

Student Enrolment Form



FNS40115 Certificate IV in Credit Management

IMPORTANT INFORMATION – All questions identified with * must be completed

*** UNIQUE STUDENT IDENTIFICATION NUMBER:**

From 1 January 2015, it is a federal government requirement that every student will need a Unique Student Identifier (USI) to obtain their Statement of Attainment or qualification from AICM when undertaking nationally recognised study and training in Australia. A USI gives students access to an online USI account, which will keep all of their training records together in one location. **How do I get an USI?** To get started, students need to log into www.usi.gov.au and follow the instructions.

PLEASE OBTAIN YOUR USI NUMBER BEFORE YOU UNDERGO COMPLETING THIS FORM

1. USI ACCESS STUDENT AUTHORITY

I HEREBY GIVE PERMISSION TO THE AICM ENROLMENT OFFICER, TO ACCESS AND UPDATE INFORMATION IN RELATION TO MY STUDIES WITH AICM.

*** UNIQUE STUDENT IDENTIFICATION NUMBER:**

*** STUDENT SIGNATURE:**

2. PERSONAL DETAILS

*** FAMILY NAME** (Surname) (as shown on proof of identity)

*** GIVEN NAMES** (as shown on proof of identity)

PREFERRED NAME (Optional):

*** GENDER:** Male Female

*** DATE OF BIRTH:**

*** POSTAL ADDRESS:**

Suburb:

State/Territory:

Postcode:

*** PHONE:** Day:

Mobile:

*** EMAIL:**

*** EMERGENCY CONTACT:**

Name:

Phone:

Mobile:

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3. PROOF OF IDENTITY

* It is a mandatory requirement under the Standards for NVR RTOs that all learners provide a certified copy of their Proof of Identity at the time of enrolment. Please provide a certified copy of any one of the following:

- Drivers Licence Passport Birth Certificate Other (specify)

4. LANGUAGE AND CULTURAL DIVERSITY

* IN WHICH COUNTRY WERE YOU BORN?

- Australia Other – Please specify _____

* DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

- No, English only Yes, other – please specify other language spoken most often _____

- * HOW WELL DO YOU SPEAK ENGLISH? Very well Well Not well Not at all

* ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER DESCENT?

- No Yes, Aboriginal Yes, Torres Strait Islander

5. STUDY OPTIONS

- * Face to Face Online Combination

6. DISABILITY

Do you consider yourself to have a Disability, Impairment or long term health condition? Yes No

If YES, please indicate your area of disability, impairment or long term condition.

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

7. SPECIAL REQUIREMENTS

OTHER SPECIAL REQUIREMENTS

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8. SCHOOLING

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?

- Year 12 or equivalent Year 11 equivalent Year 10 equivalent
 Year 9 or equivalent Year 8 or below Never attended school

In which year did you complete that school level?

9. PREVIOUS QUALIFICATIONS ACHIEVED (please tick any applicable boxes)

- Bachelor Degree or Higher Degree
 Advanced Diploma or Associated Degree
 Diploma
 Certificate IV
 Certificate III (or trade Certificate)
 Certificate II
 Certificate I
 Certificates other than the above _____

10. EMPLOYMENT

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS?

- Full-time employee
 Part-time employee
 Voluntary Employment – unpaid worker in a family business
 Employer
 Self employed
 Unemployed – seeking full time/part time work
 Not employed – not seeking employment

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11. STUDY REASONS	
<input type="checkbox"/> To obtain a job	<input type="checkbox"/> A requirement of my job
<input type="checkbox"/> To acquire extra skills for my job	<input type="checkbox"/> To start my own business
<input type="checkbox"/> Different career	<input type="checkbox"/> Job Promotion
<input type="checkbox"/> Personal interest and development	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> Other reasons

12. TERMS AND CONDITIONS
<p>PRIVACY Personal details will remain in confidence and in accordance with the Australian Institute of Credit Management’s privacy policy.</p>
<p>COPYRIGHT Copyright of all materials provided rests with AICM, unless agreed otherwise in writing.</p>
<p>LIABILITY Whilst all care is taken in providing training, AICM does not accept any liability for the use made by the client or its employees or agents of any training, products, instruments or services provided.</p>
<p>FEES All course fees must be paid in full on the commencement of the course/unit.</p>
<p>CANCELLATION & REFUND POLICY The enrolment of a substitute, advised in writing prior to the commencement of the course, will be accepted. Cancellations received less than 10 days before commencement are subject to a cancellation fee of 50% of the course fee. If insufficient participants are registered for any course, the course may be cancelled by AICM. A rescheduled course or full refund will be made in such cases.</p>
<p>QUALIFICATION COMPLETION REQUIREMENTS This maximum course duration for this qualification is 36 months from the date of enrolment. All units of competency required for this qualification must be completed within this timeframe.</p>

13. EMPLOYER DETAILS	
I give permission to AICM to contact my employer/manager in regards to the completion of my AICM training program. <input type="checkbox"/> Yes <input type="checkbox"/> No	Office use only
* EMPLOYER NAME	
WORKPLACE ADDRESS	
MANAGER’S NAME	CONTACT NUMBER
MANAGERS EMAIL ADDRESS	

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14. FNS40115 Certificate IV in Credit Management

To gain a Certificate IV in Credit Management you will need to complete 12 units. 9 compulsory (C) Core units and then select 3 (E) Elective units of your choice.

**Please note: Conduct individual work within a compliance framework and Apply principles of professional practice to work in the financial services industry and Process customer complaints and Conduct customer engagement are delivered as a clustered units and cannot be delivered individually. **

Unit code	Unit description	C= core unit E= elective	AICM Member	Non-member
FNSCRD401	Assess credit applications	C	\$320.00	\$350.00
FNSRSK401	Implement risk management strategies	C	\$320.00	\$350.00
FNSCRD402	Establish and maintain appropriate security	C	\$320.00	\$350.00
FNSORG401	Conduct individual work within a compliance framework	C	\$640.00	\$700.00
FNSINC401	Apply principles of professional practice to work in the financial services industry	C		
FNSCRD403	Manage and recover bad and doubtful debts	C	\$320.00	\$350.00
FNSCRD404	Utilise the legal process to recover outstanding debt	C	\$320.00	\$350.00
FNSCUS402	Resolve disputes	C	\$320.00	\$350.00
FNSCRD405	Manage overdue customer accounts	C	\$320.00	\$350.00
BSBCUS403	Implement customer service standards	E	\$320.00	\$350.00
BSBCMM301	Process customer complaints	E	\$640.00	\$700.00
BSBCUE203	Conduct customer engagement	E		
FNSCRD503	Promote understanding of the role and effective use of consumer credit	E	\$320.00	\$350.00
BSBCNV506	Establish and manage a trust account	E	\$320.00	\$350.00

Recognition of Prior Learning:

AICM Learning Services is aware that many of our potential learners already have extensive workplace experience and skills.

If you believe that you may be able to complete part or perhaps a complete qualification in recognition of prior learning, AICM will work with you to gather the appropriate evidence that will support your application for recognition of prior learning, referred to as RPL.

You may also be eligible for mutual recognition of qualifications and units of competence that you have already successfully completed. This is subject to relevance and time criteria.

Pricing	Portfolio Per Unit	Online Per Unit
RPL Assessment/Portfolio Member	-	\$280.00
RPL Assessment/Portfolio Non-member	-	\$370.00