

# VETiS ENROLMENT FORM

## (Vet in School)

Please print clearly in block letters and complete all items.

Personal Details											
Title:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Surname:				Given Name(s):				
	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Previous name:								
Address:					Suburb:			State:			
e-mail:					Telephone number:						
Date Of Birth:					Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <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:	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"/>										
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, 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 .....										
Are you currently enrolled or have you previously completed a VETiS Funded course?	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				COMPLETED						
	Bachelor Degree or Higher <input type="checkbox"/>				Certificate III (or Trade Certificate) <input type="checkbox"/>						
	Advanced Diploma or Associate Degree <input type="checkbox"/>				Certificate II <input type="checkbox"/>						
	Diploma (or Associate Diploma) <input type="checkbox"/>				Certificate I <input type="checkbox"/>						
Certificate IV (or Advance Certificate) <input type="checkbox"/>				Miscellaneous education <input type="checkbox"/>							
From 1 January 2015, CTIA can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVET. If you have not yet obtained a USI you can apply for it at <a href="http://www.usi.gov.au/create-your-USI/">http://www.usi.gov.au/create-your-USI/</a>							Unique Student Identifier (USI):			.....	
Qualification applied for (Course)	Certificate I in Tourism <input type="checkbox"/>		Certificate II in Tourism <input type="checkbox"/>		Certificate II in Hospitality <input type="checkbox"/>						
Other.....											
How did you hear about this course:	CTIA web page <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet other <input type="checkbox"/> Other: .....										
Disabilities/Special Needs											
Do you have any special needs?	No <input type="checkbox"/>		Yes <input type="checkbox"/>		If yes, please provide further details:						
Medical Condition <input type="checkbox"/>	Allergies <input type="checkbox"/>		Other <input type="checkbox"/>								
Do you consider yourself to have a permanent & significant disability?	No <input type="checkbox"/>		Yes <input type="checkbox"/>								
If yes, please tick any of the following that apply to you: Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Vision <input type="checkbox"/> Intellectual <input type="checkbox"/>											
Mental Illness <input type="checkbox"/>	Medical Condition <input type="checkbox"/>		Learning <input type="checkbox"/>		Acquired Brain Injury <input type="checkbox"/>		Other <input type="checkbox"/>				

## Terms & Conditions of Enrolment

Please read the following terms & conditions carefully:

It is a requirement that participants provide CTIA with the following with this application:

- ✦ A valid USI;
- ✦ Medicare Card (colour copy) or Birth Certificate/Extract (copy) or Passport (copy) to confirm **Australian Citizenship**;
- ✦ Birth Certificate/Extract (copy) or Passport (copy) or Drivers Licence to confirm **Date of Birth**
- ✦ 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 and below :**

- ✦ [Certificate 3 Guarantee](http://www.training.qld.gov.au/training-careers/subsidised-training-incentives/certificate3/index.html) - [www.training.qld.gov.au/training-careers/subsidised-training-incentives/certificate3/index.html](http://www.training.qld.gov.au/training-careers/subsidised-training-incentives/certificate3/index.html)
- ✦ [Vocational Education & Training in Schools \(VETiS\)](https://training.qld.gov.au/site/providers/Documents/funded/vetis-factsheet.pdf) - <https://training.qld.gov.au/site/providers/Documents/funded/vetis-factsheet.pdf>

**Please note:** Students who complete a certificate I or II level qualification at school are still eligible to access further Queensland Government subsidised training post-school such as Year 12 fee-free training and the Certificate 3 Guarantee. Students undertaking VETiS, which is resourced by the VET investment budget, will be funded to complete only one employment stream qualification at the certificate I or II level.

**CHECKLIST: Have you provided the following;**

- Australian Citizenship - Medicare Card (colour copy) or Birth Certificate/Extract (copy) or Passport (copy)
- Date of Birth (DOB) Evidence - Birth Certificate/Extract (copy) or Passport (copy) or Drivers Licence (copy)
- Unique Student Identifier (USI) (I confirm I give CTIA permission to retrieve my USI number when required)
- Learner Unique Identifier (LUI)

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

## Privacy Notice:

Under the *Data Provision Requirements 2012*, CTIA is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by CTIA for statistical, regulatory and research purposes. CTIA may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

## Student Acknowledgement:

I declare that the information I have provided to the best of my knowledge is true and correct 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.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*Parental/guardian consent is required for all students under the age of 18.**

**SCHOOL VERIFICATION: To be completed by an authorised officer of the school confirming the following eligibility criteria has been met by the student: Name, DOB, Australian/NZ citizenship, Qld residency and that the student is currently an enrolled student in year 10, 11 or 12.**

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**School Name:** \_\_\_\_\_

**SCHOOL STAMP:**

