



PRE ENROLMENT INFORMATION – CAREER START

Thank you for considering Career Training Institute of Australia (CTIA) for your Certificate III course.

CTIA is committed to providing you with detailed course information to enable you to make an informed decision about the course you are applying for as detailed in the attached course outline which is also available at <https://ctia.edu.au/career-start/>. Further information on Career Start is available at <https://www.qld.gov.au/education/training/funded/career-start>.

The CTIA Student Handbook contains important information about student rights and responsibilities, support services, fees and refunds, complaints and appeals, credit transfer, Recognition of Prior Learning (RPL), safety, and other key policies relevant to your enrolment available at <https://ctia.edu.au/apply/>.

Once you have looked through the course information provided please answer the following questions:

You understand that Career Training Institute of Australia (CTIA) is your training provider for the course? Yes No

Were you offered any incentives or inducements to sign up to this course? Yes No

Does this course meet your needs? Yes No - If no why _____

I understand support services are available to me if needed. Yes No

Do you understand the following requirements of the course you are enrolling into?

- | | | | |
|------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|
| Course duration (timetable) & Location | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Study requirements | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Assessment methods | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Rights and responsibilities as a student | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Refund policy | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Privacy Notice | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Co contribution fees payable where applicable | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Access to technology required to complete (if online) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Suitable digital literacy needed to complete (if online) | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Requirement for work placement | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| LLN and digital literacy quiz is required before enrolment | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Have you been guaranteed employment on completion? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |

How did you learn about this course? _____

Do you understand that if you complete a subsidised Certificate level III qualification subsidised by the QLD Government you are not eligible to access further Qld Government subsidised training at a level 3? Further funding is available through The Higher Level Skills program that provides a government subsidy to support eligible individuals to access subsidised training in selected certificate IV or above qualification Yes No

By signing this pre-enrolment information form, I confirm that CTIA has provided me with, or made available to me, the relevant pre-enrolment information for this course, including course information and access to the CTIA Student Handbook. I confirm that I have had the opportunity to ask questions and that this course appears suitable for my current needs and career goals.

Participant Name: _____ **Participant Signature:** _____