

TAX INVOICE



A.I. E.T.
ABN: 15 104 170 676
P.O. Box 171
Brunswick West 3055
Melbourne, Vic.
Phone: (03) 9387 2051
FAX: (03) 9387 3470
Mobile: 0409 428 221
E-mail: info@aiet.com.au

REGISTRATION FORM
LODGING YOUR REGISTRATION FORM

FAX enrolment form and payment details to: (03) 9387 3470 24 hours a day, 7 days a week.	MAIL enrolment form & payment details to: A.I.E.T. P.O. Box 171 Brunswick West Melb, VIC., 3055	Enrol in PERSON. Come to 517 Victoria St, Brunswick West, Mon – Fri 9AM – 5 PM. Hours may vary so please phone in advance.	VET IN SCHOOLS Your trainer will bulk mail your registration forms to us.
--	--	--	--

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 | | | | | | | | | |

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 (total of \$1490 required):

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:
\$490

If you have the BSZ40198 OR if you have suitable vocational experience the cost of the upgrade to the new TAE40110 is \$700

If you have the TAA40104, the cost of the upgrade to the new TAE40110 is \$200*
(*You must supply certified copies of your TAA or BSZ Qualification)

CASH

CREDIT CARD

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

INITIAL PAYMENT:
\$1000
FINAL PAYMENT:
\$490

Four equal monthly instalments VIA CREDIT CARD ONLY

\$370 x 3 Payments
\$380 x 1 Payment
(Last Installment)

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

(1st instalment processed upon enrolment; subsequent instalments processed 1st 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: TAE40110

Course Title: Certificate IV in Training and Assessment

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****CORE UNITS****TAEASS401A****Plan assessment activities and processes****TAEASS402A****Assess competence****TAEASS403A****Participate in assessment validation****TAEDEL401A****Plan, organise and deliver group-based learning****TAEDEL402A****Plan, organise and facilitate learning in the workplace****TAEDES401A****Design and develop learning programs****TAEDES402A****Use training packages and accredited courses to meet client needs****ELECTIVE UNITS****TAEASS301A****Contribute to assessment****TAEDEL301A****Provide work skill instruction****BSBCMM401A****Make a presentation****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.

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

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

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

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

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

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.

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?

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

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

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

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

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

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?

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: _____