

AUSTRALIAN FISHERIES ACADEMY

STUDENT ENROLMENT FORM



Australian Fisheries Academy

Fishing Industry House, Deckside,
North Parade, Port Adelaide
South Australia 5015
PO Box 2099, Port Adelaide

Telephone (08) 8303 2780
Facsimile (08) 8303 2791

TITLE: MR MRS MS MISS GENDER: MALE FEMALE

FAMILY NAME:

D.O.B:

GIVEN NAMES:

POSTAL ADDRESS:

SUBURB: STATE: POST CODE:

PHONE CONTACT:	HOME:	<input style="width: 100%; height: 25px;" type="text"/>	WORK:	<input style="width: 100%; height: 25px;" type="text"/>
	MOBILE:	<input style="width: 100%; height: 25px;" type="text"/>	FAX:	<input style="width: 100%; height: 25px;" type="text"/>
	EMAIL:	<input style="width: 500px; height: 25px;" type="text"/>		

EMERGENCY CONTACT DETAILS:

NAME: PHONE H: W:

COURSE TITLE:

FULL TIME STUDY: OPEN LEARNING:

COMMENCEMENT DATE (of 1st Course)

Please list all courses that you are enrolled into

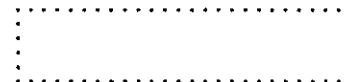
HAVE YOU ATTENDED OTHER COURSES PROVIDED BY THE ACADEMY? YES NO

IF YES, WHICH COURSE/S?

APPROX. DATE OF COMMENCEMENT?

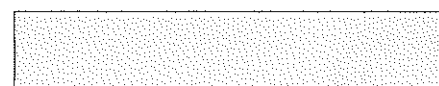
DATE:

ENTERED (office use)



By signing this Enrolment Form I here by agree to be bound by the Student Code of Conduct & I have viewed and understood the AFA Privacy Policy, Refund Policy and the numeracy and literacy requirements. (Please refer to page 4 of the Enrolment Form)

STUDENT SIGNATURE:



EQUAL OPPORTUNITY DETAILS

PLEASE NOTE that this section is not compulsory. This section is for statistical purposes only.

1. WERE YOU BORN IN AUSTRALIA? YES NO

IF NO, IN WHICH COUNTRY WERE YOU BORN?

2. ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? YES NO

3. DO YOU HAVE PERMANENT RESIDENT STATUS IN AUSTRALIA? YES NO

4. DO YOU USUALLY SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME? YES NO

IF YES, PLEASE STATE THE LANGUAGE SPOKEN.

5. HOW WELL DO YOU SPEAK ENGLISH WELL VERY WELL NOT WELL NOT AT ALL

6. DID YOU COMPLETE ALL OR PART OF YOUR SCHOOLING IN A LANGUAGE OTHER THAN ENGLISH? YES NO

7. WILL YOU BE REQUESTING HELP WITH YOUR ENGLISH IN YOUR STUDIES? YES NO

8. DO YOU CONSIDER YOURSELF TO HAVE A PERMANENT AND SIGNIFICANT DISABILITY? YES NO

IF YES, PLEASE SELECT ALL CATEGORIES APPLICABLE.

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| VISUAL/SIGHT/SEEING | HEARING | LEARNING | MEDICAL CONDITION |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| INTELLECTUAL | PHYSICAL | MENTAL ILLNESS | OTHER |

STATISTICAL DETAILS

1. ARE YOU UNDERTAKING STUDIES UNDER THE AUSTRALIAN TRAINEESHIP SCHEME? YES NO

2. WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?

<input type="checkbox"/> COMPLETED YEAR 12	<input type="checkbox"/> COMPLETED YEAR 10
<input type="checkbox"/> COMPLETED YEAR 11	<input type="checkbox"/> COMPLETED YEAR 9 OR LOWER

3. WHAT IS YOUR CURRENT EMPLOYMENT STATUS?

<input type="checkbox"/> SELF EMPLOYED - EMPLOYING OTHERS	<input type="checkbox"/> EMPLOYED - UNPAID HELPER
<input type="checkbox"/> SELF EMPLOYED - NOT EMPLOYING	<input type="checkbox"/> NOT EMPLOYED - SEEKING FULL TIME
<input type="checkbox"/> EMPLOYED - FULL TIME	<input type="checkbox"/> NOT EMPLOYED - SEEKING PART TIME
<input type="checkbox"/> EMPLOYED - PART TIME	<input type="checkbox"/> NOT SEEKING EMPLOYMENT

4. IN WHAT YEAR DID YOU COMPLETE SCHOOL LEVEL?
19.....

5. HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS? YES NO

- | | |
|---|--|
| <input type="checkbox"/> BACHELOR DEGREE OR HIGHER DEGREE | <input type="checkbox"/> CERTIFICATE III |
| <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 CERT/TECHNICIAN) | <input type="checkbox"/> CERTIFICATES OTHER THAN THE ABOVE |

PAYMENT DETAILS

Payment by Cheque or Money Order
(Payments made to: AUSTRALIAN FISHERIES ACADEMY)

Payment by Cash (in person only)

(Please select one of the boxes)

Payment by Visa / Mastercard / Bank Card

Name on card..... Type of card.....

Expiry date Amount.....

Card No: Signature.....

PLEASE NOTE

EVERY EFFORT WILL BE MADE TO CONFIRM A POSITION FOR YOU BUT DUE TO THE POPULARITY OF THESE COURSES, WE ARE UNABLE TO GUARANTEE A POSITION IF PAYMENT IS NOT RECEIVED WITH THIS ENROLMENT FORM.

OFFICE USE ONLY

(ENROLMENT DETAILS)

STUDENT ID:INVOICE/RECEIPT No:..... COURSE FEE: \$.....

COURSE: START DATE.....

FEE PAID: DATE OF PAYMENT:..... OPEN LEARNING:.....

PMT TYPE: INVOICE POSTED..... RECEIPT POSTED.....

Payment of Fees & Refunds

- Enrolments in any Academy courses can't be guaranteed until course fees (if any) are paid and receipts must be retained to verify payments.
- Payments of fees may be made by cash, cheque, credit card, Eftpos or a company may be invoiced for the fees.
- Students who withdraw from a course up to one day prior to the start date are eligible for a refund (less a 10% administration fee) but subsequent refunds will not be given other than in extenuating circumstances which will require an application in writing to the Chief Executive Officer of the Academy.
- Refunds or Fees by installment will NOT be given to students who have enrolled as OPEN LEARNERS and received their books.
- Payment of fees by installments require the completion of a Payment of Course Fee by Installments Agreement (form no 24) please speak to the Client Service Officer prior to enrolment.
An initial 50% of the total course fee is required on the commencement of the start date of the course or on the day you fill in the form. The remainder of the fees will be payable over the duration of the course with the final payment due before the last day of the course.

Numeracy and Literacy Standards

- Students enrolling in a course to achieve a Certificate of Competency issued by Transport SA need to be aware that a certain standard of numeracy and literacy is recommended to successfully complete the course.
- The standard of numeracy and literacy for those enrolled in Coxswain, Master 5/Skipper 3 and MED 2 courses is equivalent to Year 10 (Secondary School).
- Those enrolling in Master 4/Skipper 2 and MED 1 courses should have an equivalent level of maths to that of Year 11.
- If you have any concerns about your ability to meet the recommended standards please contact staff at the Academy to discuss your situation and the options open to you.

Recognition of Current Competencies (RCC)

- Students who enroll in AFA courses can apply for formal recognition of knowledge, skills and current competency gained through work or life experiences, for more information on RCC please contact the AFA on (08) 8303 2780.

Australian Fisheries Academy

Student Code of Conduct

Students who enrol in the Australian Fisheries Academy courses agree at all times during their enrolment period to:

- Conduct themselves in a professional manner and behave responsibly and with consideration for others at all times.
- Refrain from any conduct, which impairs the reasonable freedom of other students to pursue their studies at the Academy
- Not disrupt any teaching activity or examination being conducted by the Academy
- Refrain from impairing any students study program by assault, attempted assault or threat to any person
- Use their own skills, time and attention to the maximum of their abilities
- Take responsibility for the efficient use of their time and achievement of the objectives of their course
- Maintain an acceptable standard of personal presentation
- Ensure that their actions do not threaten the health and safety of fellow students or Academy staff
- Refrain from the use of any non-prescribed drugs or alcohol while on campus and during the normal course hours 8.00am- 5.30pm

The Academy CEO can suspend or expel a student where the conduct of the student does not comply with the Academy Student Code Of Conduct and a warning in writing has been given to the Students more than once by the CEO or any other members of staff.

Australian Fisheries Academy

Privacy Statement

The Australian Fisheries Academy places great importance on maintaining and enhancing the privacy and security of personal information supplied to us.

The following information relates to the collection, access, use & disclosure of clients personal information provided to us during enrolment. If you have any further questions after viewing this document please contact; the Australian Fisheries Academy on (08) 8303 2780.

Why does the AFA collect personal information?

- To report to the Dept of Employment, further Education, Science & Small Business for required reporting
- To inform each student of a course cancellation and to also send reminder letters.
- To send students their result statements and qualifications.
- To send students course information as requested

Who does the AFA give your information to & why?

All personal information given to the Australian Fisheries Academy will be used only for the purposes listed.

- Financial institutions will be given your details to process card payments
- Dept Commercial Marine Services will be given your details on their request for Ticketed Courses (eg Master 5/ Skipper 3)
- Various high schools for SSABSA Results
- DEFEST for required reporting

Can you get access to your personal information?

If you wish to gain access to your own information you can do so by showing identification to one of our staff members or requesting information in writing accompanied with documentation verifying your identity.

What will happen if you don't give details to the AFA when enrolling into a course?

When you enrol as a student with the Australian Fisheries Academy you will be given an enrolment form that needs to be completed and returned. If you do not return the form completed you will not be able to enrol in any courses conducted by the AFA.

We will also be unable to inform you in the case of a course being postponed or cancelled.