

CPD PROGRAM ENROLMENT FORM

MFAA Preferred Training Provider  The National Finance Institute

Walker and Miller Financial Services



Mitch Enterprises T/A
Walker and Miller Financial Services ABN 12 053 113 938
Level 3, 97 Pacific Highway
PO Box 6478 North Sydney NSW 2060
Phone: 1300 136 947
Fax: 1300 136 948
Email: info@walkerandmiller.com

Legal Name: _____ Male / Female (Circle)

Postal Address: _____
 _____ Post Code: _____

Contact Details: Home Ph: _____ Bus Ph: _____
 Mobile Ph: _____ Email: _____

Please Enrol me in:

<input type="checkbox"/>	Full Webinar Subscription	Cost
<input type="checkbox"/>	Monthly Webinar Subscription Webinars are all delivered online, on the third Tuesday of every month, as a subscription based program covering a variety of relevant topics. Webinars are suitable for any finance industry professional who is seeking a time-efficient way of accumulating their CPD hours as per MFAA, FBAA and ASIC requirements. Each Webinar is a time commitment of only 1 hour (sometimes a little longer) and qualifies you for 1 CPD hour/point for each hour of attendance. (12 CPD Hours)	\$ 240 pp (per annum)
		\$ 22 pp (per month via Paypal)

<input type="checkbox"/>	Full Online Platform Access	
<input type="checkbox"/>	Online Learning Access Short CPD course are delivered via our online learning platform. They are flexible in the sense that they can be completed at a time and location suitable for the student. With a wide variety of business and finance related topics, the online learning platform is an effective way to meet your ASIC & MFAA CPD requirements. Most programs are a time commitment of 2 hours, which can be saved and returned to in order to fit in with your schedule. A certificate indicating the CPD hours achieved is granted upon completion of each course. (20 CPD Hours)	\$ 270 pp (per annum)
		\$ 30 pp (per course via Paypal)

<input type="checkbox"/>	Complete CPD Solution	
<input type="checkbox"/>	Complete CPD Solution The complete CPD program is a mix of webinars and online training programs providing the participant with 32 hours CPD over a 12 month period. The CPD program includes over \$510 worth of training materials and programs and exceeds both the MFAA and ASIC Continuous Professional Development requirements for Members, Licence holders and Authorised representatives. (32 CPD Hours)	\$ 349 pp (per annum)

Please outline briefly your career background/ experience: _____ D.O.B: _____

Company Name: _____ Copy of Drivers Licence / Photo ID Attached (Required)

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 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)

Credit Card: Type: _____ (Visa & MasterCard - No Surcharge/AMEX - 3% Surcharge) Please Debit my card the amount of \$ _____

Number:

Expiry Date: Name on Card: _____

Signature: _____ Date: _____

Please provide your card's 3 digit (Visa/MasterCard) OR 4 digit (Amex) CVV / CID code. Please contact 1300 136 947 for assistance finding this code:

Once completed and signed, please forward **4 pages** of completed CPD 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 12 Months (CPD Programs) from the date you receive your logins.

Transfer

You cannot transfer your enrolment to another person.

GST

The provision of CPD programs 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. Logins will not be issued to a trainee until full payment has been made. After commencement of the CPD program, W & M reserve the right to retain all previously paid fees to cover administration costs associated if a trainee postpones or withdraws from the course prior to the completion of the program.

Refunds

Once a trainee has commenced their course and received their login, 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. Refunds on postage or expenses incurred will not be considered.

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. Assistance may be available to trainees via their Centrelink advisor.

Complaint Procedure

W&M has a complaints, grievance and appeals procedure. Please contact administration on 1300 136 947 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.

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 a 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