

# AIST ENROLMENT FORM 2014

PLEASE PRINT CLEARLY AND COMPLETE ALL DETAILS

Students are to complete the following 'Enrolment Form' and return to AIST with any supporting documents required and full payment of the course fee indicated.

**Note:**  
No certification or qualification will be issued unless this form is completed fully and full payment of the course fee is received by AIST. The student must sign the declaration at the end of the document to indicate their understanding and agreement of the enrolment conditions.

## STEP 1: PERSONAL DETAILS

Surname			Mr	Mrs	Ms	Miss	Other
<input type="text"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
First Name			Other name				
<input type="text"/>			<input type="text"/>				
Address			Suburb				
<input type="text"/>			<input type="text"/>				
State	Postcode	City	Country				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Postal Address			Suburb				
<input type="text"/>			<input type="text"/>				
State	Postcode	City	Country				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Telephone (BH)		Mobile	Email				
<input type="text"/>		<input type="text"/>	<input type="text"/>				
Date of Birth	Age	Workplace Name (if applicable)	Job Title				
<input type="text"/> /	<input type="text"/> /	<input type="text"/>	<input type="text"/>				
Workplace Address			Workplace Phone				
<input type="text"/>			<input type="text"/>				

### Victorian Student Number (VSN)

If you are aged 24 or younger at time of enrolment and have a Victorian Student Number then please provide it below:

Obtained	Provided to Student
<input type="text"/> /	<input type="text"/> /

If you are not able to list a Victorian Student Number then please tick the reason why:

- I am new to the Victorian Education System. I have never attended a Victorian School, TAFE or other training provider
- VSN not known

### Emergency Contact Person

Surname	Relationship to Student
<input type="text"/>	<input type="text"/>
First Name	Phone Number
<input type="text"/>	<input type="text"/>

## STEP 2: COURSE ENROLMENT

Please indicate which course you are enrolling in below (tick appropriate box)

### Select your subject

RG146 for the superannuation industry
  Insurance for the superannuation industry
  Investment for the superannuation industry

### Enrolment Type

all prices are GST exempt

#### Facilitated

Early bird\* Member \$1,720  
 Early bird\* non-Member \$2,130  
 Member \$1,890  
 Non-Member \$2,340

#### Self-Paced

Member \$1,010  
 Non-Member \$1,245

#### E-Learn (RG146 only)

Member \$1,225  
 Non-Member \$1,515

\*Early bird rates apply to enrolments within 14 days prior to course commencement date.

## STEP 3: GENERAL INFORMATION

Please answer the following questions

What is your gender?

Male
  Female

In which country were you born?

Australia  
 Other – please specify

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  
 Yes, other – please specify

How well do you speak English?

Very well  
 Well  
 Not well  
 Not at all

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

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

No
  Yes (tick appropriate boxes)

Hearing/Deaf
  Mental Illness  
 Intellectual
  Acquired Brain impairment  
 Physical
  Learning impairment  
 Vision
  Medical Condition  
 Other – please indicate:

## STEP 4: GENERAL INFORMATION (CONT...)

What is your highest completed school level?

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent
- Year 8 or below
- Never attended school

In which year did you complete that school level?

List year:

Are you still attending secondary school?

- Yes
- No

Have you successfully completed any qualifications or certificates?

- No  Yes (tick appropriate boxes)
- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)
- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

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

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Employer
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

Of the following categories, which BEST describes your main reason for undertaking this course?

- To get a job
- To develop my existing business
- To start my own business
- To try for a different career
- To get a better job or promotion
- It was a requirement of my job
- I wanted extra skills for my job
- To get into another course of study
- For personal interest or self-development
- Other reasons

## STEP 5: RECOGNITION OF PRIOR LEARNING (RPL)

All applicants will be given the opportunity to apply for Recognition of Prior Learning (RPL). RPL is the acknowledgment of your skills and knowledge obtained through formal training, work experience and/or life experience (relating to a Unit/s of Competency).

If you wish to apply for RPL you must fill in the table below and request an RPL Application on Enrolment. It is the student's responsibility to gather the necessary documentation to support the RPL Application. The documentation may include confirmation of testimonials, references and logbooks, interviews, review of evidence, skills testing, written assessment and verbal reviews. Once RPL is agreed to, the student will have a maximum of 3 months to complete the RPL Application; otherwise they will be required to undertake training and assessment in the Unit/s of Competency originally nominated for RPL.

Do you wish to apply for RPL?

- No  Yes

If 'Yes', please provide details below and download a RPL Application form from [www.aist.asn.au](http://www.aist.asn.au) or request a RPL Application from an AIST representative:

## STEP 6: CREDIT TRANSFER (CT)

A student may be granted exemption from studying Unit/s of Competency due to previous completed Units of Competency or Qualifications. The student will need to submit an original Certificate and/or Statement of Attainment that demonstrates their competence for Unit/s of Competency. AIST will validate the Certificate/ Statement of Attainment and kept a copy of the document as evidence. Credit Transfer will be granted on a direct Unit for Unit basis. If you wish to apply for CT, the documentation must be lodged within 14 days of application.

Do you wish to apply for CT?

No     Yes    If 'Yes', please provide details below and supply your original Certificate and/or Statement of Attainment to an AIST representative:

## STEP 7: TERMS & CONDITIONS

### PRIVACY POLICY

AIST understands and respects the importance of protecting the privacy of individuals and is committed to complying with the Australian Privacy Principles contained in the Privacy Act 1988. The way AIST handles your personal information is in accordance with the Privacy Act.

#### Use of Personal Information

Details of how we collect, use and disclose your personal information you provide to us via this form are available at:  
<http://www.aist.asn.au/misc/privacy-policy-and-disclaimer/privacy-collection-statements.aspx#education>

### CANCELLATION POLICY

Refunds of enrolment fees will only be made when written notification is received seven working days prior to the event.

No refund of registration fees will be made when cancellations are received after this date. However a transfer of registration to another person is permitted when the request is notified in writing.

### ENROLMENT CONDITIONS

In completing this enrolment form the student is agreeing to a contact with AIST that stipulates the following:

- Once the student commences the nominated course, AIST will deliver the Training Program using competency based training principles and practices in accordance with the Standards for NVR Registered Training Organisations.
- AIST and the student agree to work together to produce a unified approach in the student achieving the relevant qualification.
- The course fees payable to AIST are for the provision of the following services:
- Training and Assessment
- Ongoing Administration Processes
- Learning Resources when appropriate
- Certification/Statement of Attainment
- Where a student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they be allowed to re-sit the test/or have a re-assessment a maximum of two times. If they are deemed 'NYC' for a third time they are to re-enrol into that unit/ subject. This will include re-training and therefore a re-enrolment fee for the unit will apply.
- For re- issuance of Certificates and Statements of Attainments the student is subject to a charge per document required.
- AIST reserves the right to accept or reject any application for enrolment at its discretion.
- AIST reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the student (see refund policy).
- Refunds are made when a student application supports one of the below reasons for refund. Any refundable amounts found to be due to the student will be made within 14 days.

## STEP 8: STUDENT DECLARATION

In submitting this 'Enrolment Form' the applicant acknowledges:

- That the information provided in the Enrolment Form is complete and correct.
- Agrees to be bound by AIST's rules and regulations and any amendments made to the rules and regulations.
- Agrees to undertake Language, Literacy and Numeracy testing requirement prior to acceptance into any course entry and adhere to any other pre-requisites identified through the enrolment process.
- Where a student's contact details change while studying with AIST the student must advise AIST of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details.
- The Student Information Handbook has been read and understood.
- Agrees to the terms & conditions (listed above in this document)
- Payment is attached for enrolment into this course as outlined in this enrolment form/ has been made for the course

## STEP 9: PAYMENT SUMMARY

Please note that registrations will not be processed if the information below is not complete:

Registration Total \$

Are you responsible for payment of this invoice?  Yes  No If no, please provide details of the invoice payee:

Surname

First name

Telephone/Mobile

Email

## STEP 10: PAYMENT OPTIONS

CREDIT CARD

EFT

CHEQUE

### Credit Card

MasterCard
  Visa
  AMEX
 **Please note:** A surcharge of 1.5% applies to Visa and Mastercard, and 2.75% for AMEX

Card Number

 -  -  - 

CCV

Name on Card

Expiry Date (MM/YY)

 / 


I authorise AIST to debit my credit card with the above amount including the nominated surcharge.

Signature (please type in your full name for electronic application)

Date:

 /  / 

### EFT

**Please email a remittance advice citing the invoice number as the reference to [info@aist.asn.au](mailto:info@aist.asn.au)**

**Account Name:** AIST Business Management

**BSB:** 083-004

**Account Number:** 86-569-8137

**Bank:** National Australia Bank

### Cheque

Please make cheques payable to:

**Australian Institute of Superannuation Trustees  
Ground Floor. 215 Spring Street. Melbourne. VIC 3000**

**Registration Hotline:** 61 3 8677 3800 / 61 3 8677 3811

**Fax:** 61 3 8677 3801

**Email:** [info@aist.asn.au](mailto:info@aist.asn.au)

**Submit Enrolment**

Please tick this box if you DO NOT wish to receive electronic communications from AIST

**This enrolment form becomes a tax invoice upon completion.**

Please note that payment must be received prior to attending this course. Non-payment of this invoice may result in your registration being cancelled.

Please note, by attending this event you agree you may be photographed and/or recorded by AIST and you waive all rights to these images. Images obtained at AIST events may be used for commercial purposes without compensation.