



# Payment Form

To confirm acceptance of your place in the Certificate IV in Frontline Management, please complete this form and return to the AIRC. Please use block letters and  any boxes as required.

## PERSONAL DETAILS

First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Organisation: \_\_\_\_\_

## COURSE OPTION

- Certificate IV in Frontline Management – via correspondence \$2995.00 (full qual includes \$150 enrolment & assessment fee)
- Certificate IV in Frontline Management – Online \$2995.00 (full qual includes \$150 enrolment & assessment fee)
- Certificate IV in Frontline Management – International \$3200.00 (full qual includes \$150 enrolment & assessment fee)
- Individual Units \$ 320.00 (each plus \$150.00 enrolment & assessment fee)  
(can be studied in partial completion of qualification)

**Elective units must be selected at time of enrolment.**

### CORE UNITS (compulsory units)

- BSBMGT401A Show leadership in the workplace
- BSBMGT402A Implement operational plan
- BSBOHS407A Monitor a safe workplace
- BSBWOR402A Promote team effectiveness

### ELECTIVE UNITS (please select 6 units if completing the full qualification)

- BSBCUS403A Implement customer service standards
- BSBFIA402A Report on financial activity
- BSBMGT403A Implement continuous improvement
- BSBMKG413A Promote products and services
- BSBPMG510A Manage projects
- BSBWOR401A Establish effective workplace relationships
- BSBWOR404A Develop work priorities
- BSBCUS401A Coordinate implementation of customer service strategies
- BSBSMB403A Market the small business
- BSBSMB405A Monitor and manage small business operations
- BSBSMB407A Manage a small team

## PAYMENT METHODS

- Full Payment** To be made at the time of enrolment.

## PAYMENT DETAILS

- a)  Invoice to be sent to employer or associated organisation
- b)  My cheque or money order is enclosed for: \$ \_\_\_\_\_ (Please make cheque or money orders payable to **AIRC**)
- c)  Please debit my credit card:  Visa  MasterCard

Card Number 

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 Expiry Date 

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Name on Card: \_\_\_\_\_ Cardholders Signature: \_\_\_\_\_