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Dear Student

Adult re-entry students who attend a government school are required to have a **Child Related Employment Screening** through the Department for Communities and Social Inclusion Screening Unit (DCSI) as a condition for enrolment.

Therefore, if you wish to study at the School of Languages you need to do the following:

- 1 Read the enrolment information 2017
- 2 Complete the Adult Re-entry Enrolment Form 2017
- 3 Send the required information to the School of Languages' Adult Enrolment Officer
 - Full name (as on drivers licence or passport)
 - Email address
 - Date of birth
 - Completed enrolment form
- 4 The Adult Enrolment Officer will initiate the online DCSI screening process
- 5 A DCSI officer will email you a link to your online DCSI application
- 6 Follow the link and instructions and complete the application online, including payment
- 7 DCSI will inform the School of Languages of the outcome of the application
- 8 Upon receipt of a successful application (DCSI clearance number and expiry date) the Adult Enrolment Officer will process your enrolment.
- 9 A Confirmation of Enrolment package will be emailed to you and you may start attending lessons
- 10 An invoice will be posted to you

Your enrolment will **not** be processed until DCSI clearance is received.

If you have any queries, please feel free to contact the school on 8301 4800 or ben.anderson511@schools.sa.edu.au

Regards

Ben Anderson
Coordinator