

Student Enrolment Form



FNS30415 Certificate III in Mercantile Agents

IMPORTANT INFORMATION – All questions identified with * must be completed	
<p>* UNIQUE STUDENT IDENTIFICATION NUMBER:</p> <p>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 and follow the instructions.</p> <p style="text-align: center;"><u>PLEASE OBTAIN YOUR USI NUMBER BEFORE YOU UNDERGO COMPLETING THIS FORM.</u></p>	
1. USI ACCESS STUDENT AUTHORITY	
<p>I HEREBY GIVE PERMISSION TO THE AICM ENROLMENT OFFICER, TO ACCESS AND UPDATE INFORMATION IN RELATION TO MY STUDIES WITH AICM.</p> <p>* UNIQUE STUDENT IDENTIFICATION NUMBER:</p> <p>* STUDENT SIGNATURE:</p>	
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:	

Student Enrolment Form

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 _____

(You may indicate more than one area) Please refer to the Disability supplement (which is at the end of this document) for an explanation of the above disabilities.

7. SPECIAL REQUIREMENTS

OTHER SPECIAL REQUIREMENTS

Student Enrolment Form

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

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 |

Student Enrolment Form

12. TERMS AND CONDITIONS

PRIVACY

Why we collect your personal information?

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information?

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information?

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information?

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Student Enrolment Form

<p>Contact information</p> <p>At any time, you may contact Australian Institute of Credit Management to:</p> <ul style="list-style-type: none"> • request access to your personal information • correct your personal information • make a complaint about how your personal information has been handled • ask a question about this Privacy Notice. <p>AICM's privacy policy can be found at: https://aicm.com.au/ and you can contact us on:</p> <ul style="list-style-type: none"> • Phone: 1300 560 996 • Email: aicm.com.au
<p>COPYRIGHT</p> <p>Copyright of all materials provided rests with AICM, unless agreed otherwise in writing.</p>
<p>LIABILITY</p> <p>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</p> <p>All other course fees must be paid on the commencement of the course/unit.</p>
<p>CANCELLATION & REFUND POLICY</p> <p>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.</p> <p>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</p> <p>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	

Student Enrolment Form

13. STUDENT or COMPANY RESPONSIBLE FOR PAYMENT OF TUITION FEES DECLARATION		
<p>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 REALTION TO TUITION FEES UPON RECEIPT OF INVOICE.</p>		
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		
* LEARNERS NAME		
* LEARNERS SIGNATURE	* DATE	

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

Student Enrolment Form

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	Select unit
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)	\$320.00	\$350.00	
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

Student Enrolment Form

Disability supplement

Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable, yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 — Other'

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.