

Please print clearly in block letters and complete all items.

Type of Application:		Certificate 3 Guarantee <input type="checkbox"/>		Traineeship <input type="checkbox"/>		Fee For Service Course <input type="checkbox"/>		Short Course <input type="checkbox"/>			
		JobTrainer <input type="checkbox"/>									
Personal Details											
Title:		Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		Surname:		Given Name(s):					
				Previous Surname/s:							
Address:			Suburb/Town:		State:		Post Code:				
e-mail:		Alternative 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"/> To get skills for community/voluntary work <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"/> Other reasons <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 – not employing <input type="checkbox"/> Unemployed seeking F/T <input type="checkbox"/> or P/T <input type="checkbox"/> Not employed not seeking <input type="checkbox"/> Self Employed – employing others <input type="checkbox"/> Employed – unpaid worker in family business <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							
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"/> Never attended school <input type="checkbox"/>								
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						
Are you currently or have you previously accessed JobTrainer funding?					No <input type="checkbox"/> Yes <input type="checkbox"/> ,						
Previous qualifications achieved: 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"/>			Other education (not listed above) <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							Unique Student Identifier (USI):				
										
Qualification applied for (Course)		http://www.usi.gov.au/create-your-USI/								
How did you hear about this course:			CTIA web page <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet other <input type="checkbox"/> Employment Service Provider <input type="checkbox"/>								
			Other:								

Disabilities/Special Needs

Do you consider yourself to have a disability, impairment or long-term condition? No Yes

If yes, please tick any of the following that apply to you: Hearing/Deaf Physical Vision Intellectual

Mental health condition Medical Condition Learning Acquired Brain Impairment Other _____

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

Allergies _____ 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>

User Choice (apprenticeships and traineeships) - <https://training.qld.gov.au/providers/funded/userchoice>

JobTrainer Fund Student Factsheet (desbt.qld.gov.au)

CHECKLIST: Have you provided the following valid information;

Eligibility evidence required for Certificate 3 Guarantee

Australian Citizenship – Copy of Medicare Card (colour copy) or Birth Certificate/Extract/ Aust. Citizenship certificate or Passport

Date of birth – Official Birth Certificate/Extract (copy) please note: Commemorative birth certificates are not official or Drivers Licence/learner permit (copy) or Passport (copy) -

Qld address - Utilities account / Rates notice/ ATO assessment / Electoral enrolment letter / Bank statement (last 6 months) or Qld driver's licence

Applying for concessional enrolment:

Concessional students – Valid Concessional card (copy) – Valid 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) may be used or disclosed by CTIA for statistical, administrative, 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;
- facilitate 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).

Please see student handbook for full privacy policy and details.

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.

I understand I may be surveyed by the Dep. of Employment, Small Business & Training seeking information on my training experience.

Participant Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____

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