



# 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 <b>3 weeks before start of term 1</b> , Terms 2, 3 and 4 at <b>least two weeks before start of terms 2, 3 and 4 respectively</b> . A penalty fee of <b>\$35 applies if not paid by due date</b> . Payments made at seminars incur a <b>\$65 disincentive fee</b> . A penalty, <b>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.</b>

**NOTE:** Please complete the information about VET Fee help on the application form if you intend to apply for VET Fee Help. 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. You will also need to provide a copy of your **birth certificate** or **certificate of Australian citizenship** or **Humanitarian Visa**. The copy **MUST** be "Certified" as a true copy of the original by a Justice of the Peace.

### **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 ( <b>plus</b> 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.

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

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Accredited Course Codes: Vocational Graduate Certificate 80896ACT,  
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## 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)

Please fill in your Nominated assistance amount for each Unit of Study (see the fee schedule on the AIFC website).

Please speak to the Registrar if you are uncertain 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:** Please complete the information about VET Fee help on the application form if you intend to apply for VET Fee Help. 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. You will also need to provide a copy of your **birth certificate** or **certificate of Australian citizenship** or, if you are on a **Humanitarian Visa**, a copy of your visa. 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)
<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 resident visa holders only:</b> certified copy of current visa attached	
<b>Half page outline of why you want to do the course etc as per page 2</b>	
<b>Referee report from Church or Ministry Leader attached as per page 3</b>	
<b>Section 2: English Language, Literacy, Numeracy Self-Assessment</b>	
<b>Section 3: Extra Learning Support – Self-Identification Checklist</b>	
<b>Certified copy of your birth certificate or certificate of Australian citizenship or Humanitarian visa attached. (You are not eligible for VET Fee Help if not supplied). MUST BE certified by a Justice of the Peace.</b>	
<b>Course Fees proposed payment option (excludes Fees paid by VET Fee Help)</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 are to be made by one of the methods on your invoice <b>before</b> the payment 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 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 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](http://www.aifc.com.au) or from National Office .*

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