

FIA Certificate in Professional Fundraising Terms & Conditions

Minimum Entry Requirements

The Certificate in Professional Fundraising is for early-career fundraisers and there are no minimum entry requirements. To gain maximum benefits from the course, students are encouraged to be working in fundraising or the NFP sector.

Course Rules

To be awarded the Certificate in Professional Fundraising, students must successfully complete 3 Core modules, 3 Elective modules and the assessments within a maximum of 2 years from enrolment in the first module.

Students enrolled in the Certificate must complete the 3 Core modules before taking the Elective modules.

Any extension beyond 2 years is at FIA's discretion and is not guaranteed. FIA may, at its discretion, grant monthly extensions, which will incur a \$100 fee per month.

Requests for special consideration (e.g. illness or bereavement) must be submitted in writing to training@fia.org.au

Refunds will not be issued for incomplete study.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning will be granted for 1 elective for prior completion of FIA's Gifts in Wills Essentials. RPL cannot be granted for Gifts in Wills Essentials completed before July 2023. FIA may verify records or ask for evidence (e.g. certificate of completion) to make the final determination.

RPL will not be granted for Fundraising Essentials or any other study.

RPL will not be applied to any work-related tasks or experience.

Standalone & Incomplete Enrolments

Modules may be taken as standalone training without enrolling into the Certificate course.

Upon successful completion of each module, a Certificate of Attainment will be issued.

Should a student enrolled into the Certificate in Professional Fundraising not be able to complete 6 modules within 2 years, individual Certificates of Attainment will be issued for completed modules.

Fees

The course fee must be paid in full prior to starting the course.

The student is not entitled to participate in the course until the course fee has been paid in full. Until payment is received in full, FIA may suspend the participant's access to, or participation in, all or any part of the course.

Member rates are available only to FIA members with a current membership for the relevant membership year. Eligibility will be determined by reference to FIA's membership database.

Fees are inclusive of Australian GST. Prices for New Zealand students are not subject to GST.

Cancellation and Refund

If a student wishes to cancel their enrolment, FIA must receive written notice before a student started the course and accesses any online module/learning materials.

No cancellations or refund can be made after the student started the course.

The cancellation may be waived or an extension can be applied at FIA's discretion, depending on the circumstances (e.g. medical grounds, family emergency or bereavement, unexpected work requirements, compassionate or safety reasons).

The Student's Obligations

The student must:

At all times, behave with honesty and integrity, and treat others with courtesy, consideration and respect.

Prepare for the course as required, including completing the assessments.

Properly acknowledge the use of any materials referred to or copied from other sources and comply with applicable copyright laws and licence terms.

Respect the confidentiality of any confidential information obtained during the course.

Comply with all relevant FIA rules and requirements.

Assessments and Grading

Each module will have two compulsory assessment tasks.

All assessments will be marked and graded as Completed or Not Yet Completed.

All assessment tasks must be graded Completed to successfully complete the module.

If an assessment is graded Not Yet Completed, the student may be invited to revise and resubmit the assessment in accordance with the assessor's feedback. Resubmission timeframes and any limits on the number of resubmissions (if applicable) will be advised as part of the feedback process.

To be awarded the Certificate, a student must achieve Completed for all assessment tasks across all modules.

If a student has a query about an assessment outcome, they should contact FIA in writing in the first instance

AI in Assessments

FIA recognises that artificial intelligence (AI) is increasingly shaping the way we live and work, offering powerful tools to enhance efficiency. This guide shows you how to use AI tools responsibly in your FIA assessments. It summarises what you can do, what to avoid, and how to disclose AI use.

FIA allows the use of AI in assessments, as long as it follows these parameters.

- Use AI for your assessments within the following
- Standard spelling and grammar check
- Structure, clarity edits, paraphrasing your own text, formatting help
- Generate ideas, research and brainstorming
- AI may draft sections; you must revise substantially and disclose
- Any AI assistance allowed except misrepresentation/fabrication; full disclosure required.

AI cannot be used for:

- submitting AI written work you can't explain
- copy and paste AI written work as your own without revision or edits
- fabricated facts/references
- faked workplace evidence

To ensure the integrity of the use of AI, you need to verify quality. To do this you must:

- Check facts and data against reliable sources; replace any AI hallucinations
- Validate all references and links; remove anything you cannot verify
- Ensure the submission meets the assessment criteria and you can explain your work if asked

To ensure secure use of AI, and protect privacy and confidentiality, here are some key considerations:

- Don't paste personal info, donor data, non-public materials or confidential workplace info into public AI tools.
- Use enterprise approved AI tools where available. Anonymise or don't use AI if anonymisation isn't possible.
- Comply with the Privacy Act 1988 (Cth) and Australian Privacy Principles (APPs).

Intellectual Property & Copyright

- Check licences and IP for AI-generated images/media and cite appropriately.
- Do not reproduce third-party copyrighted material without permission.

Disclose AI Use

If you have used AI in your assessment, paste this AI Use Statement at the end of your submission:

AI Use Statement

Tools used: e.g., ChatGPT, CoPilot, Gemini

Purpose: e.g., brainstormed structure; grammar/clarity edits

Verification: e.g., cross-checked facts and references; edited all text for spelling mistakes

Data shared: e.g. what data was shared with AI, confirm no personal/confidential data was entered or explain anonymisation

Accessibility & Inclusion

You may use AI to support accessibility (e.g., drafting support, accessibility aids - text-to-speech for proofreading, speech-to-text to capture your own notes) within the policy. You must still disclose use.

What Happens If There's a Problem?

If an assessor suspects misuse (e.g., undisclosed AI, fabricated citations, work you can't explain), you may be asked for drafts or to resubmit your assessment.

Disclaimer

FIA reserves the right to replace tutors where circumstances beyond its control require. In such circumstances, FIA will take reasonable steps to ensure the new tutor has equivalent experience and expertise so that the integrity and learning outcomes of the course are maintained.

All course materials remain the intellectual property of FIA and are provided for the student's personal use only. Students must not copy, share, repost or distribute any course content.

FIA may ask students to provide a testimonial post course for promotional / marketing purposes. Participation is optional.