

CERTIFICATE AND DIPLOMA ENROLMENT FORM

Please complete all fields marked with an asterisk. Incomplete applications will not be processed.

PARTICIPANT DETAILS

* Salutation Mr Mrs Miss Ms Dr Other

* First Name

* Last Name

* Position

* Date of birth

* Organisation

* Industry

* Tel Mobile

* Email

PREFERRED CORRESPONDENCE ADDRESS

Home Work

* Address

* Suburb

* State * Postcode

MEMBERSHIP AFFILIATIONS

Please advise if you are a member of these organisations to receive your member rate.

APESMA | please specify member number:

ALIA AUSIMM FSU

HOW DID YOU FIND OUT ABOUT THIS COURSE? *

Chifley website Chifley monthly updates

APESMA e-news Google

My company intranet Friend or colleague

Event (pls specify)

Other (pls specify)

PROGRAM SELECTION *

Certificate IV in Frontline Management [BSB40807] and Diploma of Management [BSB51107]				
Module	Module Name	Competency		
		Certificate		Diploma
1	Personal Organisation and Development	BSBWOR404A		BSBWOR501A
2	Effective Workplace Relationships	BSBWOR401A		
3	Operational Planning	BSBMGT402A ⁺		BSBMGT515A
4	Workplace Safety	BSBOHS407A ⁺		BSBOHS509A
5	Team Effectiveness	BSBWOR402A ⁺		BSBWOR502A
6	Information Systems	BSBINM401A		BSBINM501A
7	Customer Service	BSBCUS401A		BSBCUS501A
8	Continuous Improvement	BSBMGT403A		BSBMGT516A
10	Learning and Development	BSBLED401A		BSBLED501A
13	Budgets and Financial Plans			BSBFIM501A
14	Managing Projects	BSBPMG510A		BSBPMG510A
15	People Performance			BSBMGT502B
16	Leadership	BSBMGT401A ⁺		
17	Risk Management	BSBRSK401A		BSBRSK501A
18	Effective Presentations	BSBCMM401A		

Diploma of Project Management [BSB51407]

Module	Module Name	Competency
1	Manage Project Scope	BSBPMG502A
2	Manage a Project Plan and Budget	BSBPMG503A BSBPMG504A
3	Manage Project Quality	BSBPMG505A
4	Manage Project Human Resources and Project Communications	BSBPMG506A BSBPMG507A
5	Manage Project Risk	BSBPMG508A
6	Manage Project Procurement	BSBPMG509A
7	Manage the Integration of Project Processes	BSBPMG501A

Fees

For a list of program fees, please refer to www.chifleycompetency.edu.au

If you wish to apply for credit from previous completed studies achieved at TAFE colleges or other RTOs, please phone Chifley Business School.

Please note

To attain these qualifications, you must fulfill the following:

Certificate IV in Management

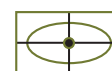
- You must complete 4 core modules and 6 electives. This symbol ⁺ denotes core modules of the program.

Diploma of Management

- You must complete 8 modules.

Diploma of Project Management

- You must complete all 7 modules.



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REFUND AND CANCELLATION POLICY

Chifley Business School reserves the right to cancel any course. When a course has been cancelled by Chifley Business School, full refunds are offered to all registered participants.

Cancellation fees apply for participants withdrawing from Chifley Business School's Certificate and Diploma Programs. When a student is withdrawing within 3 months of payment, a refund of the module fee less a \$100 (inc GST) administration fee will be made to the registered participant. Participants who have submitted an assessment will not be eligible for a refund.

PAYMENT *

Please choose a payment option that suits you. To ensure your place, payment must accompany this form. If payment is not enclosed, Purchase Order details should be completed. Payment must be received prior to the commencement of the course.

AMEX Diners Mastercard Visa
 Purchase Order Telegraphic Transfer Cheque (please enclose)
(please attach copy) (please phone for details) Make cheque payable to **Chifley Business School Pty Ltd**

CREDIT CARD PAYMENT

Name on card

Credit card number

Expiry date /

Signature

INVOICE

Please send a copy of the invoice to Participant Other (please provide details below)

First Name Last Name Email

DECLARATION

I declare that to the best of my knowledge the information I have supplied in this application is correct and complete. I have read the relevant refund and cancellation policy and privacy statement. I acknowledge that it is my responsibility to ensure that I seek any course advice that I may require. I acknowledge that while I am enrolled in a Chifley Business School program I am subject to the legislation, policies and procedures of that program.

* Signature

* Print Name * Date

PRIVACY STATEMENT

Chifley Business School respects your privacy and strictly controls use of personal information. The information you provide on this enrolment will be used in administering the Chifley Business School program, which involves the use of external service providers. Where it is necessary to involve a third party service provider, Chifley Business School will ensure that a confidentiality agreement is in place to protect your personal details, and will only supply details which are necessary to provide the agreed service.

Your enrolment will be an indication of your consent to utilise any necessary information to administer the program by Chifley Business School and these third party service providers.

You may obtain details of your personal information held by Chifley Business School or the privacy statement of our parent company, APESMA, by contacting the Privacy Officer on 03 9695 8800 or visiting www.apesma.asn.au.

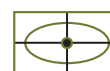
Please complete this form and return to:

Post: Chifley Business School | GPO Box 1272, Melbourne VIC 3001

Facsimile: 03 9695 8901

Confirmation of your registration will be emailed within 5 working days.
If you do not receive confirmation, please contact us.

Chifley Business School Pty Ltd | ABN 40 068 999 093



CHIFLEY BUSINESS SCHOOL