



# Australian Institute of Family Counselling

- Excellence in Christian Counselling Training -



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

## Instructions for Completing the Application for Enrolment for the Advanced Diploma of Counselling and Family Therapy (Christian)

### PROCEDURE

Those wishing to apply for enrolment for the Advanced Diploma of 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.
- Obtain **four** passport-sized photographs and send with your application.
- Note the Intensive-Teaching Seminar dates accompanying these instructions.
- Select your preferred location for the course.
- Complete the *Application for Enrolment* form fully, including the check-list, sign and date.
- Secure all attachments (photographs, application fee, 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.
- If you wish to apply for Recognition of Prior Learning (RPL) you will also need to obtain and complete an *Application for RPL*. These are available from the National Office or the website.
- 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.

**Overseas students:** Please note that an international students' course may be conducted in 2011 if sufficient applications are received by 15 October 2010. The course would be held in Canberra, ACT and delivered in English. The *International Student Pack* must be used to apply.

### FEES FOR 2011 (Fees subject to change and could change for 2012)

#### Application Fees

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

- \$90** "Early bird" Application Fee: application received by Monday 13 December 2010,  
**\$125** Application Fee: applications received between 13 December 2010 to 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 (Fees may vary if future government requirements render an increase necessary)

**Must be paid by one of the methods on your invoice 3 weeks before the first seminar as follows:**

Year 1	Year 2	
\$4,200	\$4,400	If paying for the whole year, or
\$1075 per term (total \$4,300)	\$1135 per term (total \$4,540)	If paying by term, Term 2, 3 and 4 fees must be paid at <b>least two weeks before Seminar 2, 3 and 4 respectively</b> . An administration fee of <b>\$30 applies if not paid by due date</b> . <b>Payments made at seminars incur a \$60 administration fee.</b>

## 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 \$60 (incl. GST) for payments received at seminars, or
Late Payment fee:	10% of the total term fee ( <b>plus</b> GST) for payments made after seminars,
Seminar Location transfer fee	\$95 (incl. GST) for each seminar. Applies only if the student attends a different location to that for which they enrol.

## What the fees include

- Handbook for Students
- Eight comprehensive training volumes (provided one per term) prepared by Dr. Bruce and Mrs. Nellie Litchfield;
- 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 do not include

- Accommodation and travel costs;
- Lunch at seminars;
- Year 1 textbooks: approximately \$275; and
- Year 2:
  - Textbooks: approximately \$375
  - Counselling supervision: 12 one-hour sessions are required and they could cost \$40 to \$100 each, if your supervisor charges; and
  - Counselling association membership fee.

## 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.**

**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.).

## 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.

**NOTE: The payment schedule detailed on the first page may NOT apply for the Korean Language Distance Education Programme (KDEP) or for those studying through the Newcastle Centre. These Centres will supply their payment schedule with your acceptance letter. They are Licensed Centres.**

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](mailto:aifc.info@aifc.com.au) Website: [www.aifc.com.au](http://www.aifc.com.au)



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Accredited Course Codes: 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

AIFC Newcastle, PO Box 31, Jesmond, NSW 2299

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

Ph: 02 6242 5111

Ph: 02 4955 6066

Ph: 02 6255 4597

Please affix one

Photograph

here

### 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 \_\_\_\_\_

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.***

**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? (*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? \_\_\_\_\_

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 \_\_\_\_\_

**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?* \_\_\_\_\_

## 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 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. 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.

### Section 4: 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 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)
<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>Referee report from Church or Ministry Leader attached as per page 2</b>	
<b>Half page outline of why you want to do the course etc as per page 2</b>	
<b>Section 2: English Language, Literacy, Numeracy Self-Assessment</b>	
<b>Section 3: Extra Learning Support – Self-Identification Checklist</b>	
<b>Section 4: 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 (<b>3 weeks before seminar 1 and 2 weeks before seminars 2, 3 &amp; 4</b>), please contact our Accounts manager (Phone 02 6242 5111 or e-mail to AIFC.accounts@aifc.com.au).</li> </ul>	Year/Term Fee \$

**Correct and complete:** *I declare that the information on this form is, to the best of my knowledge, 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.*

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

**\*\*Please note that your application will not be considered until the application fee is paid and 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).**



## Application for enrolment: Referee report

*(Applicant to attach this completed and signed referee report to their Application for Enrolment)*

Applicant's name \_\_\_\_\_ Proposed year of enrolment \_\_\_\_\_

Address \_\_\_\_\_ Telephone number \_\_\_\_\_

*Instructions to the Referee:* The applicant is applying to enrol in AIFC's Christian counselling and family therapy courses and as a prerequisite needs to demonstrate the existence of, or potential to develop, the fundamental human capacities listed below.

Please indicate the applicant's demonstrated and potential capacity against each of the qualities. If you indicate "No", please explain.

Item	Fundamental human capacities	Assessment (Circle Yes or No)	
		Demonstrated	Potential
1.	<b>Self-awareness</b> (capacity to relate in a facilitative way with others and to reflect on and examine the impact of these actions)	Yes / No	Yes / No
2.	<b>Relational capacity</b> (one-to-one and capacity for family therapeutic situation)	Yes / No	Yes / No
3.	<b>Ethical behaviour</b> (understanding of and practice)	Yes / No	Yes / No
4.	<b>Mature life experience</b> (the capacity to reflect on and learn from experience, including being open to positive and challenging feedback.	Yes / No	Yes / No

### Additional comments (use other side if necessary):

.....  
 .....  
 .....

Signature \_\_\_\_\_ Position (pastor, elder, leader, etc) \_\_\_\_\_

Name \_\_\_\_\_ Church/Ministry \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_