

## LAVERTON COMMUNITY CENTRE & NEIGHBOURHOOD HOUSE INC. INFORMATION FOR INTENDING STUDENTS

Laverton Community Centre & Neighbourhood House Inc. is a Registered Training Organisation (RTO) and delivers a number of accredited courses. These courses provide the opportunity for students to achieve certificates and Statements of Attainment which are nationally recognised.

The accredited courses include:

### **English as a Second Language**

- ESL Frameworks Level I- IV

### **Vocational courses**

Certificate II in Business

- Selected units from the Business Services Training package
- Certificate I in Hospitality (Kitchen Operations)
- Certificate II in Hospitality (Kitchen Operations)
- Certificate II in Hospitality (Operations)
- Selected units from the Hospitality Training package

Full details of all courses are available in Term Brochure & in fact sheets for individual courses.

### **Enrolment Process:**

If you want to do the course, you will be asked to fill out an enrolment form

The details on this form are required by our funding bodies (such as the Adult Community & Further Education Board) for statistical purposes. We may also use some of the information we gather for planning future courses and services.

### **Pre-course Interviews & Testing:**

For some courses (including English as a Second Language & Hospitality) we may need to interview you and undertake some tests or assessments. This is to help us to find out which class is the right one for you

### **Assessments:**

During the course, you will be assessed in your progress against the skills/knowledge (competencies) required.

Your teacher will give you tasks to undertake to measure whether you meet the competencies.

If you are not happy with the outcome of the assessment, you may appeal against this decision.

### **Access to your records:**

You have the right to see the records we keep of your progress and participation in training. If you want to access your records please contact the Further Education Coordinator on ph 9369 2726.

### **Replacement qualifications:**

If you require a replacement of a Certificate or Statement of Attainment issued by this RTO contact the Further education Coordinator. A small fee is required to cover costs of issuing a replacement.

### **Fees:**

Course fees **MUST** be paid in full before the course commences.

Your place in the course is not guaranteed until payment is received.

Arrangements can be made for those in financial difficulties. Please contact us and ask to speak to the Further Education Coordinator.

### **Refunds:**

Classes require a minimum number of enrolments to proceed.

Classes cancelled by the Centre will receive a full refund.

In all other cases, refunds will incur an administration fee. No refunds will be paid for withdrawals after course has commenced.

### **Recognition of Prior Learning/Current Competencies**

If you can present evidence that you already have the knowledge and skills of a specific subject, you may be exempted from studying that subject.

The RPL/RCC process only applies to accredited courses and you need to be enrolled in a course when you apply for RPL/RCC. A fee is charged for RPL/RCC, however, if RPL/RCC is granted, a proportionate refund of subject enrolment fees will be given.

**Student Conduct:**

All students have a responsibility to ensure that proper standards of conduct are observed at all times and to ensure that their behaviour contributes to and supports appropriate standards of conduct  
Students are expected to behave at all times in a manner that demonstrates respect for themselves, other students, staff and other Centre users.

**Access and Equity:**

All staff have responsibility for the implementation of the Organisation's Access and Equity policies.  
Students with disabilities will be placed in programs in accordance with our access and equity policies and we will endeavour to meet the needs of these students.  
Where a student's special needs cannot be met with the resources of the organisation, then every endeavour will be made to place or refer them to another suitable program.

**Privacy:**

Laverton Community Centre & Neighbourhood House Inc. respects your right to information privacy.  
Information we collect and hold on learners is kept in accordance with Information Privacy laws. Please contact us if you would like any further information on privacy.

**Complaints and Appeals:**

Laverton Community Centre & Neighbourhood House Inc. has a Complaints and Appeals process. Full details are available from reception.

**Recognition of qualifications**

Laverton Community Centre & Neighbourhood House Inc. will accept and recognise the qualifications and Statements of Attainment awarded by other Registered Training Organisations.

**Compliance with Legislation**

Laverton Community Centre and Neighbourhood House Inc. complies with and operates under the following legislation and guidelines, which can be viewed at Reception at 12 Crown St:

- Occupational Health & Safety Act (1985)
- Human Rights and Equal Opportunity Commission Act (1986)
- Racial Discrimination Act (1975)
- Sex Discrimination Act (1984)
- Public Authorities (Equal Employment Opportunity) Act (1990)
- Disability Discrimination Act (1992)
- Prevention of Workplace Harassment and Bullying - Guidance Note – Worksafe Victoria

Enrolment Form

COURSE NAME: \_\_\_\_\_ DAY CLASS /EVENING CLASS  
 (circle appropriate class)

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

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone Number B/H \_\_\_\_\_ A/H \_\_\_\_\_ Mobile Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Enter your birth date

Day		Month		Year	
-----	--	-------	--	------	--

Sex (tick one box)

Female	Male
--------	------

In which country were you born

Australia

Other- Please Specify	
-----------------------	--

Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English Only	
Yes, Other- Please Specify	

How well do you speak English?

Very Well		Not Well	
Well		Not at All	

Are you of Aboriginal or Torres Strait Islander origin?

No	
Yes, Aboriginal	
Yes, Torres Strait Islander	

Do you consider yourself to have a disability, impairment or long-term condition?

Yes		No	
-----	--	----	--

If YES, then please indicate the areas of disability, impairment or long-term condition:  
 (You may indicate more than one area.)

Hearing/Deaf		Vision	
Physical		Medical Condition	
Intellectual		Learning	
Mental Illness		Other	
Acquired Brain Impairment			

What is your highest COMPLETED school level?

(Tick ONE box only.)

Did not go to school		Completed Year 10	
Completed Year 8 or Lower		Completed Year 11	
Completed Year 9 or Equivalent		Completed Year 12	

In which YEAR did you complete that school level?

--

Are you still attending secondary school?

Yes		No	
-----	--	----	--

Have you SUCCESSFULLY completed any of the following qualifications?

Yes		No	
-----	--	----	--

If YES, then tick ANY applicable boxes.

Bachelor Degree or Higher Degree	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>
Advanced Diploma or Associate Degree	<input type="checkbox"/>	Certificate II	<input type="checkbox"/>
Diploma (or Associate Diploma)	<input type="checkbox"/>	Certificate I	<input type="checkbox"/>
Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Qualifications other than the above	<input type="checkbox"/>

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

(Tick ONE box only.)

Full-time employee	<input type="checkbox"/>	Employed- unpaid worker in a family business	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>	Unemployed- seeking full-time work	<input type="checkbox"/>
Self employed- not employing others	<input type="checkbox"/>	Unemployed- seeking part-time work	<input type="checkbox"/>
Employer	<input type="checkbox"/>	Not employed- not seeking employment	<input type="checkbox"/>
Work Care	<input type="checkbox"/>		<input type="checkbox"/>

Are you receiving any form of concession if so which

**OFFICE USE ONLY: CARD SIGHTED**

Age Pension	<input type="checkbox"/>	Parenting Payment Single	<input type="checkbox"/>
Carers Allowance	<input type="checkbox"/>	Partner Allowance	<input type="checkbox"/>
Disability Support Allowance	<input type="checkbox"/>	Sickness Benefit	<input type="checkbox"/>
Low Income Allowance	<input type="checkbox"/>	Special Benefit	<input type="checkbox"/>
Mature Age Allowance	<input type="checkbox"/>	Widows Allowance	<input type="checkbox"/>
Newstart Allowance	<input type="checkbox"/>	Wife Pension	<input type="checkbox"/>
Newstart Mature Age Allowance	<input type="checkbox"/>	Youth Allowance	<input type="checkbox"/>

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

(Tick one box only)

To get a job	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	For personal interest or self development	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	Other reasons	<input type="checkbox"/>

How did you hear about this course.

Local Paper	<input type="checkbox"/>	Friend	<input type="checkbox"/>
Brochure	<input type="checkbox"/>	Radio Advertisement	<input type="checkbox"/>
Other (Please Specify)			

I have read and understood the information for intending students on the attached sheet

Signature ..... Date.....