Gem-Ed Enrolment Form – Advanced Practical Diamond Grading: APDG – 2026 VIC

Personal Details				
Family Name:		Title:	Date of birth*:	
Given Names:		Gender: Male ☐ Female ☐ Other ☐		
Preferred Name (nickname):				

*Please note we are an adult education provider only. You must be 18 years or older at the commencement date of the course.

Contact Details					
Home Address					
Suburb or Town		State / Territory		Postcode	
Mobile		Email			
Postal address: (if different to above)					

Certificate Name **Should I be successful I wish my name to be inscribed on my Certificate exactly as follows:**

Emergency contact					
Name:		Relationship to you:			
Address:					
Suburb or Town		State / Territory		Postcode:	
Mobile:		Email:			

Literacy and Numeracy and basic skills

There are no formal pre-requisites to enrolling in Practical Diamond Grading, **however**, basic gemstone handling skills, understanding of gemmological terms, and some proficiency in the use of gemmological instruments **are definitely required** The technical content of the course requires a very good understanding of both spoken and written English, and elementary scientific concepts in physics and chemistry.* Basic computer skills, including proficiency in Microsoft Word (or other compatible word processing application), as well as access to the internet and the ability to send emails including attaching and downloading documents and other files are also required. Please contact GemEd if you have concerns with these requirements, **before** submitting this enrolment form. ***Note that this course uses scientific principles and technical language.***

How do you rate your skills?

English proficiency (both spoken & written)			
☐ Excellent	☐ Very Good	☐ Good	☐ Poor
Numeracy (do you feel comfortable using a calculator)			
☐ Excellent	☐ Very Good	☐ Good	☐ Poor
Computer skills (can you use Microsoft word and send emails with attachments?)			
☐ Excellent	☐ Very Good	☐ Good	☐ Poor

Previous qualifications (Please complete all sections)

1. What is your highest COMPLETED school level (tick one box only)	☐ 12 - Year 12 or equivalent ☐ 11 - Year 11 or equivalent ☐ 10 - Year 10 or equivalent	☐ 09 - Year 09 or equivalent ☐ 02 - Never attended school
2. In which YEAR did you complete that school level?		
3. Have you SUCCESSFULLY completed – or are CURRENTLY STUDYING - any of the qualifications listed below?	☐ Yes, completed - indicate below ☐ Yes, currently studying – indicate below ☐ No	

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

☐ 008 Bachelor's Degree or Higher Degree	☐ 420 Diploma (or Associate Diploma)
☐ 514 Certificate III (or Trade Certificate)	☐ 524 Certificate I
☐ 410 Advanced Diploma or Associate Degree	☐ 511 Certificate IV (or Advanced Cert/Technician)
☐ 521 Certificate II	☐ 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.		Year	Country

If you indicated in question 3 that you are currently studying, will your qualification be completed before you begin studies with The Gemmological Association of Australia? ☐ Yes ☐ No

If you ticked NO, that is, you are also studying to complete another course or courses, please advise what additional time (including class contact hours and private study) do you anticipate will be needed for all the other courses you are studying? Note this relates to the Theory component of the Diploma in Diamond Technology only.

_____ Weekly hours other study (outside of Diamond Tech Theory)

Employment

4. Of the following categories, which BEST describes your current employment status? (tick one box only)

☐ Full-time employee	☐ Unemployed – seeking full-time work
☐ Part-time employee	☐ Unemployed – seeking part-time work
☐ Self-employed – not employing others	☐ Not employed – not seeking employment
☐ Employer	☐ Retired

Reason for Study

5. Of the following categories, which BEST describes your main reason for undertaking this course?

☐ It is a requirement of my job	☐ To get a better job or promotion
☐ I wanted extra skills for my existing job	☐ I want to be a Valuer and need Gemmology
☐ To start or develop my own business	☐ For personal interest or self-development
☐ To gain employment / change career	☐ Other reasons – please give details

Disability Support

Do you consider yourself to have a disability or long-term condition that could affect your ability to attend class and successfully complete this course? (E.g.: A learning disability, mental health condition, hearing loss, low vision, colour blindness, other medical condition.)

☐ Yes – please specify (see below for requirements)

☐ No

If you answered Yes, please briefly describe your condition in the space provided above and attach supporting documentation as required below. Include any recommendations that will optimize your learning experience and ensure your safety and well-being.

If you answered No but do have an ongoing condition that may affect your ability to complete your studies, please be aware we will be unable to make allowances or reasonable adjustments if it is disclosed later.

If you answer No at the time of enrolment but then you or someone you are a Carer for experiences the sudden onset of an illness or injury it is important to contact your state Education Support Officer (ESO) or the Gem-Ed Administration Officer (GEAO) as soon as possible to discuss your situation.

Supporting documentation must be completed by a registered health professional in the field relating to the disability or health condition.

- Must include information on your condition or a diagnosis
- Describe how your study may be affected by your condition/ situation
- Detail whether your condition is permanent, ongoing, or temporary (and if temporary, the likely timeframe for your recovery)
- Include a provider number and/or stamp
- Be dated and signed by the practitioner
- Be in English (or be translated by an accredited translator)

Supporting documentation for a Learning disability
Supporting documentation for a Learning Disability must be a current (written within the past three years) report from a psychologist or other qualified professional, trained in administering standardized tests and assessing learning disabilities and not from a General Practitioner.

Please note that as a not for profit, private training body the GAA is limited in our resources and thus our ability to provide support for any and all disabilities. Further, the inherent nature of our courses demands a certain level of physical and mental ability. If you are unsure and wish to discuss your individual situation, please contact the Gem-Ed Administration Officer (GEAO) on 0412 023 548 or 1300 436 338 or email on learn@gem.org.au

Please note that this information will be shared as appropriate with Gem-Ed teaching and Education support staff.
Any information disclosed will be treated with respect and discretion.

Please sign to acknowledge you have read and understood the above Terms and Conditions relating to Disability Support.

Student's Name	
Student's Signature	SIGN HERE

Diploma in Diamond Technology: MODULE: Advanced Practical Diamond Grading

GAA offers 3 interrelated diamond modules:

- Practical Diamond Grading (PDG)
- Advanced Practical Diamond Grading (APDG)
- Diamond Tech Theory (DTT)

A certificate of competency is awarded at the successful completion of each of the above modules.

Practical Diamond Grading may be undertaken on its own, however, completion of prior gemmological studies is highly recommended. (Please contact Gem-Ed if you are unsure whether you have the requisite knowledge and experience with stone handling and use of basic gemmological equipment.)

Advanced Practical Diamond Grading requires successful prior completion of GAA's Practical Diamond Grading module. This is a formal pre-requisite. In rare cases, Gem-Ed may waive this pre-requisite, on a case by case basis, but there are no guarantees.

To be awarded the GAA Diploma in Diamond Technology, the Diamond Tech Theory module (DTT) must also be successfully completed.

1. It is **highly recommended** that the 3 GAA diamond modules are undertaken in the order listed above, namely, PDG, then APDG then DTT. Please contact Gem-Ed if you cannot comply with this recommendation.
2. Under normal circumstances, the three diamond modules must be successfully completed within a period of five (5) years.
3. As each module may only be offered if minimum student numbers are attained in the relevant state, and in order to comply with the 5 year completion condition above, a student may have to enroll in PDG and/or APDG in another state. In that case, transport and accommodation will be at the student's own expense. From 2026 Diamond Tech Theory will be offered on-line (live) so you would enroll with your home state to undertake this component.
4. Under certain conditions, exceptions to the 5 year rule may be made, at the discretion of Gem-Ed, on a case-by-case basis, but there are no guarantees. Please contact Gem-Ed if you have concerns regarding these conditions, **before** submitting your enrolment form.

This form is intended only for enrolment into GAA's Advanced Practical Diamond Grading module (APDG).

Course fees for 2026 are:

Module	Non-Member	Member*
Diamond Tech Theory	$3685	$3185
Practical Diamond Grading	$3705	$3205
Advanced Practical Diamond Grading	$1965	$1465
Total (indicative only as fees may vary in subsequent years)	$9355	$7855
*Members are eligible for a $500 discount in fees for each component		

Gemmological Knowledge

You must have successfully completed Practical Diamond Grading prior to enrolling into Advanced Practical Diamond Grading (APDG).

Have you studied with Gem-Ed (GAA) before? ☐ Yes ☐ No ☐ Current Student

If YES – which of the following qualifications have you successfully completed or attendance at an Introductory Course.

☐ Introduction to Gems & Gemmology Year State

☐ Diploma in Gemmology Year State

Have you completed any other Gemmology course with other institutions? ☐ Yes ☐ No

If YES please provide details : Course title, Organisation, Mode, Year of completion

Course Details

You are enrolling in: Advanced Practical Diamond Grading (APDG)

Total course fees: Non-Member $1,965 Member $1,465*

*Members are eligible for a $500 discount in tuition fees.

Delivery Mode:

☐ Face to Face Intensive (2 days) ☐ Face to Face Extended (variable)

State:

☐ VIC

Membership

Are you a current financial member of the Gemmological Association of Australia and intend to continue your membership for the year relating to your course enrolment?

☐ Yes (Please state which Division) _____

(proof of membership will be required at the time of submission of this enrolment form)

☐ No

☐ I would like to become a member. *Your enrolment details will be used to activate your membership request. Your membership fee for **VIC** is **$260** plus **$40** one off administration fee. The total of **$300** will be added to your invoice. This amount will not be subsequently refunded.*

**To receive the discounted tuition fees, you must become a member, otherwise you will be invoiced at the full non-member rate. (No retrospective discounts can apply).*

Payment Authority Who is responsible for paying fees?

This course is:

☐ Self-funded: (Go to P6)	***OR***	☐ Other Party (e.g. Employer, Company, parent, etc.)	
		Full Name of Authorising Person:	
		Relationship to you: (if not you)	
		Name for invoice (business or individual):	
		Address:	
		Telephone:	
		Email:	
Payer's name (Printed)			
Payer's Signature		SIGN HERE	Date

Payment Details

Gem-Ed Australia requires a minimum deposit of $400 towards the cost of the course. Plus, Membership (if applicable), prior to the commencement of your course. ***This deposit must be PAID IN FULL to be considered enrolled in the course and to receive your text or access to online forums and Moodle. Further the total fees must be paid at least two weeks prior to the course commencement date.***

The course fees consist of :

Administration Fee	***$300****
Tuition	***$1,665***
Membership Fees (if applicable) *NB varies per state refer P5*	***$***
Less Membership discount $500 (if applicable)	***-$***
TOTAL	

****NB Administration fee is non-refundable under any circumstances.***

Payment Options

☐ Option 1	In full, plus membership (if applicable), at time of enrolment.
☐ Option 2	Minimum $400 deposit on enrolment, plus membership (if applicable), with balance payable at least two weeks prior to course commencement date.

By signing this form, you agree to make the payment at least two weeks prior to course commencement. You understand that if fees are not paid the student's enrolment in this course will be rescinded.
Please refer to the detailed Terms and Conditions for Enrolment, Payment of Fees and for Refund of Fees on page 7 of this document before signing.

The person responsible for fees as nominated on P5, must sign here.

Payer's Signature_____Date_____

Payment Process

Gem-Ed uses Xero for payments.

An invoice will be raised on the acceptance and processing of your enrolment and membership applications. This will be emailed to the person responsible for payment. The invoice will include a link for secure payment using either bank transfer or credit card.

Market Research: We would appreciate some feedback on how you heard about our course. Tick all boxes that apply.

☐ From my employer	☐ Trade Magazine (name)
☐ Word of mouth	☐ Gem or Lapidary Club (name)
☐ Google Search	☐ Attended short/Intro course with GAA
☐ Facebook	☐ Other (please specify)

Any additional comment :

Terms and Conditions for Enrolment, Payment of Fees and for Refund of Fees (Please read and sign below)

The policy below relates to enrolment and attendance in class:

Attendance of any class requires that the student be formally enrolled.

Enrolment is completed and the student is formally enrolled only when the student, or payer, has paid in full plus the membership fee if applicable, and the funds have been received by Gem-Ed.
There can be no attendance at any class or tuition until this is done.

The policy below relates to payment of course fees:

By signing this form, you (the payer) agree to make the payment in full at least two weeks prior to the course commencement date. If fees become overdue the student's enrolment in the course will be rescinded.

If you are uncertain whether you can ensure that payments are made in time, please contact the Gem-Ed Admin officer on 0412 023 548 or 1300 436 338 or by email on learn@gem.org.au to discuss the matter.

The policy below relates to a student withdrawing from a course and requesting a refund:
Granting of refunds is not automatic and is subject to the agreement of the Chair and/or Treasurer of Gem-Ed Australia and/ or the Gem-Ed Committee.
Refunds will be considered under the following conditions:

- All refund requests must be made in writing using the "Gem-Ed Course Withdrawal Form" by the student or payer and should be forwarded to the State Education Support Officer (ESO) **and** Gem-Ed Administration Officer (GEAO) at learn@gem.org.au
- The administration fee of $300 is non-refundable under any circumstances.
- Where an application to withdraw from the course is made prior to course commencement, the student forfeits the $300 administration fee, plus the membership fee, if paid with this enrolment. Any monies paid in excess of the Administration Fee plus membership fee (if applicable) will be refunded.
- Request for refund after the course has commenced: no refund of any amounts.
- To maintain our high standards 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 the course within 2 weeks of the advertised commencement date and a full refund of all monies paid will be provided.
- Course fees that are ineligible for refund cannot be used as a credit towards any other course offered by Gem-Ed.

TRAVEL POLICY

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 books 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 expenses will be given due to insufficient enrolments.

Any application for a refund outside of these Terms and Conditions must be presented in writing to the committee of Gem-Ed Australia for consideration. While Gem-Ed Australia will endeavor to consider any request as promptly as possible, considerations are subject to the meeting schedule of Gem-Ed Australia. Please allow up to an 8-week hiatus between the time of the initial request, and a reply from Gem-Ed Australia.

Please sign to acknowledge you have read and understood the above Terms and Conditions relating to enrolment, payment of fees and fee refunds.

Payer's Name	
Payer's Signature	SIGN HERE

Student Acceptance Agreement

In signing this Enrolment Form you agree:

1. That you have applied for enrolment in "Advanced Practical Diamond Grading : APDG", and if accepted, will be liable for all course fees when due and payable.
2. That you understand that your course fees include a non-refundable administration fee of $300.
3. That you understand that in the case that minimum student numbers are not achieved for your class, it may be canceled. If your class is canceled, you will be notified before the scheduled start date, and a FULL refund will be provided, including the non-refundable administration fee.
4. That the information provided by you on this form is true, correct and complete.
5. To provide Gem-Ed Australia with up to date and accurate contact details and notify Gem-Ed if they change, using the "Gem-Ed Change of Details Form".
6. That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in the course.
7. 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, laboratory fees and book 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.
8. To make payments in line with the selection made under the payment details section on page 6 of this form.
9. That you understand that enrolment into your selected course will not be accepted until this enrolment form has been signed and received by Gem-Ed Australia, and the relevant fee paid.
10. That you understand that the certificate of competency for this module (and academic transcript if required) can only be issued if you have passed the module. The subsequent issue of an academic transcript will attract an additional fee.
11. That you have read and understood Gem-Ed Australia's Fees, Charges and Refund Policy.
12. That you have read and understood Gem-Ed Australia's Privacy and Personal Information Policy and agree to its statements.
13. To be bound by Gem-Ed Australia's Student Code of Conduct and the GAA Code of Ethics as outlined on (P9&10), as well as any applicable National and State legislation or regulations, including any variations that are made from time to time.
14. 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. **** Note: This course uses scientific principles and technical language.***
15. There may be timetable changes and/or other restrictions mandated by the respective state governments, in response to COVID or other evolving contagious health risks, and that you will comply, along with all other students and GAA staff, as required.

Privacy Statement

Personal details held by the Gemmological Association of Australia and its Member Divisions are maintained in secure circumstances. Contact details (including email addresses, telephone numbers and postal 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.

The Australian Gemmologist, will from time to time publish images and exam results of current and graduating students.
By signing this form at the bottom of this page, you agree to the publication of your name, exam results, and image.
However, if you do NOT wish publication of some or all of your details, you must tick this box ☐ to **opt out**
and also sign here:

then indicate which personal details you do NOT wish to be published: ☐ image ☐ name ☐ exam results

Student Name: Date:

Printed Signature: SIGN HERE

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 436 338 or 0412 023 548

Please return this completed enrolment form to the: Gem Ed Administration Officer by email: learn@gem.org.au

Attachment 1

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, victimize, 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 Gem-Ed Australia 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, workbooks, 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, victimized, or discriminated against on any basis.
- Learn in a supportive environment which is free from harassment, discrimination, and victimization.
- Learn in a healthy and safe environment where the risks to personal health and safety are managed and minimized.
- 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.

Attachment 2

GAA Code of Ethics and Conduct

1. The Code of Ethics and Conduct shall apply to all Fellows and State Association members of the Gemmological Association of Australia.

2. The ethics and conduct of Fellows and State Association members is to be such as to uphold the reputation of the GAA. Their responsibility to the consumers is to be of paramount importance.

3. No state association member is to conduct themself in a manner that creates disharmony or is detrimental to the reputation of the GAA, its State Associations, sub-committees, officers or members of the State Divisions.

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.

5. Fellows and State Association members shall endeavour to explain fully, to members of the public, consumers 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).

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.

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 their 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.

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.

9. Failure to abide by the Code will lead to loss of membership of GAA, and for Fellows, loss of Fellowship, and in the event of continued non-compliance, will lead to legal action.

Bylaws of the Federal Council, Appendix B September 2025