

# ENROLMENT/ENQUIRY FORM

Please print clearly in block letters and complete all items.					
<b>Type of Application:</b>		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"/>	
Personal Details					
<b>Title:</b>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	<b>Surname:</b>	<b>Given Name(s):</b>		
		<b>Previous Surname/s:</b>			
<b>Address:</b>		<b>Suburb/Town:</b>	<b>State:</b>	<b>Post Code:</b>	
<b>e-mail:</b>		<b>Telephone number:</b>			
<b>Date Of Birth:</b>		<b>Gender:</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Other <input type="checkbox"/>
<b>Study Reason:</b>	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					
<b>Employment:</b>	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"/>				
<b>Employer Name:</b>		<b>Contact Name:</b>			
<b>Address:</b>		<b>Suburb/Town:</b>	<b>State:</b>	<b>Post Code:</b>	
<b>e-mail:</b>		<b>Telephone number:</b>			
Language & Cultural Diversity					
<b>In which country were you born?</b>	Australia <input type="checkbox"/> Other <input type="checkbox"/> , please specify .....				
<b>Citizenship:</b>	Australian Citizen <input type="checkbox"/> Permanent Australian Resident <input type="checkbox"/> Temporary Australian Resident <input type="checkbox"/>				
<b>Do you speak a language other than English at home?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> , if yes please specify .....				
<b>If yes to above, how well do you speak English?</b>	Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all <input type="checkbox"/>				
<b>Are you of Aboriginal or Torres Strait Islander Origin?</b>	No <input type="checkbox"/> Aboriginal <input type="checkbox"/> TSI <input type="checkbox"/> Both Aboriginal/TSI <input type="checkbox"/>				
Schooling & Further Education (prior learning)					
<b>What is your highest COMPLETED level of schooling?</b>	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"/>				
<b>In which year did you complete that level school?</b>	.....	<b>Are you still attending school?</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes please provide your LUI number: .....		
<b>Are you currently enrolled in any course/program of study:</b>	No <input type="checkbox"/> Yes <input type="checkbox"/> , if yes please specify .....				
<b>Prior Achievements: Have you SUCCESSFULLY completed any of the following: If YES, then tick the appropriate:</b>	<b>COMPLETED</b>		<b>COMPLETED</b>		
	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 is 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>				<b>Unique Student Identifier (USI):</b> .....	
<b>Qualification applied for (Course)</b>	.....				

<b>How did you hear about this course:</b>	CTIA web page <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet other <input type="checkbox"/> Other: .....
	Job Service Provider (JSA) <input type="checkbox"/>

**Disabilities/Special Needs**

**Do you have any special needs?** No  Yes  *If yes, please provide further details:*  
 Medical Condition  \_\_\_\_\_ Allergies  \_\_\_\_\_ Other  \_\_\_\_\_

**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:**  
 I have read the Student Handbook available at <http://www.ctia.edu.au/ctia/Information.htm>  
**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/providers/funded/userchoice>  
 Higher Level Skills - <https://training.qld.gov.au/site/training/Documents/incentives/hls-factsheet-student.pdf>

**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) -  
 Qld address - Utilities account/ Rates notice/ Vehicle registration/ Bank statement (last 6 months) or Qld 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 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:  
 • Commonwealth and State or Territory government departments and authorised agencies; and  
 • NCVER.  
 Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:  
 • populating authenticated VET transcripts;  
 • facilitating statistics and research relating to education, including surveys and data linkage;  
 • pre-populating RTO student enrolment forms;  
 • 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 a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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.  
 I understand I will no longer be eligible for a government subsidised training place once I complete the qualification level targeted through funding by the Queensland Government.  
**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
 \*Parental/guardian consent is required for all students under the age of 18.