



Government Survey

The Federal Government requires all colleges to collect these statistics to assist with educational planning. Your confidentiality is assured as you are not identified with these statistics.

In which country and city were you born ? _____

Do you speak a language or languages 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?

- No Yes – please specify Hearing/deaf
 Vision Physical Intellectual
 Learning Mental illness Acquired brain impairment
 Medical condition Other – please specify

Would you like support with any special needs(literacy, numeracy or Physical)

- Yes No

What is your current employment status? (Please tick one)

- Full-time employee Part-time employee Self-employed – not employing others
 Employer Employed – unpaid worker in family business Unemployed – seeking full-time work
 Unemployed – seeking part-time work Not employed – not seeking employment

What is your highest completed school level? _____ In what year did you complete that high School Level _____

Study Reason – Of the following categories, which BEST describes your main reason for undertaking this course? (Tick one)

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

Are you applying for any advanced standing or recognition (RPL)?

This means you have previous relevant certificates or work experience.

- Yes – I want to discuss advanced standing for previous accredited training (Credit). YES – I want to discuss my work experience or other history that might help with getting recognition for parts of the course (RPL)

Fees are inclusive of course development, course notes, handouts, and delivery. Fees are payable at the time of enrolment. On receipt of the enrolment form and payment of fees, a Tax Invoice marked "PAID" will be issued and forwarded to the Company or participant for record purposes. Payment of fees by instalment may be considered on an individual basis.

Cancellations must be notified to the Chief Executive Officer in writing, and refunds must be authorised by the Chief Executive Officer. Cancellations received less than 10 (ten) working days prior to the commencement of the course will not be accepted. Exceptional circumstances will be considered on a case by case basis. In all other instances the participant or employer must pay the full cost of the course and fees will not be refunded or allocated to another program. Approved appropriate substitute delegates are welcome to attend at no additional cost. Cancellations that occur more than 10 (ten) working days prior to the commencement of the course, will be charged a cancellation fee of 50% of course cost. Substitute delegates are welcome to attend at no additional cost.

Non-attendance: If a participant fails to attend a course, the fees associated with the course will not be refunded or allocated to another program. The participant/organisation must still pay for the full cost of the course.

| DATA ENTRY CHECKLIST – OFFICE USE ONLY | | | | | | | |
|--|--|------------|----------------------------|-----------------------------|----|-----|--------|
| Date: | | Course ID: | | Candidate details entered : | NO | YES | NOTES: |
| Student ID : | | | | | NO | YES | |
| Payment method | | | Employer nominated student | | NO | YES | |
| Initials: | | | | | NO | YES | |