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## Instructions for completing enrolment form

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Please read all the information in the enrolment form and complete all sections.

**You may complete this form:**

- Electronically by typing directly into the fields. You can print and sign a hard copy of the form or sign it electronically.

**OR**

- Manually by printing the form and completing it by hand using BLOCK LETTERS.

**You may return this form by:**

- Email: [admin@australiancelebrations.com.au](mailto:admin@australiancelebrations.com.au)

**OR**

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

If returning by email the form must be attached in one pdf document. Jpeg files and photos are not acceptable.

**Course Payment:**

- Payment must accompany this form by using one of the methods indicated on the payment page.
- Credit card payments will not be taken over the phone.
- EFT payments are not accepted.

**Elective Selection**

As part of the Certificate IV in Celebrancy electives must be chosen, as this forms part of the qualification. You have the choice of either Small Business Management units OR Funeral Celebrancy Units. Please choose one group only and indicate your selection on the last page of the form.

**Please ensure all sections of the form are completed and your proof of identification is attached. Please allow 7-10 working days for your application to be processed.**

Office Use Only  
Form 1.3N

LSP sent: \_\_\_\_\_

LSP Recd: \_\_\_\_\_

Amount: \_\_\_\_\_

Method: \_\_\_\_\_

Tax Inv. \_\_\_\_\_

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

## COURSE ENROLMENT FORM

### Course Selection

#### CHC41015-Certificate IV in Celebrancy

Correspondence     On-Line     Class/Online     Zoom/Online

Class/Zoom date & location \_\_\_\_\_

#### Funeral Celebrancy

Correspondence     On-Line     3-day Class     Zoom/Class

Class date & location \_\_\_\_\_

### General Information

Full Name: \_\_\_\_\_  
(exactly how it appears on your proof of identification and must match your USI details, your qualification will be issued in this name)

Title: \_\_\_\_\_ Preferred Name: \_\_\_\_\_

Gender:     Male     Female     Other

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Postal Address: \_\_\_\_\_

(If different from above)

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Occupation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency contact person: \_\_\_\_\_

Emergency contact phone number: \_\_\_\_\_

P O Box 5332  
Victoria Point  
QLD 4165  
Ph: (07) 3207-9515

RTO #31179

## Privacy Notice

Under the *Data Provision Requirements 2012*, Australian Celebrations Training is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Australian Celebrations Training for statistical, administrative, regulatory and research purposes. Australian Celebrations Training may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

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

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## USI and Proof of Student Identification

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 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.

If you do not have a USI please go to [www.usi.gov.au](http://www.usi.gov.au) to create your USI account.

By providing your USI you confirm that you have read and consent to the USI Privacy Statement <https://www.usi.gov.au/students/student-terms-and-conditions> , and give Australian Celebrations Training permission to verify your USI and to search the USI database to confirm your USI.

USI Number: \_\_\_\_\_



**Note that all applications must include at least one form of identification which includes a photo and signature (e.g., driver's licence, passport or proof of age card)**

I have attached my proof of identification

**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.**

## Study Reasons

**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
- For personal interest or self-development
- To get skills for community/voluntary work
- Other reasons

## 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

## 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
- Acquired brain impairment
- Vision
- Medical Condition
- Other

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
- Never attended school

**Are you still enrolled in secondary or senior secondary education?**

- Yes
- No

## Previous Qualifications Achieved

**Have you SUCESSFULLY completed any of the qualifications listed below?**

- Yes—If Yes, please tick any applicable boxes below
- No
- Bachelor's 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

## Employment

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

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Approval is granted to use personal testimonials and/or images for

promotional purposes  No  Yes

## Recognition of Prior Learning (RPL)

If you are considering applying for RPL— BEFORE enrolling and signing this enrolment form, please ensure you have discussed this process with our office, so you are fully aware of the detailed process that is involved.



## 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 LLN test on page 7 of this form is mandatory.
4. On receipt of your enrolment form you will be sent a Learner Support Plan; your enrolment will not be processed until this plan is returned.
5. Elective units cannot be changed once your enrolment has been processed.
6. Contact details must be kept up to date, any changes must be advised in writing.
7. Any change in circumstances must be advised immediately in writing.

### 8. 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.

### 9. Online and Distance Education

- (a) Full 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, for your simulated marriage ceremony you will require a PA system and a minimum of 22 people to assist with this task; two adults as the marrying couple and 20 guests.
- (c) Online students must have at least an intermediate level of computer skills.
- (d) Please allow 7-10 working days for your application to be processed and to receive your manual or log in details.

### 10. Completion of Course

**Certificate IV in Celebrancy**—12 months from date of enrolment

**Funeral Celebrancy**— 12 months from date of enrolment

**Online Learning Centre** – Access to the online centre will cease upon graduation

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

### 12. Course Extensions

Extensions will only be granted to students who have completed 80% of their course work. 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 and only one extension is permitted.

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

14. Certificates will only be issued in the enrolled name and your enrolled name must match your USI information.

### 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. Applicants should also be aware of the Conflict of Interest Guidelines.
5. **Please note** there is an Application Fee and an ongoing yearly annual professional fee to maintain your registration, please visit [www.ag.gov.au/FamiliesAndMarriage](http://www.ag.gov.au/FamiliesAndMarriage) to find information on these fees.
6. For further information on the appointment process and the conflict-of-interest guidelines please visit the Department's website [www.ag.gov.au/FamiliesAndMarriage](http://www.ag.gov.au/FamiliesAndMarriage)

## Language, Literacy and Numeracy

Please complete the following LLN 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.

### ALL QUESTIONS MUST BE COMPLETED

#### Number Jig

Write the numbers into the grid below, one of the numbers listed won't fit into the grid.

**TICK the number that does not fit.**

252    327    357    527    532

			3

#### Scramble

Rearrange these scrambled letters to make the words

- EBTRACLEN \_\_\_\_\_
- AEMIGARR \_\_\_\_\_
- SRNTIAEGIOTR \_\_\_\_\_
- NESLEMOIS \_\_\_\_\_
- GENWDID \_\_\_\_\_

#### Spot the sum

Find the number that is the sum of two other numbers in the box.

8	32	20	5	4
14	11	30	26	

Your Answer: \_\_\_\_\_

#### Splits

Arrange each of the block of letter to make a word

ER	HA	RG	MBU
HAMBURGER			
AND	ST	BY	ER
LE	TE	SS	TAS

## Student Declaration

### PLEASE TICK EACH BOX

- I have read the NCVET privacy notice, the terms and conditions of enrolment, the appointment process and the conflict-of-interest guidelines, 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 Australian Celebrations Training 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.
- I understand that my enrolment application is not complete until my Learner Support Plan is returned and payment of course fees is received in full.
- I understand that Australian Celebrations Training has no control over the approval process of a payment service provider.
- If you are seeking to use the RPL process, you confirm that you have discussed this with our office and you fully understand this process before signing this enrolment form.
- I confirm by ticking this box that I understand the conditions of enrolment.

Student Name: \_\_\_\_\_

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

## Course Selection and Payment

### Certificate IV in Celebrancy (including electives)

- Blended Class/Online Deposit - \$395 Payable upon enrolment (\$1500, balance due 14 days before the class date)
- Online Learning - \$895 - Full Payment
- Zoom/Online Learning - \$1395 - Full Payment
- Correspondence (hard Copy) — \$1195 - Full Payment
- RPL for Existing Marriage Celebrants Fee—\$1495 – Full Payment

### Funeral Celebrancy – stand-alone course

- 3-day face to face Class - \$695
  - Deposit \$195 payable upon enrolment, balance due 14 days before class date
  - Full Payment
- Blended Zoom/face to face Class - \$580
  - Deposit \$180 payable upon enrolment, balance due 14 days before the class date
  - Full Payment
- Online Learning - \$450 – Full Payment
- Correspondence (hard Copy) —\$510 - Full Payment

### Small Business Units – 3 units stand-alone

- Online Learning - \$450 – Full Payment
- Cheque    Money Order    Mastercard    Visa

Card Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_    Expiry Date: \_\_\_\_ / \_\_\_\_

Cardholder's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Buy now, pay later arrangements

We use a payment services provider called Payright. When your Payright application is approved, you are required to pay a 20% deposit with the balance being paid fortnightly over 6 months. We cannot assist you with any other fees and charges that Payright may charge, as your credit contract would be directly with them. Please read the terms and conditions on their website <https://www.payright.com.au/terms-and-conditions/> to see if this option would be suitable for you.

- Please tick this box if you would like to use this service for your course fees.**

## Certificate IV in Celebrancy Unit Selections

Code	Course Name	
<b>Celebrancy - Core Units</b>		
CHCCEL001	Develop sustainable celebrancy practice	Required
CHCCEL002	Establish client celebrancy needs	Required
CHCCEL003	Research, design and organise ceremonies	Required
CHCCEL004	Prepare for, present and evaluate ceremonies	Required
CHCDIV001	Work with diverse people	Required
CHCLEG001	Work legally and ethically	Required
CHCCEL005	Establish and maintain marriage celebrancy practice	Required
CHCCEL006	Interview clients and plan marriage ceremonies	Required
CHCCEL007	Prepare for, present and evaluate marriage ceremonies	Required
<b>You will also achieve the unit of competency below when you have completed the Celebrancy core units</b>		
BSBIPR401	Use and respect copyright	Inclusion
<b>Elective Units</b>	<b>Please Choose from either the Small Business Management units OR the Funeral Celebrancy Units. Please choose one group only. (PLEASE TICK YOUR SELECTION)</b>	
BSBESB403	Plan finances for new business venture	
BSBESB404	Market new business venture	
BSBESB401	Research and develop business plans	
<b>Funeral Electives</b>		
CHCCCS017	Provide loss and grief support	
CHCCEL008	Plan, present and evaluate funeral and memorial ceremonies	
SIFXIND002	Work effectively in the funeral services industry	

**Please choose your elective selection carefully as subjects cannot be changed once your enrolment has been processed.**

**If you are applying for Recognition of Prior Learning (RPL) please note RPL beside the unit/units you wish to apply for, and the necessary paperwork will be sent to you for completion when your enrolment is processed.**