

Please print clearly in block letters and complete all items.											
Type of Application:		Certificate 3 Guarantee <input type="checkbox"/>			Year 12 Fee Free Training <input type="checkbox"/>			Higher Level Skills Program <input type="checkbox"/>			
		Traineeship <input type="checkbox"/>			Fee For Service Course <input type="checkbox"/>			Short Course <input type="checkbox"/>			
		<input type="checkbox"/> Other: _____									
Personal Details											
Title:		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>		Surname:				Given Name(s):			
				Previous Surname/s:							
Address:				Suburb/Town:		State:		Post Code:			
e-mail:						Telephone number:					
Date Of Birth:				Gender:		Male <input type="checkbox"/>		Female <input type="checkbox"/>			
Study Reason:		To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> Other reasons <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest/self-development <input type="checkbox"/>									
Employment Details											
Employment status:		Full Time <input type="checkbox"/>			Part Time <input type="checkbox"/>			Self Employed <input type="checkbox"/>			
		Unemployed seeking F/T <input type="checkbox"/> or P/T <input type="checkbox"/>			Unemployed not seeking <input type="checkbox"/>						
Employer Name:				Contact Name:							
Address:				Suburb/Town:		State:		Post Code:			
e-mail:						Telephone number:					
Language & Cultural Diversity											
In which country were you born?		Australia <input type="checkbox"/> Other <input type="checkbox"/> , please specify									
Citizenship:		Australian Citizen <input type="checkbox"/>			Permanent Australian Resident <input type="checkbox"/>			Temporary Australian Resident <input type="checkbox"/>			
Do you speak a language other than English at home?				No <input type="checkbox"/>		Yes <input type="checkbox"/> , if yes please specify					
If yes to above, how well do you speak English?				Very well <input type="checkbox"/>		Well <input type="checkbox"/>		Not well <input type="checkbox"/>		Not at all <input type="checkbox"/>	
Are you of Aboriginal or Torres Strait Islander Origin?				No <input type="checkbox"/>		Aboriginal <input type="checkbox"/>		TSI <input type="checkbox"/>		Both Aboriginal/TSI <input type="checkbox"/>	
Schooling & Further Education (prior learning)											
What is your highest COMPLETED level of schooling?				Year 12 <input type="checkbox"/>		Year 11 <input type="checkbox"/>		Year 10 <input type="checkbox"/>		Year 9 <input type="checkbox"/> Year 8 or below <input type="checkbox"/>	
In which year did you complete that level school?			Are you still attending school?		No <input type="checkbox"/>		Yes <input type="checkbox"/> If yes please provide your LUI number:			
Are you currently enrolled in any course/program of study:		No <input type="checkbox"/> Yes <input type="checkbox"/> , if yes please specify									
Prior Achievements: Have you SUCCESSFULLY completed any of the following: If YES, then tick the appropriate:		COMPLETED Bachelor Degree or Higher <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advance Certificate) <input type="checkbox"/>					COMPLETED Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Miscellaneous education <input type="checkbox"/>				

From 1 January 2015, all students enrolled in nationally recognised training, are required to provide their registered training organisation (RTO) with their USI and date of birth. Registering for a USI is simple and the registration process is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is undertaken.
 You can now create a USI by logging on to: <http://portal.usi.gov.au/student>

Unique Student Identifier (USI):

.....

Qualification applied for (Course)

How did you hear about this course:

CTIA web page Newspaper Internet other Other:
 Job Service Provider (JSA): (Provide name & contact)

Special Needs

Do you have any special needs? No Yes *If yes, please provide further details:*

Medical Condition Allergies Other

Disabilities

Do you consider yourself to have a permanent & significant disability? No Yes

If yes, please tick any of the following that apply to you: Hearing/Deaf Physical Vision Intellectual
 Mental Illness Medical Condition Learning Acquired Brain Injury Other

Terms & Conditions of Enrolment

Please read the following terms & conditions carefully:

- ✚ it is a requirement of participants to provide CTIA with a valid USI prior to training commencing;
- ✚ I have read the Student Handbook available at <http://www.ctia.edu.au/how-to-apply-further-information-2/>

Additional terms & conditions apply under Qld Government funded programs (VET Investment Plan) as outlined in the individual course outlines:

- ✚ [Certificate 3 Guarantee](https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf)
- ✚ [Fee-free training for Year 12 graduates](https://training.qld.gov.au/site/training/Documents/incentives/year12-fee-free/year-12-fee-free-fact-sheet.pdf)
- ✚ [User Choice \(apprenticeships and traineeships\)](https://training.qld.gov.au/apprenticeshipsinfo/apprentices/about)
- ✚ [Higher Level Skills](https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf)

By signing this enrolment form you are acknowledging that all information provided is true/correct & complete and that you have read and understood the terms & conditions of enrolment and agree to abide by individual course requirements as set out in each course outline.

Participant Signature: _____ Date: _____

CHECKLIST: Have you provided the following;

Eligibility evidence required for Certificate 3 guarantee, Higher level skills & Year 12 Fee-Free

- Australian Citizenship – Copy of Medicare Card (colour copy) or Birth Certificate/Extract/ Aust. Citizenship certificate or Passport
- Date of birth - Birth Certificate/Extract (copy) or Drivers Licence/learner permit (copy) or Passport (copy) -
- Queensland address - Utilities account/ Rates notice/ Vehicle registration/ Bank statement (within last 6 months) or Queensland driver's licence
- Year 12 Fee-Free training only – Copy of QCE/ Senior certificate issued by QCAA (copy)

Applying for concessional enrolment:

- Concessional students – Concessional card (copy) – Health care card / Pensioner concession card

All students must provide their USI

- Unique Student Identifier (USI)

You **MUST** ensure the above are provided with this **FULLY** completed application form to enable you commence your course.