

# Student Administration Application Form



Name of the course which you are applying  
(See page2 for list)

## Personal Details

<b>Name</b> (please print your full name)		<b>M</b>	<b>F</b>
<b>Home Address</b>			
<b>Phone</b>		<b>Post Code</b>	
<b>Email</b>	<b>Fax</b>		
<b>Current Position</b>	<b>Mobile</b>		
<b>Agency</b>			
<b>Email</b> (please notify AIRS if you do not wish to receive information via email)		<b>Date of Application</b>	
<b>Please attach with your application</b>			
<input type="checkbox"/> A copy of your resume: this should be concise, with a maximum of four pages: specify any previous training you have completed <i>For all courses other than the Diploma of Counselling and Groupwork please include the following additional information:</i>			
<input type="checkbox"/> Specify the details of previous experience obtained in the areas of counselling, therapy, mediation (years of experience in each position held and/number of hours of face to face clinical experience)			
<input type="checkbox"/> Graduate Diploma applicants need to demonstrate work experience and/or clinical supervision hours through position descriptions and references			
<input type="checkbox"/> Academic transcripts from any previous qualifications that you have obtained. (These must be certified copies signed by a Justice of the Peace)			
What are your reasons for applying for this course/program?			
Have you previously completed a course with Relationships Australia?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes' please provide name of course, venue and date:			
<b>We ask for the following information at this time so we can monitor whether our course delivery is fair for applicants from a range of backgrounds. This data is not given to anyone nor will it influence your application in any way. We appreciate your cooperation in providing it, but should you prefer, you may choose to leave it blank.</b>			
Aboriginal or Torres Strait Islander?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information			
Person from Non-English Speaking Background:			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information			
Person with a Disability: Are you aware of any disabilities and/or medical conditions (inclusive of psychological conditions) caused by a gradual process or pre-existing injuries which may affect your ability to complete this course?			
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Choose not to give this information			
If yes, please describe:			
<b>This information is collected to enable more effective advertising:</b>			
Where did you first hear about this course?			

## Course Details

√	<b>Unit</b> Please tick the units for which you are applying and provide details for each	<b>Location</b>	<b>Date</b>
<b>Diploma of Counselling and Groupwork</b>			
	<b>Year 1</b>		
	S1 Counselling 1 (CHCCSL601A, CHCCSL602A, CHCCS405A)		
	S7 Work Placement		
	S2 Self as Counsellor 1 (DCG02)		
	S3 Group Leader Training (CHCGROUP3C, CHCGROUP2C, DCG03)		
	<b>Year 2</b>		
	S4 Issues and Frameworks (CHCCS6B, CHCNET4A, CHCCSS402A, CHCPOL3A, CHCCHILD1C)		
	S5 Counselling 2 (CHCCSL603A, CHCCSL604A, CHCCW13B)		
	S6 Self as Counsellor 2 (DCG06)		
<b>Family Dispute Resolution- Pathways to Accreditation</b>			
	Working in a Family Law Environment (2 days)		
	Domestic Violence and Vulnerable Parties (3 days)		
<b>Vocational Graduate Diploma in Family Dispute Resolution</b>			
	FDR01 Foundations of Family Dispute Resolution		
	FDR02 Microskills in Family Dispute Resolution		
	FDR03 Advanced Family Dispute Resolution		
	FDR04A Special Topics in Family Dispute Resolution Family Law for Non Lawyers Working with Extreme Power Imbalances Child Inclusive Practice Diversity in Family Dispute Resolution		
	FDR04B Family Dispute Resolution Clinical Supervision		
	FDR05 Intensive Practice		
	FDR06 Clinical Practice		
<b>Graduate Certificate in Clinical Supervision and Consultation</b> A selection process, including an interview will occur			
	CSC1 Theoretical Frameworks of Supervision		
	CSC2 Management of the Supervisory Relationship		
	CSC3 Methods of Clinical Supervision/Consultation		
	CSC4 Clinical Practice and Supervision of Supervision		
<b>Graduate Diploma in Couple and Family Therapy</b> A selection process, including an interview will occur.			
	GD101 Understanding Relationships		
	GD102 Theory of Systemic Therapy		
	GD103 Models of Systemic Therapy		
	GD201 Systemic Couple and Family Therapy		
	GD202 Special Topics in Couple and Family Therapy		
	GD203 Couple and Family Therapy: Simulated Practice		
	GD204 Couple and Family Therapy: Clinical Practice		
<b>Master of Couple and Family Therapy with UNSW</b> A selection process, including an interview will occur			
	SOCF5001 Theory of Couple & Family Therapy		
	SOCF5002 Clinical Studies A		
	SOCF5003 Clinical Studies B		
<b>Psychologist Registration Program</b>			

# Enrolment Conditions

## Terms and Conditions

### Closing dates

The closing date for the Graduate Diploma of Systemic Therapy, Graduate Certificate in Clinical Supervision and Consultation is 14 November in the year prior to commencement. Selection interviews will be conducted during November and December.

For all other courses the closing date for applications will be two weeks prior to commencement.

Late applications may be considered if there are places available.

### Payment of fees

All courses require a \$200 deposit to secure your place. Deposits are non-refundable, but may be transferred to another course within a period of one year.

**Balance of fees to be paid 'one week' prior to the commencement date of each unit. Failure to meet this payment will render the participant unable to attend. Please contact AIRS to discuss payment options.**

AIRS offers a 2 ½ % discount if the full amount of annual fees are paid one week prior to the start of Term 1.

### Refunds and cancellations

All courses run subject to enrolling a minimum of participants. Relationships Australia reserves the right to cancel a course or unit if numbers are too low. If a course or unit is cancelled you will be offered a place in the next available course or a full refund will be given.

If you wish to withdraw from a unit, the deposit paid is non-refundable to assist in the administrative costs involved in establishing each course. If you withdraw from a unit prior to the commencement date, fees will be refunded, less the \$200 non-refundable deposit. If you withdraw after week 3 (or equivalent 30%) of the unit there will be no refund of fees.

### Confirmation and receipts

All enrolments will receive a mailed confirmation letter/receipt. Please call us if you haven't received your confirmation letter within seven days.

### Acceptance of conditions of enrolment

The Course Information Package and the web site provide detailed course descriptions, timetables, including relevant policies and other important information for your consideration prior to enrolment (eg Student code of Conduct). Please check

Please visit: [www.relationships.com.au](http://www.relationships.com.au)

I agree to conduct myself in a manner consistent with the Student Code of Conduct.

I agree to the terms and conditions of enrolment as outlined above.

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

### PAYMENT DETAILS

Print Name

Please tick to indicate method of payment

Cheque Enclosed \$

Please make cheques payable to Relationships Australia (NSW)

Please debit my credit card for \$

Amex

Bankcard

Visa

MasterCard

Cardholder's Name:

Account Number:

Expiry Date:

Signature of Cardholder:

**Please post your completed Application Form, Resume and certified copies of Certificates and Academic Transcripts or any other relevant information to:**

**Training Administrator  
Australian Institute for Relationship Studies  
North Ryde Link Business Park  
Unit 1b, 277 Lane Cove Road  
NORTH RYDE NSW 2113**

**Telephone: 8874 8090  
Facsimile: 9889 0364  
E-mail: [airs@ransw.org.au](mailto:airs@ransw.org.au)**

## ways to enrol

### by fax



Complete the application form and supporting documentation and fax to **9889 0364**

Make sure to include your credit card details.

### by post



Complete the application form and supporting documentation and send with your cheque or credit card details to:

**North Ryde Link Business Park  
Unit 1b, 277 Lane Cove Road  
North Ryde NSW 2113**

### by phone



Only for enrolling into Unit/module per term. Have your credit card and course code ready and call **8874 8090**