



OFFICE USE ONLY

Date entered onto SMS: _____

Initials: _____ Checked by: _____

Course	Start date	End date

Fee paid on enrolment: \$ _____ or Fees being paid by referring agency

Payment method: Cash Eftpos Visa Mastercard Cheque (made payable to Nillumbik Shire Council)

Living & Learning Nillumbik is required to provide the Victorian Government with the information requested in this enrolment form for all enrolments in nationally recognised qualifications and units. Enrolments in these courses cannot be accepted unless all of the questions on this form are answered. Please see the Privacy Notices on pages 6-7 of this form for details on how the information may be used.

Personal Details

Surname (legal family name): _____

Given name(s) (legal given name(s)): _____

Date of Birth: ___ / ___ / _____ **Gender:** Male Female Other 1

Mobile number _____ **Other phone number:** _____

Email address _____

Alternative email address *Optional - we will use this email address as a backup to contact you if we have difficulty reaching you via the above email address.* _____ 13

What is the address where you usually live? Please provide the physical address (street number and name not post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area, use the address from your state's or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Building/Property name: _____

Flat/Unit number: _____ Street number: _____

Street name: _____

Suburb/Town: _____ Postcode: _____

Do you have a different postal address?	Post Office Box or roadside delivery box: _____ Building/Property name: _____ Flat/Unit number: _____ Street number: _____ Street name: _____ Suburb/Town: _____ Postcode: _____	
Language and cultural diversity		
Country of birth:	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify: _____	2
Citizenship:	I am: <input type="checkbox"/> an Australian citizen <input type="checkbox"/> an Australian Permanent Resident (holder of a permanent visa) <input type="checkbox"/> a New Zealand citizen <input type="checkbox"/> none of the above	3
Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)</i>	4
Do you speak a language other than English at home?	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify which language _____ <i>(If more than one language, indicate the one that is spoken most often)</i>	8
Disability		
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes If YES, then please indicate the area of disability, impairment or long-term condition <i>(tick all that apply):</i> <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other	11
Schooling		
Are you still attending secondary school?	<input type="checkbox"/> No <input type="checkbox"/> Yes	9
What is your highest COMPLETED school level? (Tick ONE box only)	<input type="checkbox"/> Never attended school <input type="checkbox"/> Completed year 8 or below <input type="checkbox"/> Completed year 9 or equivalent <input type="checkbox"/> Completed year 10 <input type="checkbox"/> Completed year 11 <input type="checkbox"/> Completed year 12	10

Previous qualification achieved

Have you **SUCCESSFULLY** completed any of the following qualifications?

 No

 Yes

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If **YES**, please circle **ONE** of these **Prior Education Achievement Recognition Identifiers** for **ALL** applicable qualification levels.

A – Australian

E – Australian Equivalent

I – International

‘Australian equivalent’ in this context means the student has had their International qualifications assessed by an appropriate Government Authority. In Victoria this authority is the Overseas Qualification Unit (OQU).

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

Note: If you have multiple Prior Education Achievement Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to use:

1. *A – Australian*
2. *E – Australian equivalent*
3. *I – International*

If
‘Yes’

Victorian Student Number

Only answer the Victorian Student Number questions if you are aged 24 or younger at the time of enrolment.

Since 2009 in schools and since 2011 for vocational education and training (VET) organisations and Adult Community Education providers, a Victorian Student Number (VSN) has been allocated upon enrolment to each individual student aged up to 24 years.

Students should report their VSN on all subsequent enrolments at a Victorian school or training organisation. In particular, all students who are currently enrolled in either a VET provider or a Victorian school (including those already participating in a VET in schools program) should obtain their VSN from their current education or training organisation and report their VSN on this enrolment form.

Students who are enrolling for the first time since the VSN was introduced will get a new VSN.

Please provide your VSN: _____

If you are not able to list a VSN then please answer the following questions:

Have you attended any Victorian school since 2009 or done any training with a Vocational Education and Training (VET) Registered Training Organisation or an Adult and Community Education provider since 2011?

No Yes – I have attended a Victorian school since 2009.

The most recent Victorian school was: _____

and / or Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011. The most recent training organisations in Victoria were (list up to 3):

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Employment		
<p>Of the following categories, which BEST describes your current employment status?</p> <p><i>(Tick ONE box only)</i></p>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee / casual <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Self-employed – employing others <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not looking for employment	5
<p>Which of the following classifications BEST describes your current or recent occupation?</p> <p><i>(Tick ONE box only)</i></p> <p>If never employed, skip this question.</p>	<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers <input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other	6
<p>Which of the following classifications BEST describes the Industry of your current or previous Employer?</p> <p><i>(Tick ONE box only)</i></p> <p>If never employed, skip this question.</p>	<input type="checkbox"/> A – Agriculture, Forestry and Fishing <input type="checkbox"/> B – Mining <input type="checkbox"/> C – Manufacturing <input type="checkbox"/> D – Electricity, Gas, Water and Waste Services <input type="checkbox"/> E – Construction <input type="checkbox"/> F – Wholesale Trade <input type="checkbox"/> G – Retail Trade <input type="checkbox"/> H – Accommodation and Feed Services <input type="checkbox"/> I – Transport, Postal and Warehousing <input type="checkbox"/> J – Information Media and Telecommunications <input type="checkbox"/> K – Financial and Insurance Services <input type="checkbox"/> L – Rental, Hiring and Real Estate Services <input type="checkbox"/> M – Professional, Scientific and Technical Services <input type="checkbox"/> N – Administrative and Support Services <input type="checkbox"/> O – Public Administration and Safety <input type="checkbox"/> P – Education and Training <input type="checkbox"/> Q – Health Care and Social Assistance <input type="checkbox"/> R – Arts and Recreation Services <input type="checkbox"/> S – Other Services	7

Study reason																							
<p>Of the following categories, which BEST describes your main reason for undertaking this course?</p> <p><i>(Tick ONE box only)</i></p>	<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> To get a job</td> <td><input type="checkbox"/> To develop my existing business</td> </tr> <tr> <td><input type="checkbox"/> To start my own business</td> <td><input type="checkbox"/> To try for a different career</td> </tr> <tr> <td><input type="checkbox"/> To get a better job or promotion</td> <td><input type="checkbox"/> It was a requirement of my job</td> </tr> <tr> <td><input type="checkbox"/> I wanted extra skills for my job</td> <td><input type="checkbox"/> To get into another course of study</td> </tr> <tr> <td><input type="checkbox"/> For personal interest or self-development</td> <td></td> </tr> <tr> <td><input type="checkbox"/> To get skills for community / voluntary work</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other reasons</td> <td></td> </tr> </table>	<input type="checkbox"/> To get a job	<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> To start my own business	<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To get into another course of study	<input type="checkbox"/> For personal interest or self-development		<input type="checkbox"/> To get skills for community / voluntary work		<input type="checkbox"/> Other reasons		Course Enrolment Section							
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<input type="checkbox"/> For personal interest or self-development																							
<input type="checkbox"/> To get skills for community / voluntary work																							
<input type="checkbox"/> Other reasons																							
Concession Fees																							
<p>If you are eligible for a government-subsidised place, you may also be eligible for a concession rate. Concessions on tuition fees for government-subsidised training places in courses up to Certificate IV level are available to the following people provided they meet the above eligibility criteria for a government-subsidised place.</p> <p>Please tick if one of these applies to you:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commonwealth Health Care Card holders, and their dependant children and dependant spouses <input type="checkbox"/> Pensioner Concession Card holders, and their dependant children and dependant spouses <input type="checkbox"/> Veteran's Gold Card holders (but not their dependants) <input type="checkbox"/> Indigenous learners* <p>Card Number: _____ Expiry Date: _____</p> <p><i>Note: we will need to take a photocopy of the original card when you enrol, to attach to this enrolment form.</i></p> <p>*Indigenous learners: Under the Indigenous Completions Initiative, Indigenous learners who meet the eligibility criteria for a government-subsidised place pay only the concession tuition fee for training at any level, including Diploma level and above.</p>		Course Enrolment Section																					
Is someone else paying your fees?																							
<p>Organisation / Agency: _____</p> <p>Contact Name: _____ Phone Number: _____</p> <p>If a <i>jobactive</i> agency is paying for all or part of your fee, please complete the following:</p> <p>Job Seeker ID Number: _____ Do you have a Job Seeker Referral Form? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>Note: If a jobactive agency is paying for all or part of your course fee, the relevant Referral Form must be provided.</i></p>																							
How did you find out about Living & Learning Nillumbik / this course?																							
<table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Arts and Culture e-bulletin</td> <td><input type="checkbox"/> Council information stand</td> <td><input type="checkbox"/> Directly mailed / emailed</td> </tr> <tr> <td><input type="checkbox"/> Edendale Farm</td> <td><input type="checkbox"/> Employment agency</td> <td><input type="checkbox"/> Facebook</td> </tr> <tr> <td><input type="checkbox"/> From a friend / word of mouth</td> <td><input type="checkbox"/> Internet search e.g. Google</td> <td><input type="checkbox"/> Library</td> </tr> <tr> <td><input type="checkbox"/> Living & Learning Nillumbik centre</td> <td><input type="checkbox"/> Living & Learning Nillumbik e-news</td> <td><input type="checkbox"/> Living & Learning Nillumbik Guide</td> </tr> <tr> <td><input type="checkbox"/> Living & Learning Nillumbik website</td> <td><input type="checkbox"/> Newspaper</td> <td><input type="checkbox"/> Nillumbik Shire Council website</td> </tr> <tr> <td><input type="checkbox"/> <i>Nillumbik News</i></td> <td><input type="checkbox"/> School newsletters</td> <td><input type="checkbox"/> Twitter</td> </tr> <tr> <td><input type="checkbox"/> Other website _____</td> <td><input type="checkbox"/> Other _____</td> <td></td> </tr> </table>			<input type="checkbox"/> Arts and Culture e-bulletin	<input type="checkbox"/> Council information stand	<input type="checkbox"/> Directly mailed / emailed	<input type="checkbox"/> Edendale Farm	<input type="checkbox"/> Employment agency	<input type="checkbox"/> Facebook	<input type="checkbox"/> From a friend / word of mouth	<input type="checkbox"/> Internet search e.g. Google	<input type="checkbox"/> Library	<input type="checkbox"/> Living & Learning Nillumbik centre	<input type="checkbox"/> Living & Learning Nillumbik e-news	<input type="checkbox"/> Living & Learning Nillumbik Guide	<input type="checkbox"/> Living & Learning Nillumbik website	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Nillumbik Shire Council website	<input type="checkbox"/> <i>Nillumbik News</i>	<input type="checkbox"/> School newsletters	<input type="checkbox"/> Twitter	<input type="checkbox"/> Other website _____	<input type="checkbox"/> Other _____	
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Conditions of Enrolment

Payments

1. Where a fee applies, full payment is required on enrolment for short courses and activities.
2. Payment by instalment does not apply to short courses and activities and is only available for enrolments in nationally-recognised qualifications courses.
3. Third party organisations that have a formal relationship to pay on behalf of individual participants (for example, NDIS financial intermediaries) can secure enrolment and pay on invoice at a later date.
4. Enrolments are required at least one week prior to the course start date so that a decision about the course either going ahead or being cancelled can be made at that time. If places are available after that time, more enrolments can be accepted.
5. We will advise people to buy any materials no more than one week prior to the start of the course to avoid expense for a course that may be cancelled.

Concessions

1. Concessions may be available to holders of current Health Care Cards, Pension Concession Cards or Veterans Gold Card.
2. Concession cards and Companion cards must be sighted.
3. The carer of a person with a current Companion Card may attend class with the person at no cost to the carer.

Course cancellations and alterations

1. Living & Learning Nillumbik makes every effort to make sure that information is correct at the time of publication, and reserves the right to cancel, postpone or alter course schedules, locations, fees, tutors and trainers, or any other information in the program due to unforeseen circumstances.
2. Courses and activities run subject to sufficient enrolments. If a course is cancelled a full refund will be provided.

Withdrawals

1. If withdrawing a week or more prior to the advertised commencement date of the course, individuals may:
 - request a refund of course fees less an administration fee of \$30 and less any materials costs already incurred **or**
 - transfer their course fees (less any materials costs already incurred) to a new enrolment in another course within three months. If the transfer option is not taken up within three months, a refund less the administration fee is available.
2. If notice of withdrawal is received less than a week before the start of the course, or during the course, no refunds are available.
3. Living & Learning Nillumbik is committed to fairness and supports participation by all members of the community. Learners may apply for special consideration in relation to fees and charges if they are experiencing genuine, significant hardship.

Refunds / Credit notes

Refunds / credit notes will only be paid / issued to the person enrolled unless:

- The person enrolled is under 18, in which case the refund will be paid to the parent or guardian of the person enrolled, or
- The payment has been made by arrangement through a third party organisation e.g. an employer, NDIS.

Credit notes are valid for 3 months from the date of issue.

... / Continued

Variations

1. On enrolment, prior to course commencement, no reduction in fees can be made for any sessions of the course that the person may not be able to attend.
2. Due to their nature, some courses may be able to accommodate additional participants after commencement and pro-rata fees may apply.
3. Materials fees can only be reimbursed if Living & Learning Nillumbik, or the tutor, has not already incurred a cost. Where materials have already been purchased by Living & Learning Nillumbik or the tutor, these will be supplied to the individual wherever possible.

By proceeding with an enrolment, you are agreeing that:

- You have read these Conditions of Enrolment and the Privacy Notices below.
- The information you have provided to Living & Learning Nillumbik in application for study is to the best of your knowledge true, correct and complete at the time of your enrolment / application.
- You consent to the collection, use and disclosure of your personal information in accordance with the Privacy Notices below.
- You understand that providing any false information and / or failing to disclose any information relevant to your application for enrolment and / or failure to complete an application / enrolment form may result in the withdrawal of any offer, particularly as it relates to your eligibility to obtain an offer for government subsidised training, and / or cancellation of enrolment at the discretion of Living & Learning Nillumbik.
- You understand that it is your responsibility to provide all relevant and required documentation, for example evidence of eligibility for a concession fee.
- If your contact details change while you are studying with Living & Learning Nillumbik, you will advise Living & Learning Nillumbik of the changes within 7 days.
- You have been provided with information about all fees relating to this course of study.

Name (please print) _____

Signature _____ **Date** _____

Parent/guardian consent is required for all students under the age of 18:

Parent/Guardian name (please print) _____

Parent/Guardian signature _____ **Date** _____

Privacy Notice**National VET Data Policy Privacy Notice**

Under the *Data Provision Requirements 2012*, Living & Learning Nillumbik is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Living & Learning Nillumbik for statistical, regulatory and research purposes. Living & Learning Nillumbik may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;

- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

Collection of your data

Living & Learning Nillumbik is required to provide the Department with student and training activity data. This includes personal information collected in the Living & Learning Nillumbik enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

Living & Learning Nillumbik provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by Living & Learning Nillumbik; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

For learners undertaking a traineeship, Living & Learning Nillumbik is also required to release information concerning the trainee's education and training record to traineeship authorities and their employer.

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Please note you may opt out of the NCVER survey at the time of being contacted.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact Living & Learning Nillumbik's Privacy Officer in the first instance by phone 9433 3744 or email living.learning@nillumbik.vic.gov.au.

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>

Nillumbik Shire Council Privacy Statement

Personal information requested by us is collected by Nillumbik Shire Council (trading as Living & Learning Nillumbik) for the purpose of your enrolment and participation in a course or activity. This information will be used solely by Nillumbik Shire Council for that primary, or directly related, purpose. By completing the enrolment form you are indicating that you understand that the personal information provided is for the purpose of your enrolment in a course or activity, and that you may apply to Living & Learning Nillumbik or Nillumbik Shire Council for access to and/or amendment of the information. For more information about the collection and use of your personal information, please see Nillumbik Shire Council's Privacy Statement at www.nillumbik.vic.gov.au.

Living & Learning Nillumbik will consider written applications for special consideration in relation to fees, in cases of significant hardship.

Living & Learning Nillumbik acknowledges the support of Nillumbik Shire Council in providing these services. Tuition subsidies are provided through Adult Community Further Education (ACFE) for learners in pre-accredited training. The Victorian Government also provides support to Living & Learning Nillumbik through the Neighbourhood House Coordination Program.