recognition of Prior Learning / Current Competencies

There is provision within DVLC policy, for prior learning to contribute towards completion of courses. If you wish to have prior learning considered, please speak with the Program Coordinator about the process.

**We occasionally use photos of learners in displays, brochures and advertising (including our website). Please sign below if agree**

to have your photo used by DVLC:  YES (Please sign): \_\_\_\_\_  No



### Special needs support group

It is the responsibility of the learner to disclose any disabilities that may affect their learning, wellbeing at the centre or their participation in classes. DVLC will make every reasonable attempt to accommodate the learning support needs of individual students. Where this may not be possible, DVLC will work with the student to identify alternate places for study. The provision of appropriate support personnel remains the responsibility of the relevant government service provider and primary care givers. It is possible to establish a **Special Needs Support Group (SNSG)** for any student with special needs.

**Would you like to discuss DVLC setting up a Special Needs Support Group for you?**  Yes  No

**I declare that the information provided on this form, including my previous qualifications, is true and accurate. ALL students are required to sign this as part of their enrolment procedure.**

 **Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian signature (if under 18 years):** \_\_\_\_\_

**Enrolment Processed by: Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_