

- Head Office
- MADEC Jobs Australia
- Education & Training
- Robinvale Office
- Red Cliffs Office
- Merbein Office
- Wentworth Office
- Swan Hill Office
- Ouyen Office
- Berri Office
- Kerang Office

Enrolment Form 2009

(Use BLOCK letters, & TICK boxes)

PROGRAM TITLE:..... PROGRAM DATE:.....

SURNAME (Family Name) :FIRST NAME:.....

COMPANY :.....

TITLE: MR MRS MS MISS GENDER: M F DATE OF BIRTH: / /

TELEPHONE: HOME:WORK:.....FAX:.....

MOBILE:..... EMAIL ADDRESS:.....

RESIDENTIAL ADDRESS:.....

TOWN / SUBURB STATE:.....POSTCODE:

POSTAL ADDRESS:

TOWN / SUBURB STATE:.....POSTCODE:

EMERGENCY CONTACT:..... PHONE NO:.....

Is Course Fee to be paid by a Government Department or Job Network Provider? Yes No If Yes,

please provide details CASE MANAGER (if applicable):.....

Are you of Aboriginal and/or Torres Strait Islander origin? No Yes, Aboriginal Yes, TSI

Which country were you born in? Australia Other please specify.....

Are you still attending secondary school? Yes No

What is your highest COMPLETED school level?

Year 12 Year 11 Year 10 Year 9 or equivalent Year 8 or below Did not go to school

In which YEAR did you complete that school level? Where.....

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

- | | | | |
|--------------------------------------|-----------------------------|---------------------------------------|-----------------------------|
| Full time employee | <input type="checkbox"/> 01 | Part time employee | <input type="checkbox"/> 02 |
| Self employed – not employing others | <input type="checkbox"/> 03 | Employer | <input type="checkbox"/> 04 |
| Employed – unpaid family worker | <input type="checkbox"/> 05 | Unemployed – seeking full time work | <input type="checkbox"/> 06 |
| Unemployed – seeking part time work | <input type="checkbox"/> 07 | Not employed – not seeking employment | <input type="checkbox"/> 08 |

Do you speak a language other than English at home? No English only Yes please specify

How well do you speak English? Very well Well Not well Not at all

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If YES, tick applicable boxes (you may indicate more than one area):

- Vision Intellectual Hearing/Deaf Medical condition
Physical Learning Mental illness Acquired Brain Impairment Other

Since leaving school, have you SUCCESSFULLY completed any qualifications? Yes No

If YES tick applicable boxes:

- | | | | |
|----------------------------------|--------------------------|---|--------------------------|
| Bachelor Degree or higher Degree | <input type="checkbox"/> | Advanced Diploma or Associate Degree | <input type="checkbox"/> |
| Diploma (or ass. Diploma) | <input type="checkbox"/> | Certificate IV (or adv cert/technician) | <input type="checkbox"/> |
| Certificate III (or Trade cert) | <input type="checkbox"/> | Certificate I | <input type="checkbox"/> |
| Certificate II | <input type="checkbox"/> | Certificate other than above | <input type="checkbox"/> |

Are you currently receiving a government benefit or pension? Yes No

If YES, state ID number and tick applicable box: ID Number:

- Family Allowance Supplement, Single Parenting Payment F
- Mature Age, Newstart or Youth Allowance N
- Age, Carers or Disability Support, Partner, Widow or Wife Pension P
- Sickness Allowance Q
- Low Income or Special Benefit S
- Other O
- None Z

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?
(Tick one box only)

- To get a job
- To start my own business
- To get a better job or promotion
- It was a requirement of my job
- To get into another course of study
- For self development
- To get a qualification
- To develop my existing business
- To try for a different career
- To get a better job promotion
- I wanted extra skills for my job
- For personal interest
- Other reasons

Do you want to be formally assessed Yes No

Are you a member of a voluntary group? If yes, please specify:

What/who encouraged you to enrol in this course?

- Staff Member
- Newspaper
- Radio
- Brochure
- Local Community Group

I have read and agree to abide by the **conditions of enrolment** below.

CONDITIONS OF ENROLMENT

1. **Enrolments can be paid by cheque or cash. Bankcard, Visa or Mastercard is accepted, either in person or by phone.**
Waiting lists will be kept and students notified as vacancies occur, or an extra class arranged. Programs have limited places, so enrol early to ensure a place.
2. The MADEC office is open from **8.30am to 5.06pm Monday to Friday and 9am to 1pm Saturday.** Training programs are conducted during the day, evenings and weekends as outlined on information sheets with exception of gazetted public holidays.
3. Concessions (Government Funded Programs): Concessions are available for government-funded programs to eligible persons receiving a benefit or pension on the tuition fee only. There is no concession available on the materials fee. Proof of eligibility is required.
Concessions (Fee-for-Service (FFS)): A 10% discount is offered for some FFS programs to eligible persons receiving a benefit or pension. Proof of eligibility is required. A 10% discount is offered for some courses to students, pensioners, and the unemployed. Proof of eligibility is required.
4. Program Cancellations (Government Funded Programs): If MADEC cancels a training program, a full refund will be issued within 14 days. If a student withdraws from a training program, by written notice, within 4 weeks of its commencement, MADEC will retain the minimum charge of \$55 tuition fee and only pro-rata of unused materials fee paid. If a student withdraws, by written notice, after 4 weeks of commencement, the student may be eligible for a pro-rata refund of only the materials fee and any fees beyond ten weeks of the date of withdrawal.
Program Cancellations (Fee-For-Service (FFS)): If MADEC cancels a FFS training program a full refund will be issued within 14 days. If a student withdraws seven (7) days before commencement a full refund will be issued within 14 days. If a student withdraws after a FFS training programs commences no refund will be issued except for fees paid beyond ten weeks from date of withdrawal.
5. Class Materials: Students may be required to purchase materials for some courses. Ask for a materials list to be supplied.

DECLARATION OF PRIVACY

MADEC ACKNOWLEDGES AND RESPECTS PRIVACY OF INDIVIDUALS. The information that is being collected on this document is for the processing of your enrolment and keeping you informed of upcoming courses/programs. You have the right of access to, and alteration of, personal information concerning yourself in accordance with the ACT and MADEC's Code of Practice. Should you have any queries regarding privacy matters you should arrange an appointment with MADEC's privacy officer.

Please tick box below if you do not wish to be sent any further promotional material.

.....
Signature Date

OFFICE USE ONLY

Client ID Number: Client Course Enrolment:

FEE	\$	Not commencing an enrolment (Continuing enrolment in course)	<input type="checkbox"/> 0
TUITION		Commencing enrolment in a course (VET programs)	<input type="checkbox"/> 1
MATERIALS		Second attempt at a course within same collection period	<input type="checkbox"/> 2
OTHER		Enrolment not course based (Non-VET programs)	<input type="checkbox"/> 9

Client enrolment completed by:
Records Officer Date