




## Diploma of Training & Assessment

# ENROLMENT FORM

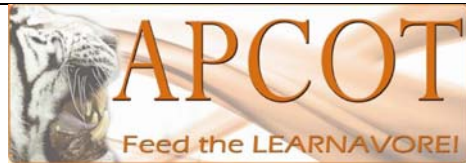
APCOT Suite 202/202 Jells Rd Wheelers Hill. Vic 3150. Ph 1300 685 270  
[www.apcot.com.au](http://www.apcot.com.au) [admin@apcot.com.au](mailto:admin@apcot.com.au) Fax: 613 8456 6419

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

**MARCH MADNESS SALE!!**  
 Diploma EXTENDED & INTENSIVE only \$2199  
 Self Paced e-Learning only \$1499.  
 Expires March 31st.

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	
<i>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.</i>	
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
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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: <a href="mailto:admin@apcot.com.au">admin@apcot.com.au</a>	Fax: (61 3) 8456 6419
Online: <a href="http://www.apcot.com.au">www.apcot.com.au</a>	

### MAKE YOUR PAYMENT HERE

<b>Payment Terms</b> ←	<input type="checkbox"/> \$2199 March Madness sale price or \$1499 for Self Paced Option		
Pay in full OR pay \$799 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			
Card Number:			
Expiry Date		Last 3 digits on back	
Cardholder's Name			
<input type="checkbox"/> Check this box to confirm the above details			



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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.	
<b>Check this box to agree to the above terms</b>	Date

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

<input type="checkbox"/> <b>PAYMENT PLAN 1 Upfront payment of \$799, then a further 2 monthly instalments</b>	
Upfront Payment \$799	Payable with this enrolment form
Instalment 1:	Due 1 month from course commencement
Instalment 2:	Due 2 months from course commencement

<input type="checkbox"/> <b>PAYMENT PLAN 2 Upfront payment of \$799, then a further 4 monthly instalments</b>	
Upfront Payment \$799	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

<input type="checkbox"/> <b>PAYMENT PLAN 2 Upfront payment of \$799, then a further 6 monthly instalments</b>	
Upfront Payment \$799	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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MELBOURNE	
Select here for the full Diploma program	OR select here for individual modules
<input type="checkbox"/> Melbourne <b>March EXTENDED Workshop Full Program</b> Module 1: March 18 <sup>th</sup> , 19 <sup>th</sup> Module 2: April 22 <sup>nd</sup> , 23 <sup>rd</sup> Module 3: May 20 <sup>th</sup> , 21 <sup>st</sup> Module 4: June 24 <sup>th</sup> , 25 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: March 18 <sup>th</sup> and 19 <sup>th</sup>  Module 2: Innovative team processes: April 22 <sup>nd</sup> and 23 <sup>rd</sup>  Module 3: Develop and facilitate e-learning: May 20 <sup>th</sup> and 21 <sup>st</sup>  Module 4: Manage the learning and assessment functions: June 24 <sup>th</sup> and 25 <sup>th</sup>
<input type="checkbox"/> Melbourne <b>May INTENSIVE workshop full program</b> Module 1: May 3 <sup>rd</sup> and 4 <sup>th</sup> Module 2: May 6 <sup>th</sup> and 7 <sup>th</sup> Module 3: May 10 <sup>th</sup> & 11 <sup>th</sup> Module 4: May 13 <sup>th</sup> & 14 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning - May 3 <sup>rd</sup> & 4 <sup>th</sup>  Module 2: Innovative team processes – May 6 <sup>th</sup> & 7 <sup>th</sup>  Module 3: Develop and facilitate e-learning – May 10 <sup>th</sup> & 11 <sup>th</sup>  Module 4: Manage the learning & assessment functions – May 13 <sup>th</sup> & 14 <sup>th</sup>
<input type="checkbox"/> Melbourne <b>August EXTENDED Workshop Full Program</b> Module 1: Aug 12 <sup>th</sup> & 13 <sup>th</sup> Module 2: Sept 13 <sup>th</sup> & 14 <sup>th</sup> Module 3: Oct 13 <sup>th</sup> & 14 <sup>th</sup> Module 4: Nov 11 <sup>th</sup> & 12 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: August 12 <sup>th</sup> & 13 <sup>th</sup>  Module 2: Innovative team processes: September 13 <sup>th</sup> & 14 <sup>th</sup>  Module 3: Develop and facilitate e-learning: October 13 <sup>th</sup> & 14 <sup>th</sup>  Module 4: Manage the learning and assessment functions: Nov 11 <sup>th</sup> & 12 <sup>th</sup>
<input type="checkbox"/> Melbourne <b>September INTENSIVE workshop full program</b> Module 1: Sept 20 <sup>th</sup> & 21 <sup>st</sup> Module 2: Sept 22 <sup>nd</sup> & 23 <sup>rd</sup> Module 3: Sept 27 <sup>th</sup> & 28 <sup>th</sup> Module 4: Sept 30 <sup>th</sup> & Oct 1 <sup>st</sup>	Module 1: Advanced Facilitation & Action Learning – Sept 20 <sup>th</sup> & 21 <sup>st</sup>  Module 2: Innovative team processes – Sept 22 <sup>nd</sup> & 23 <sup>rd</sup>  Module 3: Develop and facilitate e-learning – Sept 27 <sup>th</sup> & 28 <sup>th</sup>  Module 4: Manage the learning & assessment functions – Sept 30 <sup>th</sup> & Oct 1 <sup>st</sup>
SYDNEY	
<input type="checkbox"/> Sydney <b>March EXTENDED Workshop Full Program</b> Module 1: March 11 <sup>th</sup> & 12 <sup>th</sup> Module 2: April 28 <sup>th</sup> & 29 <sup>th</sup> Module 3: May 13 <sup>th</sup> & 14 <sup>th</sup> Module 4: June 17 <sup>th</sup> & 18 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: March 11 <sup>th</sup> & 12 <sup>th</sup>  Module 2: Innovative team processes: April 28 <sup>th</sup> & 29 <sup>th</sup>  Module 3: Develop and facilitate e-learning: May 13 <sup>th</sup> & 14 <sup>th</sup>  Module 4: Manage the learning and assessment functions: June 17 <sup>th</sup> & 18 <sup>th</sup>

New dates for Module 1: March 25th and 26th.

New dates March 25th & 26th



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<input type="checkbox"/> <b>Sydney June</b> <b>INTENSIVE</b> workshop full program Module 1: June 7 <sup>th</sup> & 8 <sup>th</sup> Module 2: June 10 <sup>th</sup> & 11 <sup>th</sup> Module 3: June 21 <sup>st</sup> & 22 <sup>nd</sup> Module 4: June 24 <sup>th</sup> & 25 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: June 7 <sup>th</sup> & 8 <sup>th</sup>  Module2: Innovative team processes: June 10 <sup>th</sup> & 11 <sup>th</sup>  Module 3: Develop and facilitate e-learning: June 21 <sup>st</sup> & 22 <sup>nd</sup>  Module 4: Manage the learning and assessment functions: June 24 <sup>th</sup> & 25 <sup>th</sup>
<input type="checkbox"/> <b>Sydney August</b> <b>EXTENDED</b> Workshop Full Program Module 1: Aug 19 <sup>th</sup> & 20 <sup>th</sup> Module 2: Sept 15 <sup>th</sup> & 16 <sup>th</sup> Module 3: Oct 20 <sup>th</sup> & 21 <sup>st</sup> Module 4: Nov 18 <sup>th</sup> & 19 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: August 19 <sup>th</sup> & 20 <sup>th</sup>  Module2: Innovative team processes: September 15 <sup>th</sup> & 16 <sup>th</sup>  Module 3: Develop and facilitate e-learning: October 20 <sup>th</sup> & 21 <sup>st</sup>  Module 4: Manage the learning and assessment functions: November 18 <sup>th</sup> & 19 <sup>th</sup>
<input type="checkbox"/> <b>Sydney October</b> <b>INTENSIVE</b> workshop full program Module 1: Oct 18 <sup>th</sup> & 19 <sup>th</sup> Module 2: Oct 21 <sup>st</sup> , 22 <sup>nd</sup> Module 3: Oct 25 <sup>th</sup> & 26 <sup>th</sup> Module 4: Oct 28 <sup>th</sup> & 29 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: October 18 <sup>th</sup> & 19 <sup>th</sup>  Module2: Innovative team processes: October 21 <sup>st</sup> & 22 <sup>nd</sup>  Module 3: Develop and facilitate e-learning: October 25 <sup>th</sup> & 26 <sup>th</sup>  Module 4: Manage the learning and assessment functions: October 28 <sup>th</sup> & 29 <sup>th</sup>
<b>BRISBANE</b>	
<input type="checkbox"/> <b>Brisbane March</b> <b>EXTENDED</b> Workshop Full Program Module 1: March 25 <sup>th</sup> & 26 <sup>th</sup> Module 2: April 22 <sup>nd</sup> , 23 <sup>rd</sup> Module 3: May 20 <sup>th</sup> , 21 <sup>st</sup> Module 4: June 24 <sup>th</sup> , 25 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: March 25 <sup>th</sup> & 26 <sup>th</sup>  Module2: Innovative team processes: April 22 <sup>nd</sup> and 23 <sup>rd</sup>  Module 3: Develop and facilitate e-learning: May 20 <sup>th</sup> and 21 <sup>st</sup>  Module 4: Manage the learning and assessment functions: June 24 <sup>th</sup> and 25 <sup>th</sup>
<input type="checkbox"/> <b>Brisbane July</b> <b>INTENSIVE</b> workshop full program Module 1: July 12 <sup>th</sup> & 13 <sup>th</sup> Module 2: July 15 <sup>th</sup> & 16 <sup>th</sup> Module 3: July 19 <sup>th</sup> & 20 <sup>th</sup> Module 4: July 22 <sup>nd</sup> & 23 <sup>rd</sup>	Module 1: Advanced Facilitation & Action Learning: July 12 <sup>th</sup> & 13 <sup>th</sup>  Module2: Innovative team processes: July 15 <sup>th</sup> & 16 <sup>th</sup>  Module 3: Develop and facilitate e-learning: July 19 <sup>th</sup> & 20 <sup>th</sup>  Module 4: Manage the learning and assessment functions: July 22 <sup>nd</sup> & 23 <sup>rd</sup>



# ENROLMENT FORM

<input type="checkbox"/> Brisbane <b>August EXTENDED</b> Workshop Full Program Module 1: Aug 26 <sup>th</sup> & 27 <sup>th</sup> Module 2: Sept 16 <sup>th</sup> & 17 <sup>th</sup> Module 3: Oct 27 <sup>th</sup> & 28 <sup>th</sup> Module 4: Nov 25 <sup>th</sup> & 26 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: August 26 <sup>th</sup> & 27 <sup>th</sup>  Module 2: Innovative team processes: September 16 <sup>th</sup> & 17 <sup>th</sup>  Module 3: Develop and facilitate e-learning: October 27 <sup>th</sup> & 28 <sup>th</sup>  Module 4: Manage the learning and assessment functions: November 25 <sup>th</sup> & 26 <sup>th</sup>
<input type="checkbox"/> Brisbane <b>November INTENSIVE</b> workshop full program Module 1: Nov 15 <sup>th</sup> & 16 <sup>th</sup> Module 2: Nov 18 <sup>th</sup> & 19 <sup>th</sup> Module 3: Nov 22 <sup>nd</sup> & 23 <sup>rd</sup> Module 4: Nov 29 <sup>th</sup> & 30 <sup>th</sup>	Module 1: Advanced Facilitation & Action Learning: November 15 <sup>th</sup> & 16 <sup>th</sup>  Module 2: Innovative team processes: November 18 <sup>th</sup> & 19 <sup>th</sup>  Module 3: Develop and facilitate e-learning: November 22 <sup>nd</sup> & 23 <sup>rd</sup>  Module 4: Manage the learning and assessment functions: November 29 <sup>th</sup> & 30 <sup>th</sup>
<b>Self Paced E-Learning.</b>	
<input type="checkbox"/> Self Paced e-learning	<p style="text-align: center;">Enrol and start at any time!</p> <input type="checkbox"/> Option 1: Modular program with preselected electives  <input type="checkbox"/> Options 2: Single unit program starting with 5 core units.

COURSE VENUES	
Melbourne	Level 2/63 Exhibition Street. Melbourne. 3000
Sydney	Menzies Hotel. 14 Carrington St. Sydney 2000
Brisbane	Holiday Inn. 159 Roma St. Brisbane 4000
Workshops are fully catered.	



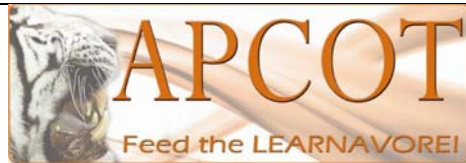
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Pay as little as \$790 for your full Diploma Program if you are eligible for government subsidized funding under the Victoria Skills for Growth Program. See page 9 or talk to us today for more information.

YOUR INVESTMENT		
Includes APCOT facilitator/assessor, all learning materials including professional reading library, APCOT Student Portfolios, CD Rom of reusable templates, fully catered workshops in capital city central business district location, LEARNAVORE mystery pack and more! Investment also includes awarding of full Certificate (contingent on successful completion of course requirements)		
Payment Terms		
1. Full Fee for Service Course Cost (4 modules): INTENSIVE and PART TIME	\$2899 (Early bird discount price \$2600 if you pay in full one month in advance) See number 6 below for payment plan option	\$2199 March Madness
2. GOVERNMENT SUBSIDIZED Tuition Fee (4 modules): INTENSIVE and PART TIME	\$980 Tuition Fee under the Skills for Victoria Funding Program. (Eligibility criteria applies, see page 9) See number 7 below for payment plan option	
3. Individual module cost	\$950 per individual module (Early bird discount price \$855 if you pay in full one month in advance) Government subsidised course fee and payment plan is not applicable	
4. Full Course Cost: Self Paced E-learning	\$2399 See number 6 below for payment plan option	\$1499 March Madness
5. GOVERNMENT SUBSIDIZED Tuition Fee: Self Paced E-Learning	\$790 GOVERNMENT SUBSIDISED Fee under the Skills for Victoria Funding Program. (Eligibility criteria applies see page 9) See number 7 below for payment plan option	
6. Payment Plan Option	Requires initial payment upfront of \$799. Pay the rest off over 2, 4 or 6 months. (10% additional fee applies)	
7. Payment Plan Option (GOVERNMENT SUBSIDISED)	Requires initial payment upfront of \$499. Pay the rest off over 2 or 4 months Eligibility criteria applies)	
Payment Options		
1. Credit Card: VISA, Mastercard 2. EFTPOS	3. Cheque made payable to APCOT	4. 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 <a href="http://www.apcot.com.au">www.apcot.com.au</a> . Course dates and venues are subject to change without notice		



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### MAKE YOUR PAYMENT HERE

#### Payment Terms

Pay in full OR choose your Payment Plan option 1<sup>st</sup> instalment

Please select your payment option

1.  Cheque is enclosed for \$
2.  Online direct debit of \$ \_\_\_\_\_ has been made. Receipt Number
3.  Payment by credit card  VISA  MasterCard

Card Number:

Expiry Date		Last 3 digits on back	
Cardholder's Name			

Check this box to confirm the above details.

### GOVERNMENT SUBSIDISED FEE PROGRAM ELIGIBILITY CRITERIA

#### Student Declaration

If you are enrolling under the Skills for Victoria GOVERNMENT SUBSIDISED FEE Program you must complete the following form.

- |   |   |  |
|---|---|--|
| 1. Do you meet the citizenship/residency requirements? <i>See notes below</i>                               | <input type="checkbox"/> Yes. Go to question 2.   | <input type="checkbox"/> No. You are not eligible.   |
| 2. Are you under the age of 20 as of January 1 <sup>st</sup> , 2010?  | <input type="checkbox"/> Yes. You are eligible for a government subsidised place.<br><i>Your tuition fee is \$980 (workshop) or \$790 Self paced E-Learning</i> | <input type="checkbox"/> No. Go to question 3.   |
| 3. Is this course you are applying for at a higher level than the highest qualification you currently hold? | <input type="checkbox"/> Yes. You are eligible for a government subsidised place.<br><i>Your tuition fee is \$980 (workshop) or \$790 Self paced E-Learning</i> | <input type="checkbox"/> No. I already hold a qualification at a Diploma level or higher.<br>You are not eligible. |

Declaration: I declare that this information provided is true and correct and I understand that upon acceptance of my enrolment I will be asked to complete a Statutory Declaration in further support of this claim.  Yes, I agree to this declaration.  No, I do not agree to this declaration.

Your Full Name:

Dated:

Notes



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1. You are eligible for a government subsidised place if you are an Australian or New Zealand citizen or permanent resident of Australia.