



Australian Institute of Family Counselling

- Excellence in Christian Counselling Training -



Accredited Course Codes: Vocational Graduate Certificate 80896ACT,
Advanced Diploma 80884ACT, Diploma 80883ACT, Certificate IV 80882ACT

Instructions for Completing the Application for Enrolment for the Vocational Graduate Certificate in Counselling and Family Therapy.

PROCEDURE Please complete all information on the application form. We need it for our reporting responsibilities to government departments.

Those wishing to apply for enrolment for the Vocational Graduate Certificate in Counselling and Family Therapy (the VGC) need to observe the following procedure:

- All students are enrolled in the VGC but may choose to exit after year 1, after 18 months or after year 2. Students receive the Certificate IV after year 1, the Diploma after 18 months, the Advanced Diploma after year 2 and the VGC after year 3 (unless the year 3 practicum is extended).
- Read the AIFC Prospectus or website.
- Obtain **four** passport-sized photographs and send with your application.
- Note the Intensive-Teaching Seminar dates, for years 1 and 2, accompanying these instructions.
- Select your preferred location for the course.
- Complete the *Application for Enrolment* form fully, including the check-list, sign and date. Please note that ALL information is necessary to comply with government requirements.
- Secure all attachments (photographs, referee form, outline of Christian experience etc) to your application form and post it to the National Office in Canberra **or our Newcastle or Korean DEP centre if you intend to undertake the course there.**
- Your Application will be processed as soon as possible and you will be notified of the result.
- Former students who wish to return to the course to complete their studies or upgrade from Diploma to Advanced Diploma level will need to contact the National Office for the relevant information.

Overseas students: Please note that an international students' course may be conducted in 2012 if sufficient applications are received by 14 October 2011. The course would be held in Canberra, ACT and delivered in English. The ***International Student Pack*** must be used to apply.

FEES FOR 2012 (Fees subject to change and could change for 2013)

Course Fees (Fees may vary if future government requirements render an increase necessary)
Unless you have elected to utilise VET Fee Help for your fees, they must be paid by one of the methods on your invoice as follows:

Per Year	Due Date for Payments
\$6,500	If paying for the whole year 3 weeks before start of term 1, or
Term 1 \$2000 terms 2, 3 & 4 \$1500 per term (total \$6,500)	If paying by term, Term 1 3 weeks before start of term 1 , Terms 2, 3 and 4 at least two weeks before start of terms 2, 3 and 4 respectively . A penalty fee of \$35 applies if not paid by due date . Payments made at seminars incur a \$65 disincentive fee . A penalty, 10% of the total term fee plus GST, applies for late payments (i.e. after seminars for years 1 and 2 and two weeks after the payment due date for year 3 and Distance Education Programme (DEP) students. This does not apply to those who elect to utilise VET Fee Help.

NOTE: Those seeking VET Fee Help should complete the information on page 6 of the application form and will need to complete a special "Request for VET Fee Help Assistance" Form which we will supply to you with your acceptance letter. You will need to provide proof of citizenship (see page 6).

Incidental fees that may apply

Late Assignment Fees:	\$65 (incl. GST) per assignment,
Late payment fees:	\$35 (incl. GST) for payments not received by due date, or \$65 (incl. GST) for payments received at seminars, or
Late Payment fee:	10% of the total term fee (plus GST) for payments made after seminars (yr 1 & 2) or two weeks after the payment due date (year 3 and DEP students),
Seminar Location transfer fee	\$100 for each seminar, or \$192.50 if attending a licensed centre. Applies only if you attend a different location to that for which you enrolled.
Late enrolment fee	\$175 if your application and/or VET Fee help application is not received by the "Administration Date" for your centre.
Late withdrawal fee	\$95 if you withdraw after the course starts but before the VET Fee Help "Census date."

What the fees include (Years 1 and 2)

- Handbook for Students which will be issued at the first seminar;
- Eight Litchfield comprehensive training volumes (one is provided each term);
- Assessment, handouts, tests and coaching;
- Intensive training seminars including, morning and afternoon refreshments; and
- Professional indemnity insurance cover for the practical counselling sessions.

What the Fees Include (Year 3)

- An e-mail copy of the current Student Handbook and a hard copy VGC Supplementary handbook.
- Assessments, handouts, tests and coaching.

What the fees do not include

- Accommodation and travel costs;
- Lunch at seminars (years 1 and 2);
- **Year 1** textbooks: approximately \$275; and
- **Year 2:** **a)** Textbooks: approximately \$375, **b)** Counselling supervision: 8 one-hour sessions are required for terms 3 and 4 of year 2 and they could cost \$40 to \$100 each, if your supervisor charges; and **c)** Counselling association membership fee.
- **Year 3:** **a)** Professional indemnity and public liability insurance, **b)** Professional Development workshops/seminars/courses, **c)** Recommended reading books approx. \$600, **d)** Counselling supervision: 50 one hour sessions are required and they could cost \$40 to \$100 each if your supervisor charges (AIFC has no control over the fees charged), **e)** Counselling Association membership fees, **f)** Personal counselling if required, **g)** Christian Counselling and Family Therapy Training Volumes 1 to 8 second edition 2008 for students wishing to update their set of volumes - \$33 each, or \$220 for a full set, plus postage and handling.

Availability of Internet and e-mail access essential

You will need internet and e-mail access for effective participation in this course. Please ensure that you use a reliable provider. Some providers reject e-mails from AIFC (speak to the registrar).

Referee's report from your Church/Ministry leader or representative is required to meet accreditation requirements of **PACFA** (the Psychotherapy and Counselling Federation of Aust.).

AIFC, PO Box 210, Gungahlin, ACT 2912 Ph: 1300 721 397 or 02 6242 5111 Fax: 02 6242 5333
Email: aifc.info@aifc.com.au Website: www.aifc.com.au

USE OF PERSONAL INFORMATION

The privacy of any personal information, supplied to AIFC to support your application, will be respected. Such information will not be divulged, without your permission, except to AIFC staff, where necessary for proper conduct of the course and also, where required by law, to Commonwealth and State government agencies.

CHESSN ALLOCATION

Please see the second last dot point on the declaration that you sign on page 9. HEIMS is Higher Education Information Management System and CHESSN is Commonwealth Higher Education Student Support Number. We cannot apply for VET Fee Help on your behalf, if you do not give this permission. This will not apply to Students not applying for VET Fee Help and we will not be accessing HEIMS on your behalf.

PACFA ACCREDITATION

The Vocational Graduate Certificate Course training programme is accredited by the Psychotherapy and Counselling Federation of Australia (PACFA).



ACA ACCREDITATION

The Diploma and/or the Advanced Diploma are courses accredited with the Australian Counselling Association (ACA).



ADVANCEMENT FROM ONE YEAR TO THE NEXT

Students will be requested to confirm their continuation from one year to the next, before the end of the year, each year. A form and information will be sent to you by the Registrar, by e-mail, late in October. We need this information to plan staff resources for the following year.

AIFC, PO Box 210, Gungahlin, ACT 2912 Ph: 1300 721 397 or 02 6242 5111 Fax: 02 6242 5333

Email: aifc.info@aifc.com.au Website: www.aifc.com.au

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Accredited Course Codes: Vocational Graduate Certificate 80896ACT,
Advanced Diploma 80884ACT, Diploma 80883ACT, Cert IV 80882ACT.

Application for Enrolment

Please complete, check, sign, date and send, as appropriate, to:

Australian Institute of Family Counselling

PO Box 210, Gungahlin, ACT, 2912

Ph: 02 6242 5111

AIFC Newcastle, PO Box 31, Jesmond, NSW 2299

Ph: 02 4955 6066

Korean DEP, 10 Raine Place, Downer, ACT, 2602

Ph: 02 6255 4597

Please affix one

Photograph

here

Please complete all of the information fully as we need it all for our reporting responsibilities to meet government requirements.

Section 1: Personal Details

Course Location _____ Year _____

Surname _____ Title _____ Given names (*in full*) _____
(Please underline preferred name)

Address _____
_____ Post Code _____

Phone: Home _____ Business _____ Fax _____

Mobile _____ Email _____

Date of birth _____ Marital status _____ Gender (*circle*): **Male / Female**

Current occupation _____ Position _____

Health? (*circle*): *Excellent / Good / Average / Poor*. **List any disability** that affects you or your ability to study:

Education - Secondary School **Name and location?** _____

_____ Level? _____ and Year? _____

Education – Tertiary **Name of College, Institute or University?** _____

Qualification and Year attained? _____

Education – Other? _____

Employment history and other relevant information? (*Applicants without HSC or tertiary qualifications should give full details including life and work experiences. Provide an attachment if insufficient room*): _____

Church denomination? _____ Year of conversion? _____

Name of church? _____ Position? _____

I **certify** that I have a) **Australian citizenship** or b) **an Australian permanent resident's visa**. (circle whichever applies) *If not attach a **certified** copy of your current Visa.*

Were you born in Australia? YES / NO (circle one)

If No in which country were you born?

Country of Birth? _____ **Citizen of which country?** _____

When did you arrive in Australia? _____

What language do you usually speak at home?: ENGLISH / OTHER (Circle one)

If you selected OTHER please specify the language spoken: _____

Are you of Aboriginal and/or Torres Straight Islander Origin? YES / NO (circle one)

Emergency Contact Information: Name: Relationship:

Address:

Phone: Home: Work: Mobile:

Attach a short outline (about half page) explaining why you are applying to do this course and how you believe that God is leading you to do it.

How did you find out about this course? _____
(This information helps us develop our marketing programme)

VET FEE HELP ASSISTANCE (Only available for Australian Citizens or a holder of a permanent humanitarian visa who will be resident in Australia for the duration of the unit).

Do you want to apply for VET FEE-HELP? YES / NO (circle one)

Have you completed a "Request for VET FEE-HELP Assistance Form"? YES / NO (circle one)

Do you want to access VET FEE-HELP assistance for the full course fee in 2012? YES / NO (circle one)

Do you already have a Fee Help debt (HECS or VET Fee Help)? YES / NO (circle one)

What is your CHESSN Number?

Please fill in your Nominated assistance amount for each Unit of Study (see the VET Fee Help Schedule of Fees on the AIFC website). Please speak to the Registrar if you are not certain about the amount you intend to utilise. Do not fill in the nominated assistance details below.

Unit of Study Code	Period of Unit of Study	Census Date	Max. Assistance Amount	Nominated Assistance Amount

NOTE: All students who plan to utilise VET Fee Help will need to complete a special "Request for VET Fee Help Assistance" Form which we will supply to you with your acceptance letter. You will also need to provide proof of citizenship: **birth certificate** (plus **change of name certificate if applicable**) or **certificate of Australian citizenship** or, if you are on a **Humanitarian Visa**, a copy of your visa, or a copy of your **Australian passport** if in your current name. The copy **MUST** be "Certified" as a true copy of the original by a Justice of the Peace.

Name of two Referees (*Also attach the Referee's report from your Church/Ministry leader or representative*)

1. Church leader: Name _____ Position _____ Phone _____

Address: _____

2. Other referee: Name _____ Position _____ Phone _____

Address: _____

Briefly describe your Christian experience. (*Provide an attachment if insufficient room*). _____

Please list any courses you have undertaken in Christian studies (*Provide an attachment if insufficient room*)

Please list any courses/seminars you have undertaken in Counselling (*Provide an attachment if insufficient room*) _____

Counselling experience _____

Section 2: English Language, Literacy, Numeracy Self-Assessment

1. Is English your first language? (circle) Yes / No

2. Please rate your general **READING** ability by circling a number below.

1. 2. 3. 4. 5.
Very poor Average Very good

3. Please tick the statements that are **TRUE** for you.

- I can read details on most forms eg. Medicare forms, enrolment forms, etc.
- I read magazine articles, books, street maps and TV Guides.
- I read newspaper articles
- I can follow instruction manuals.

4. Please rate your general **WRITING** ability by circling a number below.

1. 2. 3. 4. 5.
Very poor Average Very good

5. Please tick the statements that are **TRUE** for you.

- I write lists and complete forms.
- I write letters and can take a written phone message.
- I could write a letter of complaint.
- I could write a letter of application for a job.

6. Please rate your general **MATHEMATICAL** ability by circling a number below.

1. 2. 3. 4. 5.
Very poor Average Very good

7. Please tick the statements that are **TRUE** for you.

- I can add, subtract, multiply and divide using a calculator
- I can add, subtract, multiply and divide without a calculator
- I can work out percentages

Section 3: Extra Learning Support – Self-Identification Checklist

Please indicate below, areas where you think you may need support during your course, do this by placing a tick in the appropriate box.

1. Focussing on tasks and understanding concepts
2. Retaining or recalling information
3. Research skills, note-taking, organising information and referencing
4. Expressing ideas in writing (reports, assignments)
5. Analytical and critical thinking skills
6. Oral presentation skills
7. Numeracy skills (x, +, %, measurement, calculations)
8. Computing skills / word processing
9. Help with English pronunciation

English Language and Literacy:

AIFC's approach is to ensure that people entering its course have the skills to successfully complete it and gain the maximum benefit possible. This particularly applies to language and literacy skills and for that purpose, where AIFC considers it necessary, applicants may be required to undergo an assessment test for English language and literacy.

For Those With English As A Second Language

Applicants are required to have an International English Language Testing Scheme (IELTS) test score of at **least 6.5** for English language courses. You are required to **supply a certified-true copy** of your test score, if you have completed your IELTS test, with your *Application for Enrolment*. Where you cannot provide a copy of an IELTS test score AIFC may require you to undertake its own English language and literacy assessment. The English test will not be required if you are applying to participate in the Korean language course however a Korean language equivalent may apply.

AIFC English Language and Literacy Test Details:

The assessment, **if required**, will be conducted by the AIFC Centre Director for the location at which you propose to attend the course. AIFC **charges a fee of \$150.00, including GST, for this assessment**. On completion you will be advised of the result and it will be supplied to the AIFC Registrar for use in assessing your application.

You will only be accepted into the course if it is considered that your language and literacy ability is sufficient to enable you to effectively participate in and benefit from the course.

****Please note that we cannot consider your application unless all information, requested by this form, is supplied.**

Thank you for your cooperation in completing all the detail in this application. This has been necessary to ensure your application complies with the requirements of the Australian Quality Training Framework (AQTF) and other government authorities.

Section 5: Application Correct and Complete Check-List

Please carefully review and check-off below, all requirements throughout your application to ensure it is accurate and complete. This will ensure your application can be processed without delay.

Checklist	Complete (Tick)
Section 1: Personal Details	
Photographs attached: Four passport size with name written in block-letters on the back	
Non-permanent resident visa holders only: certified copy of current visa attached	
Half page outline of why you want to do the course etc as per page 6	
Referee report from Church or Ministry Leader attached as per page 7	
Section 2: English Language, Literacy, Numeracy Self-Assessment	
Section 3: Extra Learning Support – Self-Identification Checklist	
Certified copy of your birth certificate (plus change of name if applicable) or certificate of Australian citizenship or Humanitarian visa or Australian Passport attached. (You are not eligible for VET Fee Help if not supplied). MUST BE certified by a Justice of the Peace.	
Course Fees proposed payment option (excludes Fees paid by VET Fee Help) <ul style="list-style-type: none"> This information is to provide AIFC with an idea of how you might pay your course fees so we can make adequate administrative arrangements. Year in advance / By term in advance (Circle which applies): We will endeavour to send an invoice to you, before payment is due. This will be sent by e-mail so please supply a valid e-mail address. Payments are to be made by one of the methods on your invoice before the payment due date. You are responsible for payment by the due date whether or not you receive the invoice. If you have not received the year/term invoice, one week before the payment due date (3 weeks before seminar 1 and 2 weeks before seminars 2, 3 & 4), please contact our Accounts Manager (Phone 02 6242 5111 or e-mail to AIFC.accounts@aifc.com.au). 	Year/Term Fee \$

Correct and complete: *I declare that:*

- The information provided by me in this application is correct and complete in every detail.*
- I have read understood and agree with the AIFC Prospectus, the Instructions for Completing the Application for Enrolment and other relevant information and agree to accept all conditions contained therein.*
- Unless accessing VET Fee Help assistance, I have the financial capacity to meet all of my course fees and agree to pay all fees as they become due.*
- I consent to my personal details being provided to HEIMS for the purposes of being allocated a CHESSN and VET Fee Help balance. Unless consent is given VET Fee Help is not available.*
- I have read information relating to the AIFC Refund Policy and the VET Fee Help Information Booklet which are available on the AIFC website www.aifc.com.au or from National Office .*

Signature of applicant _____ Date _____