

PROFESSIONALISM: CONDUCT & ETHICS

FNSSS00013 BUSINESS ETHICS AND CONDUCT SKILL SET



A. INSTRUCTIONS

1. Read the course brochure
2. Complete all sections on this registration form
3. Students must provide two signatures on Page 4 of this registration form

B. SUBMITTING YOUR REGISTRATION

Submit your completed registration by:

Email to: education@afma.com.au
By post: GPO Box 3655, Sydney NSW 2001

C. WHAT NEXT?

AFMA will process your registration form approximately 24 – 72 hours upon receipt. Once processed you will receive a confirmation notice with further detailed information.

1. PERSONAL DETAILS

Title Mr Mrs Ms

First or other names	Family name
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Gender Male Female

Position		
Company name		
Company address		
Town/city	Postcode	State
Country		
Telephone (incl. area code)	Mobile ()	Business Hours ()
		After Hours ()
Company email (mandatory)		

2. AVETMISS

As AFMA is a registered training organisation, it is a requirement that enrolment data we collect from our customers, both new and existing be AVETMISS Compliant. For further information on AVETMISS Compliance, please refer to [NCVER - AVETMISS Compliance](#).

LANGUAGE AND CULTURAL DIVERSITY	
1. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other – please specify:
2. Date of Birth	
3. Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)	<input type="checkbox"/> No, English only (if no go to Q4) <input type="checkbox"/> Yes, other – please specify:
4. How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all
5. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander
6. Are you an Australian citizen or permanent resident	<input type="checkbox"/> Yes <input type="checkbox"/> No
DISABILITY	
6. Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no go to Q8)
7. If YES, then please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)	<input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Learning <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Mental Illness <input type="checkbox"/> Medical Condition <input type="checkbox"/> Intellectual <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other
SCHOOLING	
8. What is your highest COMPLETED school level? (Tick ONE box only.)	<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school (go to Q9)
9. In which YEAR did you complete that school level?	
10. Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PREVIOUS QUALIFICATIONS ACHIEVED	
11. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no go to Q13)
12. If YES, then tick ANY applicable boxes.	<input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Certificate II <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate I <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificates other than the above
EMPLOYMENT	
13. Of the following categories, which BEST describes your current employment status? (Tick ONE box only.)	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Part-time employee <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Employer <input type="checkbox"/> Not employed - not seeking employment
STUDY REASON	
14. Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)	<input type="checkbox"/> To get a job <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To start my own business <input type="checkbox"/> To get into another course of study <input type="checkbox"/> To try for a different career <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> Other reasons

3. REGISTRATION DETAILS

Please register me for the following cohort for the Professionalism: Conduct & Ethics course (refer to summary of dates):

Cohort: _____

4. LINE MANAGER

AFMA will communicate with your line manager on your progress and seek feedback as part of the overall evaluation of the program. It is a mandatory requirement to provide your line manager's name and contact details.

First or other names	Family name
Position	
Telephone ()	Email

5. METHOD OF PAYMENT

Attach cheque made payable to AFMA or provide credit card details below:

Visa Mastercard American Express Diners Club

Please note a surcharge applies of 2.75% for American Express and 3.72% for Diners Club.

Cardholder's Name		
Total Amount \$		
Card Number		
Expiry Date	CCV*	Signature X

* 3 digit number found on the back of your Mastercard or Visa; 4 digit number found on your American Express

PRICING SCHEDULE

MODULE ENROLMENT	Member*	Non-member*
Professionalism: Conduct & Ethics	\$950.00	\$1,200.00

* All pricing exempt from GST.

6. DECLARATION & STUDENT CONSENT

TERMS & CONDITIONS DECLARATION

It is a condition of enrolment that students read and agree to the terms of conditions (see page 5 of this form). Your signature below constitutes acceptance of the enrolment conditions and confirmation that all details provided at the time of enrolment are true and accurate. I agree to notify AFMA if any details on this enrolment form change.

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6. DECLARATION & STUDENT CONSENT *cont...*

STUDENT AGREEMENT & PRIVACY STATEMENT

Student Agreement

The AFMA Conduct and Ethics course is being offered as a **public course**. This means that there may be people from different employers within the same class and your facilitator may not work for your firm.

Also any records you create in the online system or in written assignments could be subject to subpoena in relation to court cases, or could be demanded by regulators.

As such, **you must not share information about ethical situations you may face or have faced at your employer** (current or previous) during the class, in the online modules or in the assessments. These matters should be reserved for discussion directly with the relevant employees at your place of work.

During the workshops **you must undertake to remind other students not to share information about their current or former employment**.

If other students do inadvertently divulge information about situations at their present or former workplaces **you must treat any such information as strictly confidential**.

It is a condition of the course that you agree to be bound by the above conditions.

I agree to be bound by the above conditions.

Signature: X	Date: / /
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Privacy Notice

NCVER Privacy Notice

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

AFMA Privacy Notice

AFMA respects the privacy of persons who deal with us. We are committed to protecting your personal information, and ensuring its privacy, accuracy and security. We handle your personal information in a responsible manner in accordance with the Australian Privacy Principles (APPs) and the Privacy Act 1988 (Cth). By using any of our services, visiting our website or giving us your personal information, you agree to your information being collected, stored, used and disclosed as set out in the [AFMA Privacy Policy](#).

AFMA may share personal information with authorised persons of your current employer for the purpose of facilitating and monitoring your training.

Student Consent

I consent to the collection and use of my personal information in accordance with the above Privacy Notices.

Signature: X	Date: / /
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7. TERMS AND CONDITIONS

PAYMENT TERMS

- Invoices issued upon enrolment and are payable within 30 days of being issued.
- Enrolments made by credit card will automatically be issued a tax invoice receipt.

CANCELLATIONS

- All requests for refunds must be made in writing to education@afma.com.au. Students must notify AFMA at least 10 working days prior to the commencement date* to obtain a full refund. No refund is available post the commencement date* of a course or program.
- Refund requests for modules that do not have a cohort structure or scheduled workshop date must be made within 30 days from date of initial registration.
- Students who cancel from a program within 10 working days from the commencement date* are liable for an administration fee of \$110.00 inc GST.
- Refunds are not available for change of mind, job change, change in work hours, inconvenience of travel to training venue, moving interstate, redundancy, retrenchment, financial hardship.

TRANSFERS

- Requests to transfer an enrolment to another workshop or cohort must be made at least 10 working days prior to the commencement date* with no fee being incurred. Students are allowed two transfers before an administration fee of \$110.00 inc GST is incurred.
- Requests for transfers within 10 working days of the commencement date* will incur an administration fee of \$110.00 inc GST regardless of the number of prior transfer requests received.
- Requests to transfer a role play assessment or knowledge quiz booking must be made at least 3 working days prior to the attempt date with no fee being incurred. Requests for transfer within 3 working days at the attempt date will incur an administration fee of \$110.00 inc GST.
- AFMA reserves the right to transfer any student falling behind the recommended learning plan to a later workshop or cohort. Transfers made by AFMA are liable to an administration fee of \$110.00 inc GST.

SUBSTITUTIONS

- Substitution of students can be made, with prior notification to AFMA, at any time up to the commencement date* with no penalty, subject to the program eligibility criteria being met.
- Course material that has been issued to the initial student must be transferred to the new student. Permission from the original student (and payer) must be provided in writing. Any price variance will be charged.

NON COMPLETION

- If a student fails to complete all, or part of a program within the required time frame, fees will not be refunded.

GENERAL

- AFMA reserves the right to cancel, postpone or re-schedule a program due to low enrolments or unforeseen circumstances. Full refunds or transfers will be given in this instance.
- AFMA is not liable for any costs incurred by the student if the program is cancelled or postponed.
- AFMA reserves the right to change course fees, dates, content, speakers or method of presentation at its discretion.
- The information in all course marketing material was correct at the time of publication but may be subject to change.
- The views and opinions expressed by the presenter/s do not constitute legal or professional advice. Such views and opinions are not necessarily those of AFMA and are not endorsed by it. AFMA expressly disclaims all liability for reliance on information provided by the presenter/s.
- All personal information collected by AFMA is protected by the Privacy Act, 1988. Information collected on the enrolment form is for the purposes of processing registrations and creating and maintaining student records. Information will not be disclosed to third parties except where authorised or required by law. Please forward any enquiries you may have in relation to privacy to info@afma.com.au.

* **Commencement date** – The commencement date for modules with a cohort structure is the official start date of the cohort. The commencement date for modules not within a cohort structure is the date of the workshop.

All enquiries should be directed to:

Tel: (61 2) 9776 7900
Email: education@afma.com.au
Web: www.afma.com.au

AFMA Education & Training (RTO ID 91407)
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Sydney NSW 2001