

CPD Private Study Modules – Online in MIAED

Key information about our online private study activities

- **ONLINE DELIVERY:** All our private study modules are delivered online through our user-friendly learning management system, MIAED. As they are available year round they are very useful for gaining just-in-time CPD points.
- **CURRENCY:** All private study activities are revised regularly to keep them up-to-date and to assure their quality.
- **REVISED FEES:** Member fee per CPD point is \$66 (onshore) & \$60 (offshore) & Non Member fee is \$99 (onshore) & \$90 (offshore). Offshore agents do not pay GST.
- **INTENDING MEMBERS:** If you send in your membership application and CPD registration form at the same time you can access the special MIA member rate. See <http://www.mia.org.au/join> for forms and info.
- **ANY QUESTIONS?** Please telephone us on + 61 2 9279 3140 or email cpd@miamail.org.au

TITLE	MODULE INFORMATION
BUSINESS MANAGEMENT	This module examines the many factors that contribute to a successful migration advice business. Topics covered include business structure, office premises, time management, marketing, technology, customer service, confidentiality, client expectations, effective client communications and professional conduct. <u>MARA info:</u> Level I Mandatory - 1 Core Point - Item 210018
ACCOUNTS MANAGEMENT	This essential module for RMAs, especially those newly registered, focuses on the Code of Conduct obligations in relation to financial duties and fees and charges. <u>MARA info:</u> Level I Mandatory - 1 Core Point - Item 210016
FILE MANAGEMENT	With a well organized and maintained filing system, an RMA can manage a large caseload successfully. This module addresses relevant Code of Conduct requirements and offers practical record keeping and file management advice for the professional migration adviser. <u>MARA info:</u> Level I Mandatory - 1 Core Point - Item 210028
ETHICS & PROFESSIONAL PRACTICE	This module sets out the standards of professional practice and obligations to clients required by the Code of Conduct. It offers best practice advice on ethical behaviour and client communications. <u>MARA info:</u> Level I Mandatory - 1 Core Point - Item 210025
BRIDGING VISAS	Bridging visas are a vital means of providing lawful status to certain non-citizens who would otherwise be subject to detention. This module provides an essential overview of the legislation, policy and procedures to be considered, together with useful practical advice. <u>MARA info:</u> Level I - 1 Core Point - Item 210017
MERITS REVIEW	This module offers advice from the principal member of the MRT/RRT on effective advocacy at the tribunals. David Prince also sets out a number of critically important and practical tools to help RMAs succeed before the Migration Review Tribunal (MRT) and/or the Refugee Review Tribunal (RRT). <u>MARA info:</u> Level I - 1 Core Point - Item 210059
PARENT VISAS	This module focuses on Parent visas and explores the range of temporary and permanent residence and migration visas. We examine the onshore and offshore categories and the requirements and differences between the parent and the contributory parent categories. <u>MARA info:</u> Level I - 1 Core Point - Item 210063
STUDENT VISAS	This module gives an overview of the issues affecting students, their dependents and guardians. We look at the various criteria agents should consider when acting for clients in the student visa area, in particular in relation to family members applying as secondary applicants or student guardians. <u>MARA info:</u> Level I - 1 Core Point - Item 210014
CITIZENSHIP	This module gives an overview of the 1 July 2007 legislation changes relating to Australian citizenship. In the first part, DIAC provides an explanation of the structure of the new Act. In the second part, we look at the impact of these changes on agents and their clients and examine relevant case studies. <u>MARA info:</u> Level I - 1 Core Point - Item 210061
HEALTH CRITERIA	This module examines health criteria and their implications on both temporary and permanent visa applications. Topics include: the health criteria regulations, Departmental policy, recent caselaw as well as the health waiver provisions and review options where applicable. <u>MARA info:</u> Level I - 1 Core Point - Item 210062
Coming soon	<ul style="list-style-type: none"> ■ Partner Visas ■ Visitor Visas ■ Legislation Changes: 457s ■ New GSM Visas



CPD Private Study Modules

REGISTRATION FORM – TAX INVOICE – 10 December 2007

Australian prices are GST inclusive – This document becomes a tax invoice for GST purposes when you make payment.

How does studying online work?

After registering for one or more modules we will email you a unique username and password along with getting started instructions. You can then log into MIAED at <http://miaed2.org> to start your private study. We recommend that you download the study materials to your computer. Most people prefer to print a copy of the study guide. Satisfactory completion requires passing (60%) an assessment task - usually a 10 question test. After you take the test online you will receive immediate results and feedback. We can see them too! Upon completion, we will report your points to MARA and email you. You have one month to complete your studies – extensions are available upon written request. If you have any queries please contact us and we can talk you through these steps.

You do not need to provide a declaration on activity completion, provided you sign the following statement:

I declare that I will complete the test(s) unassisted.	Signature: _____
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Tick the appropriate boxes below to register for specific modules.

ORDER	MODULE TITLE	CPD POINTS	MEMBER FEE AUST/OFFSHORE	NON MEMBER FEE AUST/OFFSHORE	\$
<input type="checkbox"/>	1. BUSINESS MANAGEMENT	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	2. ACCOUNTS MANAGEMENT	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	3. FILE MANAGEMENT	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	4. ETHICS & PROF. PRACTICE	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	5. BRIDGING VISAS	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	6. MERITS REVIEW	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	7. PARENT VISAS	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	8. STUDENT VISAS	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	9. CITIZENSHIP	1 CORE	\$66 / \$60	\$99/ \$90	
<input type="checkbox"/>	10. HEALTH CRITERIA	1 CORE	\$66 / \$60	\$99/ \$90	
				TOTAL	

FULL NAME: _____ Mr/Mrs/Ms/Other: _____

COMPANY NAME: _____ MIA Number: _____

POSTAL ADDRESS: _____ MARA Number: _____

_____ POST CODE: _____

PHONE NO: _____ EMAIL: _____

PAYMENT OPTIONS: Please Tick Box

Cheque: Enclosed payment of \$ _____ (CHEQUE payable to MIA)
Post to: **MIA, PO Box Q102, QVB Post Office, NSW 1230**

Credit Card: Please charge \$ _____ to my Credit Card VISA / Mastercard (circle one)
Fax to: **MIA at (02) 9279 3172**

Card No.: _____ Exp: ____ / ____

Signature: _____ Name on Card: _____

Office Use Only:

Receipt No.: _____

Date: _____