

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"/> New Zealand Citizen <input type="checkbox"/> Permanent Australian Resident <input type="checkbox"/> Eligible Visa Holder <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"/>
Are you still attending school?	No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, your LUI number:
Are you currently enrolled in any other nationally recognised VET qualification with another training provider?	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"/>	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):
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Qualification applied for (Course)	Certificate II in Tourism <input type="checkbox"/> Certificate II in Hospitality <input type="checkbox"/>
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How did you hear about this course:	CTIA web page <input type="checkbox"/> Newspaper <input type="checkbox"/> Internet other <input type="checkbox"/> Other:
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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) and either an Australian or New Zealand Passport (copy) Australian or New Zealand Birth Certificate (copy) to confirm **Australian Citizenship**

Additional terms and conditions apply to Queensland Government funded VET in Schools (VETiS) enrolments, as outlined in the relevant course information and on the DTET VETiS website: [Vocational Education & Training in Schools \(VETiS\)](#)

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 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 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 administered by a government department, NCVER, an NCVER employee, agent, third-party contractor or other authorised agency. You may opt out of the survey at the time you are 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 NCVER's policies and protocols.

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 is true and correct to the best of my knowledge.

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 understand I may be contacted for survey, audit or funding-related purposes where permitted under applicable VET and funded-program requirements..

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 school officer confirming, to the best of the school's knowledge, that:

- the student is currently enrolled in a Queensland secondary school in Year 10, 11 or 12
- the student's identity details and date of birth have been sighted
- the student appears to meet the citizenship / residency / visa criteria advised for VETiS eligibility
- the student is not known to be currently supported in another DTET-funded qualification at the same time
- the student is not known to have completed a VETiS-funded qualification, and any relevant history has been disclosed to CTIA for eligibility purposes.

Name: _____ **Position:** _____

SCHOOL STAMP:

Signature: _____ **Date:** _____

School Name: _____



Where available