

Traineeship Enrolment Form



SECTION 1: INFORMATION ABOUT STUDENT (PLEASE PRINT CLEARLY AND COMPLETE ALL DETAILS)

*Mandatory Fields

ASFA Student number or New Student:*		Title:*	
First Name:*	Middle Name:*	Surname:*	
Title/Position:		Date of Birth:*	
Organisation Name:			
E-mail Address:*			
Work Phone Number:*	Home Number:*		
Fax Number:	Mobile Number:		
Supervisor Name:	Email:		
Business Address:			
Course Notes Dispatch Address: (if different from business address)			
Please send any changes of personal details to learning@superannuation.asn.au			
*First Name, Middle Name and Surname is per your Drivers Licence, Passport and/or Birth Certificate			

SECTION 2: INFORMATION ABOUT SUPERVISOR/TRAINEEHIP COORDINATOR (PLEASE PRINT CLEARLY AND COMPLETE ALL DETAILS)

Prefix (Dr, Mr, Ms, Mrs, Miss/other)			
First Name:		Surname:	
Organisation Name:			
Contact Details			
E-mail Address:			
Work Number:		Fax Number:	

SECTION 3: PAYMENT DETAILS

Non-Refundable Fee: \$1000 (Including GST)	\$	Cheque made payable to ASFA enclosed. Cheque Number:	
Credit Card Payment (please tick):	<input type="checkbox"/> Visa <input type="checkbox"/> Diners <input type="checkbox"/> Master Card <input type="checkbox"/> AMEX (4 digit security code _____)		
Personal credit card:	Y / N	Corporate credit card:	Y / N
Cardholder Name:			
Cardholder Signature:			
Card Number:	_____	Expiry Date:	___ / ___
Electronic Funds Transfer Name of Account: The Association of Superannuation Funds of Australia Ltd BSB No: 032 000 Account No: 12-1167 Bank: Westpac Branch: Sydney Office, 341 George Street, Sydney NSW 2000	Conducted on this date ___ / ___ / ___ Payment reference: _____ (Your payment reference should be either your Student ID or the initial of your first name followed by your surname)		

Australian Apprenticeships and Traineeships are an Australian Government Initiative

SECTION 4: STUDENT COMPULSORY DECLARATION

I hereby apply for enrolment with ASFA. I agree that if this application for enrolment is accepted by ASFA, I will be bound by the policies and Code of Practice of ASFA - available on the ASFA website. As part of our ongoing commitment to provide advice and support services, ASFA provides to all our students the following services upon request:

- student selection, enrolment and induction/orientation procedures
- course information including content and vocational outcomes, fees and charges, including refund policy and exemptions, Recognition of Prior Learning (RPL) arrangements (where applicable)
- provision for language, literacy and numeracy assessment
- student support including any external support ASFA has arranged for students
- flexible learning and assessment procedures
- welfare and guidance services, appeals, complaints and grievance procedures, disciplinary procedures
- staff responsibilities for access and equity.

ASFA recognises the AQF qualifications and statements of attainment issued by other RTOs.

Further details of the above services may be obtained by: visiting the ASFA Website, reading the Student Handbook or by contacting the ASFA Education Team via phone: 02 9264 9300 or e-mail learning@superannuation.asn.au.

The Association of Superannuation Funds of Australia Limited reserves the right to limit places in its subjects and alter subject content as market needs dictate and to withdraw or postpone subjects.

ASFA course notes are developed as part of ASFA's professional development program and they are not intended to be used as a substitute for professional advice.

Conditions of Enrolment

By commencing a course, you – the trainee agree to the following conditions:

1. Access to the online student services is valid for a period of six (6) months from the date the enrolment is originally processed.
2. Within these six (6) months, you have to complete all online assessments required for the completion of the Education Component. This includes all online assessments in the form of quizzes for all the units and the final exam.
3. At the end of this six (6)-month period:
 - o If you have completed all assessments (online quizzes and final exam) successfully, you will receive either a **Pass, Credit, or Distinction** grade based on your assessment results
 - o If you do not complete the assessments successfully, you will receive a Fail grade and will need to resit the exam
 - All exam resits must be sat within this 6-month timeframe
 - Additional fees and charges will apply for the resits. Contact the ASFA Relationship and Training department for more details
 - o If you have not responded to ASFA's attempts to contact you and not completed any assessments, you will be withdrawn from your course with a result of **No result - withdrawn without participation**
 - o If you have not completed all assessments after ASFA has contacted you/you have contacted us and provided/received educational assistance or learning support, you will be withdrawn from your course with a result of **No result - withdrawn after participation**.

Note: ASFA recommends assignments be completed within 15-18 weeks. However, your access to the online student services will be valid for six (6) months from the date of enrolment. After this your access to the online course will expire. Re-enrolment will require the payment of a re-enrolment fee. The period of re-enrolment will not exceed three (3) months.

4. You cannot transfer your enrolment to another person.
5. Extension requests (with a valid explanation) for a time extension to complete the education component are available for a fee. This period of extension will not exceed three (3) months.
6. Upon completion of the Education Component, ASFA will partner with you – the trainee, together with the Employer and set up dates for the Workplace assessment visits. These assessments will be conducted on a quarterly basis over a 12-month period.
7. At the end of this 12-month period:
 - o If you have completed all assessments (4 workplace assessments) successfully, you will receive an advice of competency achieved and will receive the Certificate IV in Financial Services (Superannuation)
 - o If you do not complete the assessments successfully, you will receive advice of competency not yet achieved and you will need to be re-assessed for those competencies
 - Additional fees and charges will apply for the re-assessments. Contact the ASFA Relationship and Training department for more details
 - All re-assessments must be sat within the term of the traineeship (i.e. the 24-months nominal time frame).

For additional information, you can contact the ASFA Relationship and Training department on (02) 9264-9300 or email Jay Bakshi, Manager - RTO, Operations & Compliance on jbakshi@superannuation.asn.au.

Additionally, you are advised to refer to the Student Handbook and relevant policies available on the ASFA website.

Acceptance Declaration

I, the undersigned, understand and accept that my enrolment in ASFA's Traineeship Program will be governed by the above-mentioned conditions, the information set out in the refund policy and the other documentation included in the Student Handbook. I accept this offer as outlined. I understand that my results from this enrolment may be released to my employer as part of this agreement.

Student Signature: _____ Printed Name: _____ Date: ____ / ____ / ____

SECTION 5: SUPERVISOR COMPULSORY DECLARATION

I, the undersigned, have read and understood and agree to the terms and conditions and associated fees set out in the fee schedule section of ASFA's Traineeship Information Kit. I accept that the Trainee's enrolment in ASFA's Traineeship Program will be governed by the above-mentioned conditions, the information set out in the refund policy and the other documentation included in the Student Handbook. I accept this offer as outlined.

Supervisor Signature: _____ Printed Name: _____ Date: ____ / ____ / ____

SECTION 6: PRIVACY POLICY

The Association of Superannuation Funds of Australia Ltd (ASFA) is committed to safeguarding your privacy and complying with the National Privacy Principles as set out in the Privacy Act (1988) and its subsequent amendments. Our full Privacy Policy is available on www.superannuation.asn.au or contact privacy@superannuation.asn.au.

SECTION 7: IMPORTANT INFORMATION FOR OFFICE USE

EMERGENCY CONTACT

Name:	
Relationship:	
Address:	
Phone:	

1. In which country were you born?

AUSTRALIA	
OTHER – PLEASE SPECIFY	

2. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)

No, english only	Go to question 4
Yes, other – please specify	

3. How well do you speak English?

Very well	
Well	
Not well	
Not at all	

4. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal AND Torres Strait Islander origin, mark both boxes 'Yes'.)

No	
Yes, aboriginal	
Yes, torres strait islander	

5. Do you consider yourself to have a disability, impairment or long-term condition?

Yes	
No	Go to question 6

If YES, then please indicate the areas of disability, impairment or long-term condition. (You may indicate more than one area.)

Hearing/deaf	
Physical	
Intellectual	
Learning	
Mental illness	
Acquired brain impairment	
Vision	
Medical condition	
Other	

6. What is your highest COMPLETED school level? (Tick ONE box only.)

Year 12 or equivalent	
Year 11 or equivalent	
Year 10 or equivalent	
Year 9 or equivalent	
Year 8 or below	
Never attended school	Go to question 8

7. In which YEAR did you complete that school level?

--

8. Are you still attending secondary school?

Yes	
No	

9. Have you SUCCESSFULLY completed any of the following qualifications?

Yes	
No	

If YES, then tick ANY applicable boxes.

Bachelor degree or higher degree	
Advanced diploma or associate degree	
Diploma (or associate diploma)	
Certificate IV (or advanced certificate/technician)	
Certificate III (or trade certificate)	
Certificate II	
Certificate I	
Certificates other than above	

10. Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)

Full-time employee	
Part-time employee	
Self-employed – not employing others	
Employer	
Employed – unpaid worker in a family business	
Unemployed – seeking full-time work	
Unemployed – seeking part-time work	
Not employed – not seeking employment	

11. Your major reason for study? (Tick ONE box only.)

Get a job	
To develop my existing business	
To start my own business	
To try for a different career	
To get a better job or promotion	
It was a requirement of my job	
I wanted extra skills for my job	
To get into another course of study	
For personal interest or self-development	
Other reasons	

OFFICE USE ONLY

FUNDING TYPE:

ENTERED/

UPLOADED INTO Wise.Net

VERIFIED CORRECT