



# Australian Institute of Family Counselling

- Excellence in Christian Counselling Training -



Accredited Course Code: Vocational Graduate Certificate 80896ACT

## Instructions for Completing the Application for Enrolment for the Vocational Graduate Certificate in Counselling and Family Therapy (Christian)

### PROCEDURE FOR ENROLMENT

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

- Read the AIFC Prospectus or website and note:
  - The non-refundable application fee and the fee refund policy.
  - Requirements for application and enrolment in the Prospectus.
- Ensure that you have membership of a counselling association which allows you to counsel,
- Ensure that you have professional indemnity and public liability insurance covers for counselling,
- Obtain **four (4)** passport-sized photographs and send with your application.
- Complete the *Application for Enrolment* form fully, including the check-list, sign and date.
- Secure all attachments (photographs, application fee, referee form if applicable etc) to your form and post it to the National Office in Canberra
- Your Application will be processed as soon as possible and you will be notified of the result.
- The **AIFC Advanced Diploma of Counselling and Family Therapy is pre-requisite** for entry to the Vocational Graduate Certificate course. Former students who wish to return to the course to complete their studies or upgrade from Diploma to Advanced Diploma level will need to submit an application to re-enrol and also, if more than three years has elapsed since last studying with AIFC, apply for recognition of prior learning. Visit [www.aifc.com.au](http://www.aifc.com.au) or contact the National Office for the relevant forms.

### FEES FOR 2011: Subject to Change (Fees could change in 2012)

#### Application Fees:

**Must accompany your application and apply as follows:**

**\$90** "Early bird" Application Fee: applications received by Monday 13 December 2010,

**\$125** Application Fee: applications received between 13 December 2010 and 17 January 2011, or

**\$155** Late-application Fee: applications received after 17 January 2011.

**Please note: The Application fee is not refundable unless AIFC fails to deliver the course**

#### Course Fees

**Must be paid by one of the methods on your invoice and by the due date as follows:**

Amount	Details
<b>\$4,400</b>	<b>10<sup>th</sup> January</b> if paying for the whole year, or
<b>\$1135 per term.</b> (total \$4,540)	If paying by term, Term 1 by <b>10<sup>th</sup> January</b> , Term 2 by <b>11<sup>th</sup> April</b> , term 3 by <b>4<sup>th</sup> July</b> and term 4 by <b>19<sup>th</sup> September</b> An administration fee of <b>\$30 applies if not paid by due date.</b> Fees paid more than <b>two weeks after the payment due date</b> incur an additional fee of <b>10% of the total term fee plus GST.</b>

Fees may vary if future government requirements render an increase necessary

## Other fees that may apply

Late Assignment Fees:	\$60 (incl. GST) per assignment,
Administration fees:	\$30 (incl. GST) for payments not received by due date, or
Late Payment fee:	10% of the total term fee (plus GST) for payments made more than two weeks after the payment due date.

## What the fees include

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

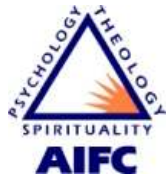
## What the fees do not include

- Professional indemnity and public liability insurance,
- Professional Development workshops/seminars/courses,
- Recommended reading books - approximately \$600,
- 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 if charged),
- Counselling association membership fee,
- Personal counselling if required,
- Accommodation and travel costs,
- Christian Counselling and Family Therapy Training volumes 1 to 8 second edition 2008 for students wishing to update their set of volumes - \$220 plus postage and handling.

**Referee's report from your Church/Ministry leader or representative** is required to meet accreditation requirements of **PACFA** (the Psychotherapy and Counselling Federation of Australia) and is required if your enrolment for the Certificate IV in Christian Counselling was **BEFORE 2011**.

## 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.



# Australian Institute of Family Counselling

- Excellence in Christian Counselling Training -



Accredited Course Code Vocational Graduate Certificate 80896ACT.

## Application for Enrolment Vocational Graduate Certificate in Counselling and Family Therapy (Christian).

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

Please affix one

Photograph

here

### Section 1: Personal Details

Did you achieve the AIFC Advanced Diploma? YES/NO (circle one) Year \_\_\_\_\_

Student ID No.: \_\_\_\_\_ Surname \_\_\_\_\_ Title \_\_\_\_\_

Given names (*in full*) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Phone: Home \_\_\_\_\_ Business \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

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

Current occupation \_\_\_\_\_ Position \_\_\_\_\_

Are you an Australian citizen or hold a permanent resident's visa? (*circle*): **Yes / No**

**(If not attach a certified copy of your current Visa)**

Country of Birth? \_\_\_\_\_ Citizen of which country? \_\_\_\_\_

Health (*circle*): **Excellent / Good / Average / Poor** List any disability that could affect your studies:

Education - Secondary School \_\_\_\_\_

\_\_\_\_\_ Level \_\_\_\_\_ and Year \_\_\_\_\_

Education – Tertiary: (*Name of College, Institute or University*) \_\_\_\_\_

Qualification/Year attained \_\_\_\_\_

Education – Other \_\_\_\_\_

Employment history and other relevant information **including what counselling experience and professional development you have undertaken since graduation from the Advanced Diploma** give full details. Provide an attachment if insufficient room): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is your current church affiliation? \_\_\_\_\_

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

Name of two Referees

1. Church leader: Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

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

2. Other referee: Name \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

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

**How did you find out about this course?** \_\_\_\_\_

### **English Language and Literacy:**

AIFC's approach is to ensure that people entering its courses have the skills to successfully complete them and gain the maximum benefit from them. 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.

### **AIFC English Language and Literacy Test Details:**

The assessment, **if required**, will be conducted by the AIFC Centre Director of the location nearest to where you live. **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.

**Referee's report from your Church/Ministry leader or representative** is required to meet accreditation requirements of PACFA (the Psychotherapy and Counselling Federation of Australia) and is required if your enrolment for the Certificate IV in Christian Counselling was **BEFORE 2011.**

## **Section 2: Non-refundable Application fee attached / authorised**

- Correct fee identified (*circle*): "Early-Bird" / Application / Late
  - Payment by (*circle*): Cheque / Money order / Cash / Credit card
- (Do not send cash by mail)**

Type of credit card (*circle*): Mastercard / Visa (*these are the only cards accepted*)

Person's name on credit card \_\_\_\_\_

Credit card number \_\_\_\_\_ Expiry \_\_\_\_\_

Signature of card holder \_\_\_\_\_ Date \_\_\_\_\_

### Section 3: 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)	
<b>Section 1: Personal Details</b>		
<b>Photographs attached:</b> Four passport size with name written in block-letters on the back		
<b>Non-permanent residents only:</b> certified copy of current visa attached		
<b>I have/will have membership of a counselling association (which allows me to counsel)</b>		
<b>I have/will have of professional indemnity and public liability insurances</b>		
<b>I have/will have a suitable counselling room</b>		
<b>I have/will have a suitable and ongoing source of clients</b>		
<b>I have/will have an appropriately qualified counselling supervisor</b>		
<b>Referee report from church or ministry leader (if applicable)</b>		
<b>Section 2: Non-refundable application fee, attached / authorised</b>		
<b>Course Fees proposed payment option:</b> <ul style="list-style-type: none"> <li>• This information is to provide AIFC with an idea of how you might pay your course fees so we can make adequate administrative arrangements.  <div style="text-align: center;"> <b>Year in advance / By term in advance</b>     <i>(Circle which applies):</i> </div> </li> <li>• <b>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.</b></li> <li>• Payments, apart from the application fee, are to be made by one of the methods on your invoice <b>before</b> the due date.</li> <li>• <b>You are responsible for payment by the due date whether or not you receive the invoice.</b> If you have not received the year/term invoice, one week before the payment due date (payment due dates are <b>10<sup>th</sup> January, 11<sup>th</sup> April, 4<sup>th</sup> July and 19<sup>th</sup> September</b>), please contact our Accounts manager (phone 02 6242 5111 or e-mail to <a href="mailto:AIFC.accounts@aifc.com.au">AIFC.accounts@aifc.com.au</a>).</li> </ul>	Year/Term Fee \$	

The declaration on the next page must be completed and signed. You will need to send the signed original application form immediately if you send the application by facsimile or e-mail initially.

## DECLARATION BY APPLICANT

### I declare and certify that:

1. **The information on this form** is correct and complete in every detail and I have read the AIFC Prospectus, the Instructions for Completing the Application for Enrolment and other relevant information and agree to accept all conditions contained therein,
  2. **Before the course starts** I will have membership of a professional counselling association at a level that will allow me to counsel clients, for a fee, for the VGC course, and
  3. **Before the course starts** I will have Professional Indemnity and Public Liability insurance, to cover for all counselling sessions, either held by me personally or, where I am an employee, held by my employer who will cover me for professional indemnity and public liability,
  4. **Before the course starts** I will have arranged a suitable room in which to conduct my counselling sessions,
  5. **Before the course starts** I will have a suitable and ongoing source of clients,
  6. **Before the course starts** I will have arranged an appropriately qualified counselling supervisor,
  7. **I will meet the due dates** for assignments during each term,
- and I hereby indemnify the Australian Institute of Family Counselling Ltd. and all its Directors, Officers and staff (contract, full time and part time staff) from any claim of any kind which might arise from my counselling.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

**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 the AIFC Student's procedures and responsibilities.**