

Student Enrolment Form



FNS30415 Certificate III in Mercantile Agents

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 <input type="checkbox"/> Female <input type="checkbox"/>	* 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 other course fees must be paid 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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13. STUDENT or COMPANY RESPONSIBLE FOR PAYMENT OF TUITION FEES DECLARATION

I THE UNDERSIGNED HEREBY ACKNOWLEDGE AND AGREE THAT THE COMPANY/STUDENT IS RESPONSIBLE FOR ALL TUITION FEES PAYABLE TO THE AUSTRALIAN INSTITUTE OF CREDIT MANAGEMENT. I DECLARE THAT THE COMPANY/STUDENT IS RESPONSIBLE FOR ALL PAYMENTS IN REACTION TO TUITION FEES UPON RECEIPT OF INVOICE.

The company is to complete this section if they are responsible for all tuition payments

*** COMPANY NAME:** *** MANAGER'S NAME:** *** MANAGER'S SIGNATURE:**

*** MANAGER'S COMPANY TITLE:**

The student is to complete this section if they are responsible for all tuition payments

*** STUDENT NAME:** *** EMPLOYER NAME:** *** STUDENT SIGNATURE:**

*** MANAGER'S COMPANY TITLE**

14. LEARNER DECLARATION

I have read and understand the *Guide to Learning @AICM*¹ and the *Fee Schedule on page 6*, and agree to the terms and conditions of enrolment. I have received a copy of *Getting Started Online*² or *Online Assessment Guide*³. I am aware of the process of credit transfer, RPL (Recognition of prior learning), assessment processes, appeals and complaints procedures as outlined. Transfer, RPL (Recognition of prior learning), assessment processes, appeals and complaints procedures as outlined.

*** LEARNERS NAME**

*** LEARNERS SIGNATURE**

***DATE**

Please scan and email Enrolment Form to – education@aicm.com.au or Post to AICM - PO Box 64, St Leonards NSW 1590

¹ The *Student Handbook* is supplied by email with this enrolment form. A hard copy of the Student Hanbook can be posted to you upon request.

² *Getting Started Online* is the guide to accessing your online learning and your student record.

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14. FNS30415 CERTIFICATE III IN MERCANTILE AGENTS

To gain a Certificate III in Mercantile Agents you will need to complete all 12 units.

Unit code	Unit description	C= core unit E= elective	AICM Member	Non-member
FNSINC301	Work effectively in the financial services industry	C	\$320.00	\$350.00
FNSMCA301	Collect debts	C	\$320.00	\$350.00
FNSCUS402	Resolve disputes	C	\$320.00	\$350.00
FNSMCA402	Initiate legal recovery of debts	E	\$320.00	\$350.00
FNSMCA303	Serve legal process	C	\$320.00	\$350.00
FNSMCA304	Locate subjects	C	\$320.00	\$350.00
FNSMCA302	Repossess property	E	\$320.00	\$350.00
BSBWOR204	Use business technology	C	\$320.00	\$350.00
FNSMCA401	Develop and document case recommendations	E	\$320.00	\$350.00
BSBCOM402	Implement processes for the management of a breach in compliance requirements	E (Workbook Only)	\$420.00	\$450.00
BSBFIA301	Maintain financial records	C	\$320.00	\$350.00
BSBFIA401	Prepare financial reports	C	\$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

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