

# Student Enrolment Form



## FNS30415 Certificate III in Mercantile Agents

IMPORTANT INFORMATION – All questions identified with \* must be completed

### \* UNIQUE STUDENT IDENTIFICATION NUMBER:

It is a federal government requirement that every student requires 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](http://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

### PRIVACY

Personal details will remain in confidence and in accordance with the Australian Institute of Credit Management's privacy policy.

Under the *Data Provision Requirements 2012*, the **Australian Institute of Credit Management** 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), may be used or disclosed by the **Australian Institute of Credit Management** for statistical, administrative, regulatory and research purposes. The **Australian Institute of Credit Management** may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populate authenticated VET transcripts;
- facilitate statistics and research relating to education, including surveys and data linkage;
- pre-populate RTO student enrolment forms;
- understand how the VET market operates, for policy, workforce planning and consumer information; and
- administer VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### COPYRIGHT

Copyright of all materials provided rests with AICM, unless agreed otherwise in writing.

### 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.

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<p><b>FEES</b> All other course fees must be paid on the commencement of the course/unit.</p>
<p><b>CANCELLATION &amp; REFUND POLICY</b> 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><b>QUALIFICATION COMPLETION REQUIREMENTS</b> 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	
<p>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</p>	Office use only
* EMPLOYER NAME	
WORKPLACE ADDRESS	
MANAGER'S NAME	CONTACT NUMBER
MANAGERS EMAIL ADDRESS	



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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 (Workbook Only)	\$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