

COURSE ENROLMENT FORM



Name: _____

Address: _____

_____ Post Code: _____

Contact Home Ph: _____ Bus. Hours: _____

Details: Mobile Ph: _____ Email: _____

Please Enrol me in:

- MCQC1** Certificate IV in Financial Services (Finance / Mortgage Broking)
- Mortgage Consultant Qualifying Certificate (**5 days full-time Face-to-Face Workshop**) - **\$1,295· pp**
My chosen date and location: Course start date: City: *(Sydney, Melb., Brisbane, etc.)*
- MCQC2** Certificate IV in Financial Services (Finance / Mortgage Broking)
- Mortgage Consultant Qualifying Certificate (**Home Study Manual**) - **\$795· pp**
- MCQC3** Certificate IV in Financial Services (Finance / Mortgage Broking)
- Mortgage Consultant Qualifying Certificate (**E-Learning CD Computer Kit**) - **\$695· pp**
- MCQC4** **Upgrade** from Certificate III to Certificate IV in Financial Services (Finance / Mortgage Broking) –
 Cert III from RTO held \$495·pp Cert III from non-RTO held \$595·pp
- MCQC5** Certificate IV in Financial Services (Finance / Mortgage Broking)
- Recognition of Prior Learning (Contact W & M for copy of Procedure Guidelines) - **\$475· pp**
- Cert IV WA** W.A. Supplement to Cert IV: . 1-day Workshop \$795 or, Correspondence \$595 or, Online \$395
- COC1** Commercial Lending Course: 2-day Workshop \$1155 Correspondence \$790 Online \$590
- Recommended 12 months residential mortgage lending / broking experience

Please outline briefly your career background/ experience: _____

_____ D.O.B: _____

Company Name: _____

Aggregator: _____

How did you hear about this course _____

If you have a disability which may include but may not be limited to wheelchair access, hearing or sight impairments, language difficulties, special arrangements in relation to equipment or examinations, please contact Walker and Miller on 1300 136 947 for further assistance or please note your requirements here:

Please Invoice: _____

Payment to be made as follows: (Please tick only one option. Receipts will be issued following payment processing)

- Cheque** – (Made Payable to Mitch Enterprises Pty Ltd) **Cash** - (Payable on First Day of Classroom tuition - \$295 deposit required)
 - Credit Card:** Type: _____ (Visa / MasterCard) Please Debit my card the amount of \$ _____
- Number:
- Expiry Date: Name on Card: _____

Signature: _____ Date: _____

Once completed and signed, please forward **3 pages** of completed Course Enrolment Form to Walker and Miller at: **Fax: (02) 9922 5276**
OR by scan/email to: **info@walkerandmiller.com** **OR** by mail to: **PO Box 6478, North Sydney, NSW 2059**

Terms and Conditions

All enrolments are subject to these Terms and Conditions and are accepted subject to availability.

Conditions of Enrolment

Your enrolment is valid for a period of 6 months from the date you receive your course material or login details. At the end of this period:

- If the assessment material has been completed with a result average of 85% or above you will receive a Certificate (Competency achieved)
- If you have completed assessments unsuccessfully with a result average of below 85% and you do not advise that you wish to re-submit any of your assessments, within the 6 month period, you will receive notice of Competency not yet achieved
- If, within the 6-month period, you have not submitted any assessment material, you will be withdrawn from your course with a result of No Result – Withdrawn.

Subsequent to your enrolment, if you have not submitted any assessment material, you will receive a reminder letter after five months. This letter will confirm the current status of your enrolment.

Transfer

You cannot transfer your enrolment to another person.

GST

This type of adult education is GST-free. However, if a course or any additional material or services are provided by W & M, which are subject to the goods and services tax, then an additional 10% will be charged. The provision of RPL assessment contains 10% GST within the stated fee.

Fees

Enrolment will only be complete and a person considered a trainee when a receipt or invoice for all applicable fees and charges has been issued by W & M in acceptance of payment. Accepted payment methods include credit card, cash, cheque or direct deposits. Certificates will not be issued to a trainee until full payment has been made. Login details for e-Learning trainees will not be issued until payment is received. W & M reserve the right to charge a cancellation fee of \$295.00 if a trainee postpones or withdraws from the course.

Refunds

W & M will make a refund of full fees should a course be discontinued. Should the trainee desire to take an alternative W & M course then fees will be fully transferable to that course. Once a trainee has commenced their course and received their course material or their e-Learning login details, there will be no refund of fees paid. No refunds or transfers will be given after the commencement of a course if exclusion for unsatisfactory attendance or behaviour has occurred. If a trainee is unable to complete their live course due to unforeseen, legitimate circumstances, such as sickness or exceptional family circumstances W & M will permit the trainee to attend the next scheduled live course. Alternatively, the trainee may complete the remainder of their course as a distance learning trainee. Refunds on postage or expenses incurred in the return of any course or assessment material for marking will not be considered. Distance Learning student requests for a refund based on extraordinary circumstances will be handled on a case-by-case basis.

Course Material

For all courses, a course learning manual will be provided to trainees either on the first day of attendance at their face-to-face training workshop or, if completing the course by distance learning, by mail within 7 days of enrolment. If completing via e-Learning, i.e. Online, the course material will be accessible following receipt of trainee payment and W & M issue of login details to the trainee. It is not permitted for any course material to be copied or used by a person other than the enrolled person.

Qualifying Certificate

The MCQC courses entitle the trainee to a nationally recognised FNS40804 Certificate IV in Financial Services (Finance/Mortgage Broking). Certificates will be issued By the National Finance Institute to trainees who have submitted all assessments and successfully reached an 85% pass level. Certificates of Attainment will be issued for COC trainees who have successfully reached an 85% pass level.

Accreditations

W & M does not guarantee that trainees who have qualified for a Certificate will automatically qualify for accreditation with individual banks and other institutions. Accreditation is at the discretion of the individual institutions.

Time Limits

By commencing this course, the trainee agrees that there is a six-month time limit imposed on the course completion to allow for return of any outstanding assessment material.

Course Duration

MCQC1 - full-time, 5 day Workshop

MCQC2 - distance learning / home study (trainee will have a maximum of six months from receipt of material in which to complete the course)

MCQC3 - e-learning / home study via the internet (trainee will have a maximum of six months from receipt of their login details in which to complete the course).

MCQC4 - upgrade trainees will have a maximum of six months from receipt of material in which to complete the course.

COC - the commercial course is either home study, followed by a one day workshop, or distance learning/home study, or via e-learning/home study via the internet. If the trainee chooses to complete the assessment, they will have a maximum of six months in which to do so. For all courses, outstanding assessments will need to be completed subsequent to completion of any Workshops.

Minimum Class Size

W & M require a minimum of 4 participants to run each face-to-face course. Should there be less than 4, an alternative course date will be offered to the participants enrolled or fees will be refunded. There are no such restrictions on distance learning or e-learning trainees

Mutual Recognition

W & M recognises the Mutual Recognition principle which is a feature of the Australian Quality Training Framework which allows qualifications and statements of attainment issued by any RTO to be accepted and recognised by all other RTOs, and training packages endorsed by the National Training Framework Committee to be delivered by all RTOs registered to do so. W & M recognises the AQF qualifications and Statements of Attainment which are issued by any other Registered Training Organisation, across the States and Territories of Australia.

Recognition of Prior Learning

Trainees may be eligible for recognition of prior learning (RPL). Recognition of Prior Learning (RPL) gives you recognition for what you have already learned through previous studies, work or life's experiences. You may receive credit from a part, or parts, of a course, however you will need to provide evidence to support your application. Please contact W & M for copy of the RPL Procedure Guidelines which provides details on what is required as part of your RPL submission. There is a fee for applying for Recognition of Prior Learning

Credit Transfer

Trainees may be eligible for Credit Transfer. Credit Transfer is the status obtained on the basis of formal arrangements between education and training organisations as to the equivalence of knowledge and/or skills within a specified course. Credit Transfer is available automatically to those who have documented evidence of achievement in the equivalent courses/units

Language, Literacy, Numeracy (LLN), Disability and Support

You will be checked for having the appropriate minimum level of LLN to identify if you require any referral assistance. Assistance can be provided by other RTO's or other tutors who offer services at additional costs. Usually the facilitator can allocate someone to assist you based on your needs. The facilitator will notify if specific assistance is required. In the case of a trainee having a specific disability we would respectfully request that you advise W & M prior to attendance so that we can ensure we have specifically prepared the venue, materials, facility or amenity to cater to the specific needs. This advice can be given by a note on the enrolment form, telephone or email and confidentiality is ensured.

Welfare and Guidance Services

As courses are commercial fee-for-service there are no discounts for health-care cards, pensions, etc. However, the MCQC/Cert IV course is recognised by Centrelink so assistance may be available to trainees via their Centrelink advisor. Some guidance on CV circulation to enhance job prospects can be provided by W & M on request.

Complaint Procedure

W&M has a complaints, grievance and appeals procedure. Please contact administration on 1300 136947 for further details or visit the web site www.walkerandmiller.com

Bullying, Harassment, Victimisation

Legislation now prohibits the bullying harassment or victimisation of fellow students, teachers, assessors and other staff. W & M must provide a learning and assessment environment which is free from this unacceptable activity. If a person conducts such activity disciplinary procedures will be taken.

Disciplinary Procedure

W & M expects the behaviour and demeanour of trainees to be of a professional standard and any disruptive behaviour (that inhibits or disrupts the learning process for other trainees) and that is deemed unsuitable may result in exclusion from the class. No refunds will be given for exclusion for disruptive behaviour. It is a requirement that trainees complete all set course evaluation and assessment tasks and failure to complete will result in non-issue of the Certificate.

Staff Responsibility for Access and Equity

The principles of social justice will guide all aspects of the course delivery and assessment. This includes but is not limited to:

- Using resources and methods that are inclusive
- Providing equitable access to facilities and resources
- Using language that is appropriate to the context.

Marketing

W & M will market its mortgage broker training products and finance broker training products with integrity and will not intentionally mislead prospective participants.

Access to Trainee Information and Client Services

Individual trainees will have access to view or be provided with a copy of any assessment records upon request. Trainee information is protected under secure storage and code of conduct of assessors as included in the training package for workplace training and assessment. Record management systems will record progressive assessment results and issue qualifications within the timeframes specified in the Training Act.

Enrolment, Induction, Course Content and Requirements for Successful Completion

The course enrolment form is the main source of information for your records and must be completed legibly and accurately. Induction into the course includes safety, content, activities, assessment and identification of your learning style and goals.

Acceptance

All enrolments are subject to these Terms and Conditions and by commencing this course, the trainee is accepting these Terms and Conditions as outlined above. The trainee further agrees that any issues which require an independent decision to be made by W & M will be brought to the attention of an W & M representative as soon as it becomes known to the trainee. By commencement, the trainee understands and agrees to abide by the Terms and Conditions set out above, as appropriate to their mortgage broker training or finance broker training needs and to their mode of learning.

Please print your name, sign and date below. By signature below, the trainee understands and agrees to abide by the Terms and Conditions set out in this course enrolment form.

Name in Full:

Signature:

Date:

Office use only