

## Gem-Ed Enrolment Form – Practical Diamond Grading: PDG

Student Details				
Family Name:		Title:	Date of birth:	/ /
Given Names:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Home Address:	Flat / Unit details	Street or Lot Number		
Street Name				
Suburb or Town				
State / Territory	Postcode:			
Home phone:	( )	Work:	( )	
Mobile:		Email:		
Postal address: (if different from above) P.O. Box				
Suburb or Town		State / Territory	Postcode:	

Emergency contact				
Name:		Relationship to you:		
Address:				
		Postcode:		
Home phone:	( )	Work:	( )	
Mobile:		Email:		

Literacy and Numeracy				
<p>Although there are no pre-requisites for Practical Diamond Grading (PDG), the technical content of the course requires a very good understanding of both spoken and written English, as well as basic numeracy skills and comprehension of elementary scientific concepts*. As the course content is accessed online, basic computer skills including a proficiency in Microsoft Word (or other compatible word-processing program), as well as access to the internet and an ability to send emails including attaching and downloading documents are required.</p> <p>Based on the information supplied in this form, an assessment of your English language, literacy and numeracy may be administered prior to entrance into our courses.</p> <p><b>* Note: This course uses scientific principles and technical language.</b></p>				
How do you rate your skills?				
English proficiency, both spoken and written				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Numeracy (i.e. do you feel comfortable using a calculator?)				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor
Computer skills (i.e. can you use Microsoft Word and send emails with attachments?)				
<input type="checkbox"/> Excellent	<input type="checkbox"/> Very Good	<input type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Very Poor

## Gem-Ed Enrolment Form – Practical Diamond Grading: PDG

### Course Details (Please complete all sections)

#### Practical Diamond Grading: PDG

NB: If you are doing this course and intend to complete the Diploma of Diamond Technology, please read this section carefully.

- PDG is the practical module of the Diploma of Diamond Technology (DipDT).
- PDG can be undertaken by itself, without intention of completing DipDT
- Both the theory and practical modules of the Diploma of Diamond Technology qualification can be undertaken in any order.
- To be awarded the Diploma of Diamond Technology, the student must successfully complete BOTH the Diploma of Diamond Technology (theory) AND Practical Diamond Grading (prac)
- There must be no more than a THREE year gap between the completion of one module and the commencement of the remaining module.
- It is the students responsibility to keep all academic records. If your details have changed since the last time you studied with Gem-Ed Australia, you may be asked to provide proof of previous qualifications attained.

#### Practical Diamond Grading:

Total course fees:      Member \$2,325      Non-Member \$2,825 \* members are eligible for a discount of \$500

Delivery Mode:       5 Days       6 – 8 weeks on a Sunday       14 x Evenings / Part Time

State of Delivery :       NSW       VIC       QLD       WA       SA       TAS  
*Please tick*

Are you a financial member of the Gemmological Association of Australia for the year of the course you are enrolling in?

YES  NO If YES, of which Division are you a member? \_\_\_\_\_ If NO, would you like to become a member?  YES  NO

The member discounted price cannot be extended unless you are a current financial member. Membership can be organised and paid at the time of enrolment. If you ticked NO, your invoice will be raised for the Non-Member course price. No retrospective discounts will be given. Please consider applying for GAA membership to take advantage of member prices and access to publications and state events.

### Gemmological Knowledge (Please complete all sections)

Although there are no pre-requisites for Practical Diamond Grading (PDG), some basic gemstone handling skills are required. Students who have not studied gemmology previously, or who have not routinely used a handlens, tweezers and guage as part of their job will need to attend a compulsory pre course introductory class. The duration, timing and cost of this class is at the discretion of the teaching state in which you are enrolled. You will be contacted by the relevant ESO to discuss your situation

1. Have you studied with Gem-Ed Australia before?       Yes     No       Current Gem Ed Student

2. If YES – Which of the following qualifications have you SUCCESSFULLY completed

*please tick ANY applicable boxes (you may indicate more than one)*

Diploma of Gemmology      Year:      State:

Diploma of Diamond Technology (DipDT)      Year:      State:

3. Have you completed any other gemmology course or courses with other institutions?       Yes     No

4. If YES – Please provide the following details: Course title, organisation and year of completion.


5. Declaration regarding gemstone handling skills:

***I believe I am competent in handling loose gemstones with a handlens and tweezers and can use a gem guage***

Yes     No

**Gem-Ed Enrolment Form – Practical Diamond Grading: PDG**

<b>TRAVEL POLICY</b>
In the event that the student needs to book flights and/or accommodation in order to participate in this course, it is strongly advised that the student purchases travel insurance, and book fares with full flexibility to change dates or receive a refund in the event that the course is cancelled due to insufficient student numbers, as no compensation for students out of pocket travel expenses will be given.

<b>Payment Authority</b> Who is responsible for paying fees?			
This course is:			
<input type="checkbox"/> Self-funded      - <i>Go to Payment Details, page 4</i> <p style="text-align: center;">OR</p> <input type="checkbox"/> Employer-funded      - Name of Employer: <input type="checkbox"/> Funded by another 3rd party - If so, please provide details: <div style="margin-left: 150px;">Name of individual:</div> <div style="margin-left: 150px;">Relationship to you:</div>			
<b>If you are not the person responsible for payment of fees, the <u>payer</u> must complete the following contact details for the invoicing and be in agreement with this form.</b>			
Name on invoice (Business or individual):			
Phone:	(    )	Fax:	(    )
Email:			
Street address:			
Suburb or town		State / Territory	Postcode:
Printed Name:	Date :    /    /		
Payer Signature:			

**Gem-Ed Enrolment Form – Practical Diamond Grading: PDG**

**Payment Details (Please complete all sections)**

Gem-Ed Australia requires a deposit of \$1,000 at time of enrollment. This deposit is required to hold your place in the course. *You will not be considered enrolled until the deposit has been received in full.*

Your fees consist of a \$700 administration fee, with the balance representing tuition fees.

**NB: The administration fee of \$700 is non-refundable under any circumstances.**

(A) MEMBERSHIP DUES FOR THE STUDENT \$ \_\_\_\_\_

PLUS

(B) TOTAL COURSE FEES DUE FOR THIS COURSE \$ 2,325 Add \$500 if not a financial member

(C) AMOUNT BEING PAID TODAY: \$ \_\_\_\_\_

WITH BALANCE OWING: \$ \_\_\_\_\_

The outstanding balance is required to be paid one week prior to commencement of your course

By signing this payment form you agree to make payment of your course fees, and understand that if fees become overdue training may be suspended or fees may be referred to a debt collection agency.

**Note: Please ensure the person responsible for fees as nominated on page 3 signs this page:**

Payer's Signature: \_\_\_\_\_

**SIGN  
HERE**

How will payment be made? Preferred method of payment is Credit Card, however, Cheque & Direct Deposit payments are accepted

CHEQUE                      Made out to the Gemmological Association of Australia

DIRECT DEPOSIT              Account Name: The Gemmological Association of Australia  
BSB: 033 372 Account Number: 432 745 - Please place your name in the reference field

CREDIT CARD:               MasterCard                       Visa                      CCV: \_\_\_\_\_

Card No: \_\_\_\_\_                      Expiry Date:    /    /

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

**By providing Gem-Ed with your Credit Card details you give Gem-Ed permission to automatically deduct your agreed payment on the dates listed above as per your choice of payment option.**

**Gem-Ed Enrolment Form – Practical Diamond Grading: PDG**

**Refund of Fees**

Granting of refunds is not automatic and is subject to the agreement of the Chair and/or Treasurer of Gem-Ed Australia and/or Gem-Ed Committee.

Refunds will be issued according to the following specifications:

1. All refund requests must be made in writing by the student and should be forwarded to the State Education Support Officer (ESO) and Federal Enrolment Officer (FEO).
2. The Administration fee of \$700 is non-refundable under any circumstances.
3. Where an application to withdraw from the course is made prior to course commencement, the student forfeits the \$700 administration fee. Any monies paid in excess of the administration fee is refunded.
4. Where an application to withdraw from the course is made after course commencement, and within 8 hours of classes from commencement of the course, the student forfeits the \$700 administration fee. In addition Gem-Ed Australia will retain \$500 of the tuition fees, with the balance of tuition fees to be refunded to the student.
5. Request for refund after 8 hours of classes: no refund of course fees.
6. To maintain our high quality and keep the cost of tuition as low as possible, class sizes are strictly regulated. Should there not be sufficient numbers of students to run the Practical Diamond Grading course, Gem-Ed Australia reserves the right to cancel this course within 2 weeks of the advertised commencement date, and a full refund of monies paid will be provided.

Any application for a refund outside of these Terms and Conditions will be required to be presented in writing by the student to the committee of Gem-Ed Australia for consideration. While Gem-Ed Australia will endeavor to deal with any such request as promptly as possible, they are subject to the meeting schedule of Gem-Ed Australia and there may be up to an 8 week wait between the time of the initial request and reply from Gem-Ed Australia.

Please sign to acknowledge you have read the above Terms and Conditions relating to refund of fees

Student Signature:  Date: / /

Printed Name:

**Gem-Ed Enrolment Form – Practical Diamond Grading: PDG**

**GEMMOLOGICAL INSTRUMENTS – PDG Gem Kit**

It is a requirement that all students must possess a minimum number of gemmological tools to be used in the PRACTICAL LABORATORY CLASSES – these items must be brought with the student to each class.

The essential items the student must have are:

**Gem Cleaning Cloth, Hand Lens (Jeweller’s Loupe), Tweezers (fine point), Digital Gauge, and Pencils (Red and Green)**

These tools can be purchased individually, or as a kit from The Gemmological Association of Australia. Alternatively, the student may wish to obtain them elsewhere.

*Save 20% off the individual RRP price when you buy your instruments in a kit.*

**Non-Member kit price \$220\*** *Incl GST* \* a saving of \$47

**Member price \$198\*** *Incl GST*

\*Members receive a 10% discount off all items purchased from the GAA Shop.

YES! I would like to purchase a complete Practical Diamond Grading Kit

Students will be invoiced separately for their gemmological tools.  
The Student Gem Kit will not be sent to the student until payment has been finalised.

How would you like to receive your kit?  Delivered to your local state division. You will receive your kit in class.  
(your order must be submitted no later than 2 weeks before the start of class)

Please post my kit to the following address (Add \$10.55 for postage costs)

Name:		Phone:	( )
Address:			
Suburb or town	State / Territory	Postcode:	

How will payment be made? Preferred method of payment is Credit Card, however, Cheque & Direct Deposit payments are accepted

CHEQUE Made out to the Gemmological Association of Australia

DIRECT DEPOSIT Account Name: The Gemmological Association of Australia  
BSB: 033 372 Account Number: 432 745 - Please place your name in the reference field

CREDIT CARD: Please charge the following card for \$ \_\_\_\_\_ (include postage if applicable)

MasterCard  Visa CCV: \_\_\_\_\_

Card No: \_\_\_\_\_ Expiry Date: / /

Card Holder's Name: \_\_\_\_\_

Card Holder's Signature: \_\_\_\_\_

I would like to organise my own gemmological instruments and purchase elsewhere OR  
 I have my own gemmological tools already

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Previous qualifications (Please complete all sections)			
1. What is your highest COMPLETED school level (tick one box only)	<input type="checkbox"/> 12 - Year 12 or equivalent <input type="checkbox"/> 09 - Year 09 or equivalent <input type="checkbox"/> 11 - Year 11 or equivalent <input type="checkbox"/> 02 - Never attended school <input type="checkbox"/> 10 - Year 10 or equivalent		
2. In which YEAR did you complete that school level?			
3. Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes – indicate below <input type="checkbox"/> No		
<i>If YES, please tick ANY applicable boxes (you may indicate more than one)</i>			
<input type="checkbox"/> 008 Bachelor Degree or Higher Degree <input type="checkbox"/> 514 Certificate III (or Trade Certificate) <input type="checkbox"/> 410 Advanced Diploma or Associate Degree <input type="checkbox"/> 521 Certificate II <input type="checkbox"/> 420 Diploma (or Associate Diploma) <input type="checkbox"/> 524 Certificate I <input type="checkbox"/> 511 Certificate IV (or Advanced Cert/Technician) <input type="checkbox"/> 990 Certificates other than these			
Further details: If you ticked any of the boxes above, please list the qualifications you have completed, the year of completion and the country in which it was completed, if not Australia.	1.	Year:	Country:
	2.	Year:	Country:
	3.	Year:	Country:

Employment
4. 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

Reason for Study
5. Of the following categories, which BEST describes your main reason for undertaking this course?
<input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> I wanted extra skills for my existing job <input type="checkbox"/> I want to become a jewellery valuer <input type="checkbox"/> To start or develop my own business <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To gain employment / change career <input type="checkbox"/> Other reasons – please give details

**Gem-Ed Enrolment Form – Practical Diamond Grading: PDG**

<b>General Information (Please complete all sections)</b>	
6. Are you currently employed within the “Jewellery Industry”?	<input type="checkbox"/> Yes - Name of Employer: <input type="checkbox"/> No
7. Have you studied with Gem-Ed Australia before?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Current Gem-Ed Australia Student
8. In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other, please specify: _____
9. Do you speak a language other than English at home? <i>If more than one language, indicate the one that is spoken most often.</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other, please specify: _____
10. Are you of Aboriginal or Torres Strait Islander origin?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Aboriginal and Torres Strait Islander
11. Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the area of disability, impairment or long term condition. (tick as many as apply)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Colour Blindness <input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Other:
12. If you answered yes to question 11, please describe this condition and any action to be taken to ensure your safety and wellbeing and to optimise your learning. Please attach any medical reports that are relevant.  I would like to be contacted for a confidential discussion of my needs <input type="checkbox"/> Yes <input type="checkbox"/> No	
13. Please indicate that you are aware that this information will be shared as appropriate with relevant Gem-Ed teaching staff and Education Support Staff. Any information disclosed will be treated with respect and discretion.	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Market Research</b> How did you hear about this course?	
<input type="checkbox"/> From my employer	<input type="checkbox"/> Gem & Mineral Club
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Facebook
<input type="checkbox"/> Trade magazine (circle) Jeweller / Jewellery World / Jewellers Fair	<input type="checkbox"/> Web search or other website (Please List:)
<input type="checkbox"/> Other magazine (Please List:)	<input type="checkbox"/> Other Please List:
<input type="checkbox"/> Trade Fair (circle) Sydney / Melbourne / Brisbane	



## Gem-Ed Enrolment Form – Practical Diamond Grading: PDG

### GAA Code of Ethics

Taken from the GAA Federal Resolutions

#### Section 4: Code of Ethics

4.1 The code of Ethics shall apply to all Fellows and State Association members.

4.2 The conduct of Fellows and State Association members is to be such as to uphold the reputation of the G.A.A. Their responsibility to the community is to be of paramount importance.

4.3 No state association member is to conduct himself in a manner that creates disharmony or is detrimental to the reputation of the GAA, its MEMBERS [State Divisions], sub-committees, officers or members of the State Divisions.

4.4 Fellows and State Association members shall avoid, and discourage, unsubstantiated statements, misleading descriptions (of gems, synthetic and imitation material), and seek to present correct information with truth and impartiality.

4.5 Fellows and State Association members should endeavour to explain fully, to members of the public and those untrained in Gemmology, the meaning and importance of gemmological terms and names, especially where these relate to a financial transaction (i.e. buying and selling of gem materials).

4.6 Fellows and State Association members may not use, for personal gain, nor disclose, confidential information arising out of work performed for their client or employer. They should not, deliberately or carelessly, express professional opinions likely to adversely affect the reputation, business or prospects of other Fellows, or members of the Association.

4.7 If a Fellow or State Association member seriously believes another Fellow or State Association member to be guilty of unethical, illegal or unfair practice, it is his duty to present such information to the Federal Council for consideration; after notifying the other Fellow or State Association member involved in an appropriate manner.

4.8 Fellows and State Association members, when engaged in Gemmology, must remain impartial and unbiased at all times and not place themselves under any obligation by means of substantial favours.

Ref: 1972 F.C.M. minutes p17

## Gem-Ed Enrolment Form – Practical Diamond Grading: PDG

### Student Code of Conduct

#### Students' Responsibilities

All students, throughout their training and involvement with Gem-Ed Australia, are expected to:

- Treat all people with fairness and respect and not do anything that could offend, embarrass or threaten others
- Not harass, victimise, discriminate against or disrupt others.
- Treat all others and their property with respect.
- Respect the opinions and backgrounds of others.
- Follow all safety policies and procedures as directed by staff.
- Report any perceived safety risks as they become known.
- Attend training courses and other Gem-Ed activities in a fit and proper state and not be under the influence of alcohol or other drugs
- Not bring onto the premises any illegal substances
- Not bring into any premises being used for training purposes, any articles or items that may threaten the safety of self or others.
- Refrain from smoking at training venues and on the premises of Gem-Ed Australia.
- Notify us if any of their personal or contact details change.
- Provide relevant and accurate information to Gem-Ed Australia in a timely manner.
- Approach their course with due personal commitment and integrity.
- Be attentive and professional; refrain from talking to other students during lectures and practicals, and refrain from all other activities that may be disruptive to teachers and fellow students
- Turn off mobile phones during classes
- Complete all assessment tasks, learning activities and assignments honestly and without plagiarism.
- Hand in all assessment tasks, assignments and other evidence of their work with a completed and signed cover sheet.
- Progress steadily through their course in line with their training plan.
- Prepare appropriately for all assessment tasks, visits and training sessions.
- Notify Gem-Ed Australia if any difficulties arise as part of their involvement in the program.
- Notify Gem-Ed Australia if they are unable to attend a visit or training session for any reason at least twenty-four (24) hours prior to the commencement of the activity.
- Make payments for their training within agreed timeframes.

**Students are advised that engaging in a business related activity or promotion during class time or at any other time on GAA premises is strictly prohibited.**

Any breach of the student code of conduct may result in disciplinary action being taken by the management committee of the state branch where the student is enrolled, or expulsion from the course.

All students have the right to:

- Be treated fairly and with respect by all students and staff.
- Not be harassed, victimised or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination and victimisation.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimised.
- Have their personal details and records kept private and secure according to our Privacy and Personal Information Policy.
- Access the information GAA/Gem-Ed holds about them.
- Have their complaints dealt with fairly, promptly, confidentially and without retribution.
- Make appeals about procedural and assessment decisions.
- Be given clear and accurate information about their course, training and assessment arrangements and their progress.
- Access the support they need to effectively participate in their training program.
- Provide feedback to Gem-Ed and GAA on the client services, training, assessment and support services they receive.

## Gem-Ed Enrolment Form – Practical Diamond Grading: PDG

### Student Acceptance Agreement

In signing this Enrolment Form you agree:

- That you have applied for enrolment in “Practical Diamond Grading”, and if accepted, be liable for all course fees when due and payable.
- That you understand that in the case that minimum student numbers are not achieved for your class, that it may be cancelled. If your class is cancelled, you will be notified before the scheduled start date, and a full refund will be provided.
- That the information provided on this form is true, correct and complete.
- To provide Gem-Ed Australia with up to date and accurate contact details and notify them if anything changes.
- That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- That you have been provided with detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, course materials and laboratory fees, payment terms and the applicable Refund Policy and that places in courses cannot be held until the course fee or relevant deposit is paid.
- That you understand that your course fees include a non-refundable administration fee of \$700.
- To finalise payment of course fees 1 week prior to commencement of course as per payment details on page 4 of this form.
- That you understand that enrolment into your selected course will not be accepted until this enrolment form has been signed and received by GemEd, and the relevant deposit paid.
- That you understand that if fees become overdue, training may be suspended or fees referred to a debt collection agency.
- That you understand qualification testamurs and/or academic transcripts will not be issued until all fees have been paid.
- That you have read and understood Gem Ed Australia’s Fees, Charges and Refund Policy.
- That you have read and understood Gem-Ed Australia’s Privacy and Personal Information Policy and agree to its statements.
- To be bound by Gem-Ed Australia’s Student Code of Conduct, and other student policies and procedures as well as National and State legislation or regulations including any variations that are made from time to time.
- That you understand that all lectures, notes and examinations are in English only and use complex technical phrases, vocabulary and grammar and therefore a good working knowledge of English is essential. Based on the information supplied in this form, an assessment of your English language, literacy and numeracy may be administered prior to entrance into our courses.
- That you understand that you are required to attend a minimum of 75% of class time. Failure to meet this requirement may result in you being ineligible to sit final the examination.
- That you understand that GAA is not responsible for organising or coordinating alternative class or tutorial times to make up class time missed.

### Privacy Statement

Personal details held by the Gemmological Association of Australia and its Member Divisions are maintained in secure circumstances. Contact details (including email address telephone numbers and addresses) are used only for communication purposes by Gem-Ed Australia and GAA Member Divisions. These details are not sold or forwarded to any other organisation and will not be used for any other purpose without the written consent of the student



Student Signature: \_\_\_\_\_

Date: / /

Printed Name: \_\_\_\_\_

**Contact Details: The Gemmological Association of Australia Incorporated Trading as Gem-Ed Australia** ABN 69 000 106 061

380 – 382 Spencer Street, West Melbourne, VIC 3003

Phone: 1300 GEM EDU, 1300 436 338, EMAIL: [learn@gem.org.au](mailto:learn@gem.org.au)

Direct: (03) 9326 8847 Fax: (03) 9326 6150

Please return this completed enrolment form to the Gem Ed Federal Enrolment Officer by email: [learn@gem.org.au](mailto:learn@gem.org.au), or send by post to address above.