



Certificate IV in Training & Assessment

ENROLMENT FORM

APCOT Suite 202/202 Jells Rd Wheelers Hill. Vic 3150. Ph 1300 685 270
www.apcot.com.au, admin@apcot.com.au Fax: 613 8456 6419

ENROL – Online, Post, Phone, Fax, Email	Complete this form. PLEASE USE BLOCK LETTERS
Fax: (61 3) 8456 6419	
Email: admin@apcot.com.au	
Phone: 1300 685 270	
Online: www.apcot.com.au	
Post your completed form with cheque, debit or credit card details: APCOT 203/202 Jells Rd Wheelers Hill. VIC 3150 Australia	

SECTION 1: PERSONAL DETAILS

Surname			
Given Names			
Postal Address			
State		Postcode	Phone
Email			
Gender			
Date of Birth	Day	Month	Year

SECTION 2: PERSONAL LEARNING DETAILS

We ask for this information based on the principles of access and equity in order to provide you with assistance and support where required. All information remains strictly confidential.

Are you or Australian or Torres Strait Islander Origin	Yes No
Do you have any special needs/disabilities/impairments that may have an impact on your learning? If yes, please provide details or call us for a confidential discussion.	
In which country were you born?	
Do you speak a language other than English at home?	No, English only Yes other language
Please specify the language most spoken at home:	



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SECTION 3: EDUCATION

What is your highest completed, secondary school level? (Tick one section only)

Year 12	Year 11	Year 10	Year 9	Did not attend school
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In what year did you complete the above school level?

Since leaving school have you completed any further qualifications?

Yes

No

If yes, complete any of the applicable sections below

Certificate I, II, III, IV

Diploma, Advanced Diploma

Bachelor degree or higher

SECTION 4: CURRENT JOB ROLE

Please provide details of your current job role, in particular, please detail any training/teaching/assessing tasks you are involved with

SECTION 5: STUDY REASONS

Which of the following best describes your reasons for undertaking this course? (More than one answer can be selected)

Career change	Help with job seeking	I want extra skills for my current employment
Personal interest	As a prerequisite	For self development
To start/develop my own business	It is a requirement of my job	Other

SECTION 6: ENGLISH LITERACY

Please rate your level of ability in the following literacy skills (1 = low skill level, 5 = high skill level)

Reading (English)	Level 1	Level 2	Level 3	Level 4	Level 5
Writing (English)	Level 1	Level 2	Level 3	Level 4	Level 5
Research Skills	Level 1	Level 2	Level 3	Level 4	Level 5
Internet navigation skills	Level 1	Level 2	Level 3	Level 4	Level 5



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STUDENT DECLARATION: Policies and Procedures

I	(your name)
acknowledge that I have read and agree to the APCOT Policies and Procedures Brochure (online via the website or phone us on 1300 685 270 for a copy to be sent to you) covering client selection, access and equity, fees, charges, refunds, LLN, client support and welfare, flexible RPL, training records, and relevant legislation and the information within the course brochure	
<input type="checkbox"/> Check this box to agree to the terms above	Date

STUDENT DECLARATION: Authenticity of assessment tasks and/or evidence submitted

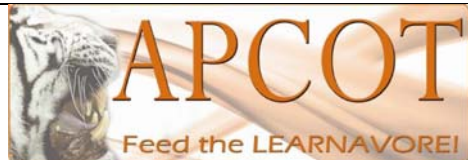
I	(your name)
declare that all written work, assessment tasks and/or evidence submitted throughout the duration of this program will be my own work. All inclusions within my work from other authors, government departments or sectors within the VET will be duly acknowledged and referenced. All work submitted will be word processed and will meet the requirements of standard business report writing. (Grammar, spelling and general readability of text) unless otherwise stated. I will keep copies of all work submitted as APCOT may choose to retain submitted work for on file evidence.	
<input type="checkbox"/> Check this box to agree to the terms above	Date

ENROL TODAY

Phone: 1300 685 270 (Australia wide) or (61 3) 9015 4611 (International)	Post: APCOT. Suite 203/202 Jells Rd. Wheelers Hill Vic 3150 Australia
Email: admin@apcot.com.au	Fax: (61 3) 8456 6419
Online: www.apcot.com.au	

MAKE YOUR PAYMENT HERE

Payment Terms			
Pay in full OR pay \$599 now and pay the rest off over 2, 4 or 6 months.			
Please select your payment option			
1. <input type="checkbox"/> Cheque is enclosed for \$			
2. <input type="checkbox"/> Online direct debit of \$ has been made. Receipt Number			
3. <input type="checkbox"/> Payment by credit card <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard for \$			
Card Number:			
Expiry Date		CVV (Last 3 digits on back)	
Cardholder's Name			
<input type="checkbox"/> Check this box to confirm your credit card payment as detailed above			



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PAYMENT PLAN AGREEMENT

I	(your name)
agree to the APCOT Payment Plan for my enrolled course of Certificate IV in Training and Assessment. I acknowledge that there is a 10% fee involved with this payment plan, and interest will be charged on any late payments. Interest of 5% of amount owing for that invoice will be calculated on a daily basis. I also acknowledge that all materials I receive remain the property of APCOT until full payment has been received. Awarding of certification will occur once all payments have been received. I acknowledge that I am responsible for full payment of this course regardless of the level of completion.	
Check this box to agree to the above terms	Date

Please select your Payment Plan Option: Plan 1 - 2 months, Plan 2 - 4 months or Plan 3 - 6 months

PAYMENT PLAN 1 Upfront payment of \$599, then a further 2 monthly instalments

Upfront Payment \$599	Payable with this enrolment form
Instalment 1:	Due 1 month from course commencement
Instalment 2:	Due 2 months from course commencement

PAYMENT PLAN 2 Upfront payment of \$599, then a further 4 monthly instalments

Upfront Payment \$599	Payable with this enrolment form
Instalment 1:	Due 1 month from course commencement
Instalment 2:	Due 2 months from course commencement
Instalment 3:	Due 3 months from course commencement
Instalment 4:	Due 4 months from course commencement

PAYMENT PLAN 3 Upfront payment of \$599, then a further 6 monthly instalments

Upfront Payment \$599	Payable with this enrolment form
Instalment 1:	Due 1 month from course commencement
Instalment 2:	Due 2 months from course commencement
Instalment 3:	Due 3 months from course commencement
Instalment 4:	Due 4 months from course commencement
Instalment 5:	Due 5 months from course commencement
Instalment 6:	Due 6 months from course commencement

I authorise APCOT to take monthly payments as stipulated above from my credit card (listed on previous page)

OR

Please invoice me on a monthly basis



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February to June 2010 MELBOURNE	
<input type="checkbox"/> February PART TIME	9 – 5pm Saturday Feb. 27th 6 – 9pm Thursday evenings, March 4 th , 11 th , 18 th , 25 th , April 1 st , 25 th 9 – 5pm Saturday May 1 st 6 – 9pm Thursday evenings, May 13 th , 20 th , 27 th , June 3 rd , 10 th , 17 th 9 – 5pm Saturday June 26 th 6 – 9pm Thursday evenings, July 1 st , 8 th , 15 th
<input type="checkbox"/> March INTENSIVE	Week One: Tuesday to Saturday, 9 – 5pm: March 9 th – 13 th , Saturday 10 – 2pm March 20 th , Week 2: Monday to Friday, 9 – 5pm: March 22 nd – 26 th . 2010
<input type="checkbox"/> June INTENSIVE	Week 1: Monday to Friday, 9 – 5pm: June 7 th – 11 th , Saturday 10 – 2pm June 19 th , Week 2: Monday to Friday, 9 – 5pm: June 21 st to 25 th . 2010
February to June 2010 SYDNEY	
<input type="checkbox"/> March INTENSIVE	Week One: Monday to Friday, 9 – 5pm: March 15 th to 19 th , Saturday 10 – 2pm March 27 th , Week 2: Monday to Friday, 9 – 5pm: April 19 th – 23 rd 2010
<input type="checkbox"/> May INTENSIVE	Week One: Monday to Friday, 9 – 5pm: May 3 rd – 7 th , Saturday 10 – 2pm May 22 nd , Week 2: Monday to Friday, 9 – 5pm: May 24 th – 28 th . 2010
July to December 2010 MELBOURNE	
<input type="checkbox"/> July PART TIME	Saturday Program 9 – 5pm July 3 rd , 10 th , 17 th , 24 th August 7 th , 14 th , 21 st September 14 th , 11 th October 2 nd , 9 th
<input type="checkbox"/> August INTENSIVE	Week 1: Aug 2 nd – 6 th (Monday to Friday) 9 – 5pm daily, Saturday Aug 21 st 10 – 2pm Week 2: Aug 23 rd – 27 th (Monday to Friday) 9 – 5pm daily
<input type="checkbox"/> October INTENSIVE	Week 1: Oct 4 th – 8 th (Monday to Friday) 9 – 5pm daily, Saturday Oct 23 rd 10 – 2pm Week 2: Oct 25 th – 29 th ^h (Monday to Friday) 9 – 5pm daily
<input type="checkbox"/> Nov/Dec INTENSIVE	Week 1: Nov 15 th – 19 th (Monday to Friday) 9 – 5pm daily, Saturday Dec 4 th 10 – 2pm Week 2: Aug Dec 6 – 10 th (Monday to Friday) 9 – 5pm daily
July to December 2010 SYDNEY	
<input type="checkbox"/> August INTENSIVE	Week 1: Aug 9 th – 13 th (Monday to Friday) 9 – 5pm daily, Saturday Aug 21 st 10 – 2pm Week 2: Aug 23 rd – 27 th (Monday to Friday) 9 – 5pm daily
<input type="checkbox"/> October INTENSIVE	Week 1: Oct 11 th – 15 th (Monday to Friday) 9 – 5pm daily, Saturday Oct 23 rd 10 – 2pm Week 2: Oct 25 th – 29 th ^h (Monday to Friday) 9 – 5pm daily



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<input type="checkbox"/> Nov/Dec INTENSIVE	Week 1: Nov 22 nd – 26th (Monday to Friday) 9 – 5pm daily, Saturday Dec 4th 10 – 2pm Week 2: Aug Dec 6 – 10th (Monday to Friday) 9 – 5pm daily
All Year Self Paced E-Learning.	
<input type="checkbox"/> Self Paced e-learning	Enrol and start at any time!
<input type="checkbox"/> UPGRADE Self Paced e-learning	Includes 4 core gap units and application for RPL for remaining 8 core and 2 electives. Enrol and start at any time!

COURSE VENUES	
Melbourne	Opposite Collins Place Level 2/63 Exhibition St. Melbourne
Sydney	Menzies Hotel. 14 Carrington St. Sydney

YOUR INVESTMENT		
Includes one dedicated facilitator/assessor, all learning materials including access to online learning modules, APCOT Student Portfolio, CD Rom of reusable templates, LEARNAVORE mystery pack and more! Investment also includes awarding of full Certificate (contingent on successful completion of course requirements)		
Payment Terms		
<input type="checkbox"/> Course Cost: INTENSIVE and PART TIME	<input type="checkbox"/> \$2199 (Early bird discount price	<input type="checkbox"/> \$1980 (pay in full one month in advance)
<input type="checkbox"/> Course Cost: Self Paced E-learning	\$1410	
<input type="checkbox"/> Course Cost: UPGRADE Self Paced E-Learning	\$800	
<input type="checkbox"/> Payment Plan Option	Requires initial payment upfront of \$599. Pay the rest off over 2, 4 or 6 months. (10% additional fee applies)	
Payment Options		
1. Credit Card: VISA, MasterCard, EFTPOS	2. Cheque made payable to APCOT	3. Online direct debit: Bendigo Bank Account: APCOT BSB 633-000 Acc: 130733793
Places will only be confirmed upon receipt of required payment. Enrolment in any program is subject to positions available and sufficient numbers. There is no refund for cancellation within 14 days of course commencement. For our full refunds policy see www.apcot.com.au . Course dates and venues are subject to change without notice		