

**TAX INVOICE**



**A.I. E.T.**  
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**REGISTRATION FORM**  
**LODGING YOUR REGISTRATION FORM**

<b>FAX</b> enrolment form and payment details to: (03) 9387 3470 24 hours a day, 7 days a week.	<b>MAIL</b> enrolment form & payment details to: A.I.E.T. P.O. Box 171 Brunswick West Melb, VIC., 3055	<b>Enrol in PERSON.</b> Come to 517 Victoria St, Brunswick West, Mon – Fri 9AM – 5 PM. Hours may vary so please phone in advance.	<b>VET IN SCHOOLS</b>  Your trainer will bulk mail your registration forms to us.
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**Please complete all questions as the data is required for government reporting requirements.**

**1) Enter your full name**

Family Name (Surname) \_\_\_\_\_

Given Names \_\_\_\_\_

**2) Enter your birth date**

Day/Month/Year | D | D | M | M | Y | Y | Y | Y |

**3) Sex (Tick ONE box only)**

Male  M

Female  F

**4) Enter your contact phone number and email address?**

Phone Number \_\_\_\_\_

Mobile Number \_\_\_\_\_

Email Address\* \_\_\_\_\_

**\* Please note that email is the preferred point of contact. If address changes during the program (particularly for RPL and Distance Education), please inform us.**

**5) Enter your postal address?**

Flat / Unit number / Street number \_\_\_\_\_

Street name \_\_\_\_\_

PO Box or Roadside Delivery Box \_\_\_\_\_

Suburb, locality or town \_\_\_\_\_

State/Territory \_\_\_\_\_

Postcode \_\_\_\_\_

## PAYMENT DETAILS

The Australian Institute of Education and Training complies with the AQTF 2010. Accordingly, AIET does not collect fees in advance (defined as more than \$1000). As a result, students are asked to pay fees accordingly. With all enrolments, there is a \$50 non-refundable deposit to confirm your place in the course. If you withdraw prior to the start of the course, you will be refunded all amounts you have paid except for the \$50 course deposit (i.e. if you pay \$1000, you will get a refund of \$950). If you withdraw after the course has started, refunds will be paid according to the procedure found in the Student Handbook. This may mean that no refund is paid to you.

### Payment Details: (DO NOT COMPLETE IF YOU ARE A VET IN SCHOOLS STUDENT):

Please select payment details:

Amount paid:

**BANK CHEQUE / MONEY ORDER (personal cheques not accepted)**  
(Initial payment of \$1000; balance 14 days after commencement of course)

INITIAL PAYMENT:  
\$1000

FINAL PAYMENT:  
\$

**CASH**

**CREDIT CARD**

(Initial payment of \$1000; balance 14 days after commencement of course)

INITIAL PAYMENT:  
\$1000

FINAL PAYMENT:  
\$

**Four equal monthly instalments VIA CREDIT CARD ONLY**

\$

Please charge my  Bankcard  Mastercard  Visa (no other cards accepted)

Four equal monthly instalments (1<sup>st</sup> instalment processed upon enrolment; subsequent instalments processed 1<sup>st</sup> business day of each month thereafter )

Card no.

Name of cardholder  
(please print)

Expiry date: /

I authorise A.I.E.T. to process credit card payments for the amount specified. Monthly instalments will be automatically processed.

Certificates can only be issued once full payment has been made. If you complete the course prior to full payment being made: (PLEASE TICK)

- Please process balance owing immediately and send certificate
- Please continue to process payments monthly and then send the certificate to me once payment is complete

Signature:

Date:

**Course Details:**Course Code: CHC42608Course Title: **CERTIFICATE IV IN CELEBRANCY**Method of study  
(please tick):

- 
- Face to face training
- 
- 
- Distance Education
- 
- 
- Recognition of Prior Learning

Date course  
commences:

(for Distance Education and RPL, please enter today's date)

Unit Code	Unit Title
CHCADM305D	Work within the administration protocols of the organisation
CHCCEL401A	Work effectively in a celebrancy role
CHCCEL406A	Identify and address client needs in a celebrancy role
CHCCOM403A	Use targeted communication skills to build relationships
CHCCS400A	Work within a relevant legal and ethical framework
CHCCEL402A	Establish and maintain knowledge of legal responsibilities of a marriage celebrant
CHCCEL403A	Develop an effective relationship with a marrying couple
CHCCEL404A	Plan a marriage ceremony in line with legal requirements
CHCCEL405A	Conduct and review a marriage ceremony in line with legal requirements
SIFFNL009A	Plan and conduct a funeral ceremony
BSBCMM401A	Make a presentation
CHCORG428A	Reflect on and improve own professional practice
CUFWRT301A	Write content for a range of media

**For face to face training only.****Do you require catering?**

- 
- Yes please, I eat meat
- 
- Yes please, but I am vegetarian
- 
- No thank you, I will bring my own.

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## Language and Cultural Diversity

6) In which country were you born?

Australia  1101

Other - please specify \_\_\_\_\_

7) Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

No, English only  1201 **English only - Go to Question 9**

Yes, other - Please specify \_\_\_\_\_

8) How well do you speak English?

Very well  1

Well  2

Not well  3

Not at all  4

9) Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

No

Yes, Aboriginal

Yes, Torres Strait Islander

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## Disability

10) Do you consider yourself to have a disability, impairment or long-term condition?

Yes  Y

No  N **No - Go to Question 12**

11) If YES, then please indicate the areas of disability, impairment or long-term condition:

(You may indicate more than one area.)

Hearing/Deaf  11

Physical  12

Intellectual  13

Learning  14

Mental Illness  15

Acquired Brain Impairment  16

Vision  17

Medical Condition  18

Other  19

Do you have any specific needs  
and/or requirements during the  
course .

If yes please explain

\_\_\_\_\_  
\_\_\_\_\_

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## Schooling

12) What is your highest COMPLETED school level? (Tick ONE box only.)

Year 12 or equivalent  12

Year 11 or equivalent  11

Year 10 or equivalent  10

Year 9 or equivalent  09

Year 8 or below  08

Never attended school  02 **Never attended school - Go to Question 14**

\_\_\_\_\_

13) In which YEAR did you complete that school level?

14) Are you still attending secondary school?

Yes  Y

No  N

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### Previous Qualifications Achieved

15) Have you SUCCESSFULLY completed any of the following qualifications?

Yes  Y

No  N

**No - Go to Question 17**

16) If YES, then tick ANY applicable boxes.

Bachelor Degree or Higher Degree  008

Advanced Diploma or Associate Degree  410

Diploma (or Associate Diploma)  420

Certificate IV (or Advanced Certificate/Technician)  511

Certificate III (or Trade Certificate)  514

Certificate II  521

Certificate I  524

Certificates other than the above  990

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### Employment

17) Of the following categories, which BEST describes your current employment status?

(Tick ONE box only.)

Full-time employee  01

Part-time employee  02

Self employed - not employing others  03

Employer  04

Employed - unpaid worker in a family business  05

Unemployed - seeking full-time work  06

Unemployed - seeking part-time work  07

Not employed - not seeking employment  08

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### Study Reason

18) Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)

To get a job  01

To develop my existing business  02

To start my own business  03

To try for a different career  04

To get a better job or promotion  05

It was a requirement of my job  06

I wanted extra skills for my job  07

To get into another course of study  08

For personal interest or self-development  12

Other reasons  11

**By answering the following questions, you will assist us to customise the course to better meet your needs. We ask that you take the time to complete all questions. Please note that minimum language, literacy, and numeracy standards are required to enrol for courses. If you have difficulties completing these questions, please contact us for a confidential interview to discuss your suitability for the course.**

**We also assume a minimum understanding of using computers, including using word processing applications such as Microsoft Word to type, set up tables and print; using e-mail to communicate with your trainer; using the Internet to search and locate information. If you believe that your computer skills may not meet the required minimum standard expected of students, please call us for a discussion.**

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### **Study Reason**

19) How did you hear about this course? (Tick ONE box only.)

- |   |                             |
|---|-----------------------------|
| Newspaper advertisement                             | <input type="checkbox"/> 01 |
| Search on the Internet                              | <input type="checkbox"/> 02 |
| My boss told me about it                            | <input type="checkbox"/> 03 |
| A friend told me about it                           | <input type="checkbox"/> 04 |
| Someone I know has already done the course with you | <input type="checkbox"/> 05 |

20) What are your expectations of the course?

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21) What is your current job title (if employed)?

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22) What skills do you think you currently possess will assist you in this course?

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23) What skills do you think you will gain by completing this course?

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24) How do you think you will be able to use the skills gained in this course?

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25) How do you think you will use the qualification gained in the future?

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26) From time to time, qualifications are upgraded to new qualifications. Would you like us to contact you when this qualification is upgraded?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

27) From time to time, we add new qualifications to our Scope of Registration. If we add a new qualification to our Scope of Registration that is higher than the qualification you are enrolling in, do you want us to contact you with details of the new course?

Yes	<input type="checkbox"/>	Y
No	<input type="checkbox"/>	N

28) Do you have any specific needs or requirements not already mentioned that you think we should be aware of?

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## Signature

All participants who complete the requirements of our training courses will receive a statement of results and/or a certificate. The cost of this is included in the course fee.

The Australian Institute of Education and Training has documented policies and procedures for complying with relevant State and Commonwealth laws as identified in the Standards, in the Policies and Procedures Manual. Trainers of AIET will be expected to adhere to relevant State and Commonwealth laws including those covering Occupational Health and Safety and Duty of Care.

The copyright of all intellectual property including course syllabi and materials shall remain with the present owners and this agreement in no way affects or varies these rights.

Participants signing registration forms agree that they have read these policies and procedures. The participant agrees to indemnify AIET Directors against any claim for refund made as a result of incorrectly reading the policies and procedures found herein.

Relevant policies and procedures can be found in our Student Handbook. The student handbook is available on line by going to our web site at <http://www.aiet.edu.au>, clicking on the **Training** tab, and then selecting the relevant Handbook. By signing this registration form, you acknowledge that you have read the Student Handbook and agree to comply with the policies and procedures contained in it, including: OHS, Confidentiality and Privacy, Anti-discrimination, Refunds, Fees and Charges, Complaints, and Appeal.

**No refunds can be made once training has commenced. By signing the registration form you acknowledge you have read the Student Handbook**

**If no contact has been made by you in the form of submitting evidence or contact to make alternative arrangements for a period of 6 months, you agree that you have withdrawn yourself from the course and authorise AIET to archive your records and dispose of these after the statutory period.**

**I have completed this enrolment form, agree with all conditions (including the refund policy) and confirm that the information contained is true and accurate.**

**I have read the relevant Student Handbook.**

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

Office use only:

- |                          |                                    |
|--------------------------|------------------------------------|
| <input type="checkbox"/> | Entered on database                |
| <input type="checkbox"/> | Entered on MYOB                    |
| <input type="checkbox"/> | Confirmation of enrolment e-mailed |
| <input type="checkbox"/> | Invoice sent                       |
| <input type="checkbox"/> | Full payment received              |
| <input type="checkbox"/> | Coursework provided                |
| <input type="checkbox"/> | Receipt issued                     |
| <input type="checkbox"/> | Course completed                   |
| <input type="checkbox"/> | Certificate/Statement issued       |

Date: \_\_\_\_\_