

Please print clearly in block letters and complete all items.

Type of Application: Career Start General Pathway - Certificate III Employment pathway - Traineeship
Fee For Service Course Short Course

Personal Details

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"/>				
Address:		Suburb/Town:		State:	
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 To develop my existing business To start my own business To get skills for community/voluntary work
To try for a different career To get a better job or promotion It was a requirement of my job Other reasons
I wanted extra skills for my job To get into another course of study For personal interest/self-development

Employment Details

Employment: Full Time Part Time Self Employed – not employing Unemployed seeking F/T or P/T
Not employed not seeking Self Employed – employing others Employed – unpaid worker in family business

Language & Cultural Diversity

In which country were you born? Australia Other , please specify

Citizenship: Australian Citizen New Zealand Citizen Permanent Australian Resident Eligible Visa Holder

Do you speak a language other than English at home? No Yes if yes please specify

Are you of Aboriginal or Torres Strait Islander Origin? No Aboriginal TSI Both Aboriginal/TSI

Schooling & Further Education (prior learning)

What is your highest COMPLETED level of schooling? Year 12 Year 11 Year 10 Year 9 Year 8 or below Never attended school

Are you still attending school? No Yes If yes please provide your LUI number:

Have you completed a Certificate III or higher qualification within the last 10 years? No Yes , if yes please specify

Are you currently enrolled in another qualification, including one that is on hold or deferred? No Yes , 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"/>	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"/>

Students enrolled in nationally recognised training must have a valid Unique Student Identifier (USI). CTIA cannot issue an AQF qualification or Statement of Attainment until a valid USI has been provided and verified. If you do not yet have a USI, you can create one through the official USI service at <http://www.usi.gov.au/create-your-USI/> . CTIA may assist you or, where permitted, retrieve or verify your USI with your consent.

Unique Student Identifier (USI):

Qualification applied for (Course)

How did you hear about this course: CTIA web page Newspaper Internet other Employment Service Provider
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 and conditions apply to Queensland Government funded Training Programs, as outlined in the relevant course information and on the DTET website: Career Start - <https://desbt.qld.gov.au/training/providers/funded/career-start>

CHECKLIST: Have you provided the following valid information;

Eligibility evidence required for Career Start – General Pathway

Date of birth - be aged 15 years or older, and no longer in school – Official Birth Certificate/Extract (copy) please note: *Commemorative birth certificates are not official* or Drivers Licence/learner permit (copy) Photo Identification Card (copy) or Passport (copy)

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

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

Online students must provide photo ID for authentication purposes – School ID, drivers licence or passport.

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 2020*, and the National VET Data Policy, 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).

CTIA's Privacy Notice / Privacy Policy is available in the CTIA Student Handbook and on CTIA's website.

Student Acknowledgement:

I declare that the information I have provided to the best of my knowledge is true and correct and that I 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 confirm that CTIA has provided me with, or made available to me, the relevant pre-enrolment information for this course, including access to the CTIA Student Handbook and course information.

I understand that the Student Handbook contains important information about fees and refunds, complaints and appeals, support services, privacy, safety, Credit Transfer and Recognition of Prior Learning (RPL).

I have read the Student Handbook available at <http://www.ctia.edu.au/how-to-apply-further-information-2/>

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

I do not already have a certificate III or higher qualification completed within the last 10 years nor am I enrolled in another qualification, on hold or deferred, funded by DTET or not.

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.**