

Please print clearly in block letters and complete all items.

| Personal Details - please | | | | | |
|---|--|--|---|---|--|
| Title: | Mr <input type="checkbox"/> Mrs <input type="checkbox"/> | Surname: | Given Name(s): | | |
| | Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> | | | Previous name: | |
| Address: | | | Suburb: | State: | Post Code: |
| School email: | Alternative email: | | 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, 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 | | | | |
| 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"/> | Advanced Diploma or Associate Degree <input type="checkbox"/> | Certificate III (or Trade Certificate) <input type="checkbox"/> | Certificate II <input type="checkbox"/> | Certificate I <input type="checkbox"/> |
| | Diploma (or Associate Diploma) <input type="checkbox"/> | Certificate IV (or Advance Certificate) <input type="checkbox"/> | Other education (not listed above) <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 http://www.usi.gov.au/create-your-USI/ | | | | Unique Student Identifier (USI): | |
| Qualification applied for (Course) | Certificate II in Tourism <input type="checkbox"/> Certificate II in Hospitality <input type="checkbox"/> | | | | |
| 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 consider yourself to have a disability, impairment or long-term condition? 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 health condition <input type="checkbox"/> Medical Condition <input type="checkbox"/> Learning <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Other <input type="checkbox"/> | | | | | |
| Do you have any special needs or anything that may impede your ability to complete the course? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, please provide further details: Allergies <input type="checkbox"/> Anxiety <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 the following with this application:

- ✦ A valid USI;
- ✦ Medicare Card (colour copy) Australian or New Zealand Passport (copy) Australian or New Zealand Birth Certificate (copy) to confirm **Australian Citizenship**;
- ✦ I have read the Student Handbook available at <http://www.ctia.edu.au/how-to-apply-further-information-2/>

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

✦ [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>

Students undertaking VETiS can complete one employment stream qualification at the certificate I or II level.

CHECKLIST: Have you provided the following current information.

- Australian Citizenship – Green Medicare Card (colour copy) or Australian/ New Zealand Passport (copy) or Australian or New Zealand Birth Certificate (Commemorative Certificates are **not** official) or Australian Citizenship Certificate (copy)
- Unique Student Identifier (USI) (I confirm I give CTIA permission to retrieve my USI number when required)
- Learner Unique Identifier (LUI)
- Online students must provide photo ID for authentication purposes – School ID, drivers licence or passport.

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 may be surveyed by the Department of Trade, Employment and 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.**

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:

