

Office Use Only
Form 1.3N

Dep: _____

Bal: _____

Method: _____

Tax Inv #: _____

Date: _____

Kit Sent: _____

COURSE ENROLMENT FORM



Please return the Enrolment Form by either:

Fax: (07) 3207-0270

Post: Australian Celebrations Training
P O Box 5332, Victoria Point Qld 4165

* Please ensure that ALL fields are completed & the student declaration is signed and dated.

General Enrolment Information

PLEASE TICK YOUR COURSE SELECTION

Certificate IV in Celebrancy - Distance Education

Funeral Celebrancy
 Distance Education

Class Location & Date: _____

Full Name: _____
(exactly how it appears on legal documents)

Title: _____ Preferred Name: _____

Address: _____

Suburb: _____ State: _____ P/Code: _____

Postal Address _____ State: _____ P/Code: _____
(if different from above)

Home Phone: _____ Mobile: _____

Work Phone: _____ Fax: _____

Date of Birth: _____ / _____ / _____

Occupation: _____

Email Address: _____

Emergency Contact Person: _____

Emergency Contact Phone Numbers: _____

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AUSTRALIAN CELEBRATIONS
TRAINING PTY LTD

RTO #31179

Form 1.3 V23, Oct. 2015

Unique Student Identifier Number (USI)

All students need a USI when enrolling or re-enrolling in nationally recognised training from 1st January 2015.

A Unique Student Identifier (USI) is a reference number made up of numbers and letters that gives students access to their USI account. A USI will allow an individual's USI account to be linked to the National Vocational Education and Training (VET) Data Collection allowing an individual to see all of their training results from all providers including all completed training units and qualifications. The USI will make it easier for students to find and collate their VET achievements into a single authenticated transcript. It will also ensure that students' VET records are not lost.

The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed from when the USI comes into effect on 1 January 2015.

USI Number _____

If you do not have a USI please go to www.usi.gov.au to create your account.

Proof of Student Identity

All students must provide photographic proof of identity upon enrolment. Please attach a JP certified copy of either a drivers licence or passport to your enrolment.

Please note:
The items on this page are mandatory for all students and an enrolment will not be processed if these items are not provided.

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Study Reason

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

- 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

Language and Cultural Diversity

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

Do you think that you may need assistance with your learning, language, literacy and numeracy skills to successfully complete the course? No Yes

Are you 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

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

Yes, please indicate below

No

Hearing/Deaf

Physical/Intellectual

Learning

Mental Illness

Vision

Medical Condition

Other

Schooling

Is there assistance you may need in your attendance in class or in your distance education studies No Yes

If Yes, what assistance do you require? _____

Schooling

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

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent

Year 8 or equivalent

In which YEAR did you complete that school level? _____

Are you still attending secondary school?

Yes

No

Previous Qualifications Achieved

Yes—If Yes, please tick any applicable boxes below

No

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 above

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Employment

- 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 –m not seeking employment

Dietary

Classroom Students Only

Do you have any special dietary needs? No Yes

If yes, please state: _____

Marketing

How did you hear about the course?

Approval is granted to use personal testimonials and/or images for promotional purposes No Yes

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Terms & Conditions of Enrolment

It is Important you read the following information before completing your enrolment with Australian Celebrations Training.

General

1. Course pricing is noted on the payment page of this form.
2. Payment must accompany this enrolment form.
3. Completion of the Generic Skills test is mandatory as this forms part of your enrolment.

4. Classroom Students

Please be aware that class timetables can change due to student enrolments, a minimum number of participants is required for the presentation of a classroom course, in the event a class is cancelled your course fees may be transferred to another course or refunded.

5. Distance Education

- (a) Payment must accompany this enrolment form.
- (b) You will be required to video some assessment items, therefore you will need to be able to have access to a video recorder or other recording device.
- (c) Please allow 7-10 working days for your application to be processed and your manuals to be sent.

6. Completion of Course

Certificate IV in Celebrancy—12 months from date of enrolment
Funeral Celebrancy—9 months from date of enrolment

7. For cancellation of enrolment please refer to the refund policy outlined in the Student Information Guide.

8 Course Extensions

If you wish to apply for a 3 month course extension, this fee will be \$250 and this must be applied for before the end of your enrolment period.

9. Please note Certificates and Statement of Attainments will not be issued until all units in your chosen course are completed.

Aspiring Marriage Celebrants Appointment Process

1. Completion of the Certificate IV in Celebrancy does not automatically grant the authorisation to become a marriage celebrant.
2. After completing the course you will need to request an application kit from the Federal Attorney-General's Department, Marriage Celebrant and Inter-Country Adoption Unit.
3. Applications must satisfy the Registrar of Marriage Celebrants through their application that they are a "fit and proper person" and of good character in accordance with section 39C (2) of the Marriage Act 1961, a written knowledge test on legislation will also form part of your application..
4. **Please note** from the 1st July 2014 there will be an Application Fee of \$600 and an ongoing yearly annual professional fee of \$240 to maintain your registration.
5. For further information on the appointment process please visit the Department's website www.ag.gov.au/FamiliesAndMarriage

Recognition of Prior Learning (RPL)

1. If you are considering applying for RPL— BEFORE enrolling and signing this enrolment form please ensure you read our RPL Guide so you are fully aware of the detailed process that is involved.

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Generic Skills

Please complete the following generic skills test. The test is designed to identify students who may find it difficult to achieve the outcomes of the course in the scheduled timeframe. Where a student has been identified with potential support needs, the trainer will discuss how best we can provide support to the student to ensure success.

Please visit the webpage www.ag.gov.au/FamiliesAndMarriage and read over the obligations of being a celebrant. You will also find information in the *Guidelines on the Marriage Act 1961 for Marriage Celebrants* which is also available as a PDF on that webpage.

Questions:

1. How many hours of ongoing professional development (OPD) does the Attorney General's Department require Marriage Celebrants to complete each year?

2. When is your annual registration fee due each year? What is the cost of this fee?

3. List the names of the training companies where you could enrol and complete your annual OPD obligations.

4. How would you change your contact details with the Marriage Law and Celebrants' Section?

5. Find the cost of the following:

Application Fee to become a celebrant _____

Cost of a PA System _____

Professional Association Membership Fee _____

Average Cost of OPD attendance _____

6. Please explain in your own words why you wish to become a Marriage/Funeral Celebrant.

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Student Declaration

I have read the terms and conditions of enrolment and appointment process as well as the Student Information, including grievance and appeals procedures and the extension and refund policy. I agree to abide to all elements of the Student Information Guide. I also agree to participate fully in the training and authorise Australian Celebrations Training Pty Ltd to use my completed assessment work for the purposes of moderation and internal and external audits.

I also give my permission for ACT to provide details and progress of my course with the State Training Authority and related stakeholders for internal and external audit purposes.

All training content ,for example, training materials, student materials, assessment tools, verbal and visual presentations are copyrighted by Australian Celebrations Training Pty Ltd. No part can be reproduced without the express written permission of the Company Director.

If you are seeking to use the RPL process then you must read the RPL Guide to ensure you fully understand this process before signing this enrolment form.

Student Name: _____

Signature: _____ Date: _____

Payment

Certificate IV in Celebrancy

- Distance Education Fee—\$795
- RPL for Existing Marriage Celebrants Fee—\$750
- RPL for Aspiring Marriage Celebrants Fee—\$795

Funeral Celebrancy

- Classroom Fee—\$595
- Distance Education Fee—\$450

Cheque Money Order Mastercard Visa

Card Number: _____ / _____ / _____ / _____

Expiry Date: _____ / _____ CVV: _____

Cardholder's Name: _____

Signature: _____

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Certificate IV in Celebrancy Unit Selections

Code	Course Name	Selection (Please tick)
Celebrancy Core Units		
CHCADMIN305F	Work within the administration protocols of the organisation	Required
CHCCEL401C	Work effectively in a celebrancy role	Required
CHCCEL406A	Identify and address client needs in a celebrancy role	Required
CHCCOM002	Use communication to build relationships	Required
CHCCS400B	Work within a relevant legal and ethical framework	Required
CHCCEL402A	Establish and maintain knowledge of legal responsibilities of a marriage celebrant	Required
CHCCEL403A	Develop an effective relationship with a marrying couple	Required
CHCCEL404A	Plan a marriage ceremony in line with legal requirements	Required
CHCCEL405A	Conduct and Review a Marriage Ceremony in line with legal requirements.	Required
	You will also achieve the unit of competency below when you have completed the Celebrancy core units	
BSBCMM401A	Make a presentation	Inclusion
Elective Units	Please Choose 3 Electives from the Small Business Management units listed below OR the 3 units for Funeral Celebrancy	
BSBSMB401A	Establish legal and risk management requirements of small business	
BSBSMB403A	Market the small business	
BSBSMB404A	Undertake small business planning	
BSBSMB402A	Plan small business finances	
BSBIPR401A	Use and respect copyright	
HLTHIR403C	Work effectively with culturally diverse clients and co-workers	
Funeral Electives	The units below are not available individually, if choosing the Funeral strand, all three units must be chosen.	
CHCCCS017	Provide loss and grief support	
SIFFFNL010	Plan and conduct a funeral ceremonies	
SIFXIND002	Work effectively in the funeral services industry	