

**OFFICE USE ONLY**

Surname:

Student ID:

Enrolment year: 202Invoiced to Agency: Direct Debit: Staff/Volunteer 

## Bridge Darebin Enrolment Form – ACFE Courses

Thank you for enrolling in one of our ACFE-funded VET (Vocational Education and Training) courses.

### About the forms you will be asked to fill out today

ACFE is the Adult, Community and Further Education Board, a section of the Victorian government's Department of Education and Training. The ACFE Board has subsidised the cost of the course you are applying for, and in return they require us to collect and retain information that proves that you are 'a real person,' and that you are eligible to receive their funding support.

Eligible students are **Victorian residents** who are **Australian** or New Zealand **citizens**, Australian **Permanent Residency Visa** holders, or asylum seekers on certain kinds of visas who meet additional requirements. If you're not sure whether you qualify, please ask our staff. If you don't qualify, you may still be able to join our course, but the fee will be a lot higher. You'll have fewer forms to fill out, though!

If you haven't already done so, you will be asked to fill out four forms and provide two types of ID. In addition to this form, which is valid for the calendar year, you'll be asked to complete a Learner Plan for each course each term. There is also a privacy notice and declaration, which only need to be completed once. If you're asked to fill out a form you've already completed, please let us know. We may have made an error, or we may need to get another form for a new term or a different class.

### About the ID we need you to provide

To be eligible for funding assistance, we need to copy your ID. The ID we require is:

- Medicare card. The colour of this card indicates your citizenship status. You may show us the original card, a copy in your digital wallet, or a certified photocopy. A photo is not acceptable.
- Accepted ID showing your current address. If you're eligible for a concession fee, your Centrelink concession card is fine (please see Section 9 for eligible concession cards). Otherwise any official photo ID is acceptable. If you don't have either of these, please ask our staff about other alternatives.

### Section 1: About you

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| What name would you like us to call you – your 'preferred name'?   |  |
| What is your first/given name, as shown on your ID?                |  |
| What is your surname/family name?                                  |  |
| What gender do you identify as?<br>(E.g. female, non-binary, male) |  |
| What pronouns do you use?<br>(E.g. She/Her, He/They)               |  |
| What is your date of birth?  | If you're over 25,<br>please go to Section 2 |

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| <p>If you are 25 or under we also need your Victorian Student Number (VSN). This is a nine-digit number issued to Victorian school students. If you know it, please enter it here. If you don't know it, we are able to get it from the Education Dept.</p> | <p><input type="checkbox"/> I don't know it<br/> <input type="checkbox"/> I haven't attended school in Victoria</p> |
|---|---|

## Section 2: Your contact details

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| <p>What is your home address?<br/>         If you don't have a home address you're able to share, please enter a postal or temporary address.</p> |  |
| <p>What is the best phone number, if we have to call or message you?</p>  |  |
| <p>If you have an email address, and you check it often, please write it here</p>   |  |

## Section 3: A bit more about you

|   |  |   |
|---|--|---|
| <p>Do you identify as Aboriginal or Torres Strait Islander?</p>   | <p><input type="checkbox"/> Aboriginal    <input type="checkbox"/> Torres Strait Islander<br/> <input type="checkbox"/> Aboriginal &amp; Torres Strait Islander<br/> <input type="checkbox"/> No</p> |   |
| <p>What country were you born in?</p>   |  |   |
| <p>What is your first language?</p>   |  |   |
| <p>Are you an Australian or New Zealand citizen?</p>  | <p><input type="checkbox"/> Yes, Australian    <input type="checkbox"/> Yes, New Zealand<br/> <input type="checkbox"/> No</p>  | <p>Once you have answered 'Yes', please go to Section 4</p> |
| <p>If you answered 'No' to the previous question, do you hold an Australian Permanent Residency Visa?</p> | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>   |   |
| <p>If you are not a citizen or permanent resident, are you on an Australian Humanitarian Visa?</p>        | <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>   |   |
| <p>Are you a citizen of another country, in Australia on another type of visa?</p>                        | <p><input type="checkbox"/> Yes</p>  |   |

## Section 4: How did you find out about Bridge Darebin?

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## Section 5: About your previous education

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| <p><b>General schooling:</b><br/>         What's the highest level you completed at school?</p> | <p><input type="checkbox"/> Did not go to school    <input type="checkbox"/> Year 8 or below    <input type="checkbox"/> Year 9 or equivalent<br/> <input type="checkbox"/> Year 10 or equivalent    <input type="checkbox"/> Year 11 or equivalent<br/> <input type="checkbox"/> Year 12 or equivalent</p> |
| <p>What year did you finish your schooling (not including college, university or TAFE)?</p>     |   |

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| <b>Higher Education:</b><br>Do you have any completed post-secondary qualifications? | <input type="checkbox"/> Bachelor or Higher <input type="checkbox"/> Advanced Diploma or Associate Degree<br><input type="checkbox"/> Diploma <input type="checkbox"/> Certificate IV <input type="checkbox"/> Certificate III <input type="checkbox"/> Certificate II<br><input type="checkbox"/> Certificate I <input type="checkbox"/> No (Please go to Section 6) |
| What type of qualification was it?   | <input type="checkbox"/> Australian Qualification <input type="checkbox"/> Australian Equivalent<br><input type="checkbox"/> International Qualification  |

## Section 6: About your job

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| What is your employment status?  | <input type="checkbox"/> Full-Time Employee<br><input type="checkbox"/> Part-Time or Casual Employee<br><input type="checkbox"/> Self-Employed (not employing others)<br><input type="checkbox"/> Employer<br><input type="checkbox"/> Employed – Unpaid Worker in Family Business<br><input type="checkbox"/> Unemployed – Seeking Full-Time Work (Please go to Section 7)<br><input type="checkbox"/> Unemployed – Seeking Part-Time Work (Please go to Section 7)<br><input type="checkbox"/> Not Employed – Not Seeking Employment (Please go to Section 7) |
| If you are employed, what industry are you working in?<br>(E.g. hospitality, construction) |   |
| If you are employed, what occupation do you have?<br>(E.g. chef, surveyor)                 |   |

## Section 7: About your health

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| Do you have any medical condition(s) or disability/disabilities that may affect your participation in this course? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(If you answered 'No', please go to Section 8)  |
| What are the medical conditions or disabilities that may affect your participation?                                |   |
| If you have a support person, what is their name, phone number and email address?                                  |   |
| Are you an NDIS client, with available funding that will pay for your enrolment in this course?                    | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>We are not an NDIS registered provider, but we may be able to invoice your fund manager directly. You will need to provide us with their details, your NDIS client number, and any other information they require to process the payment. |
| Do you need to use a mobility aid?<br>What kind?   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No   |
| Are there any support notes you would like to let us know about?   | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If you answered 'Yes', please provide the office with a copy  |
| Do you have a health and safety plan?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If you answered 'Yes', please provide the office with a copy  |

## Section 8: Emergency contact

If you have an emergency contact, please fill out their details below.

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| What is their name?  |  |
| What is their relationship to you?<br>(E.g. brother, partner, carer) |  |
| What is the best phone number to contact them on?                    |  |
| What is their email address, in case we can't contact them by phone? |  |

## Section 9: Concession information

A Centrelink Job Seeker Health Care Card or an Aged or Disability Pensioner Concession Card is required to claim the concession fee for ACFE courses. If you have an eligible card, please enter the details below.

If you're unsure if your Centrelink card qualifies, please ask our staff.

You will need to present your card to one of our offices as part of your enrolment.

Please note that even if your course is free of charge, we still require your concession information.

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| What type of card is it?                                  | <input type="checkbox"/> Health Care Card – Jobseeker<br><input type="checkbox"/> Pensioner Concession Card – Disability Support Pension<br><input type="checkbox"/> Pensioner Concession Card – Aged Pension |
| What is the claim registration number (CRN) on your card? |   |
| What is the expiry date of your card?                     |   |

If your card expires while you're a student at Bridge Darebin, please bring in your new card so we can make a copy for our records.

If your eligibility for a concession card ends while you're a student at Bridge Darebin, please let us know.

## Section 10: Would you like to join our email list?

Joining our email list means that you will receive:

- Our quarterly booklet of courses and events as soon as it's released (provided as a PDF document)
- Occasional messages about courses and upcoming events, some of which won't be in our booklet
- Free treats from Moon Rabbit café on your birthday!

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| <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I'm already on your mailing list |
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## Section 11: Your course

This form will last the whole of this calendar year. Please let us know which course, or courses, you're hoping to join first off.

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| What course or workshop would you like to enrol in? |  |
| Why did you choose this course?                     |  |
| What are you hoping to do after this course?        |  |

## Section 12: Signature and date

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|------------------|--|
| Please sign here |  |
| Date             |  |

Thank you for taking the time to complete this form. If you have any questions or concerns, or would like some assistance, please ask our office staff and they'll be happy to help.

**Bridge Darebin acknowledges and pays respect to the Wurundjeri Woi Wurrung Elders and community who are the Traditional Owners of the Kulin nation. We recognise that Wurundjeri Woi Wurrung people have cared for and sustained this Country for many thousands of years. We recognise Wurundjeri Woi Wurrung as a living culture with deep knowledge and strength and recognise their rights to land and justice.**