

PERSONAL DETAILS													
Applicant Status:	Apprentice <input type="checkbox"/>	Electrician <input type="checkbox"/>	Non-Electrician <input type="checkbox"/>										
Preferred Title: Mr / Miss / Mrs / Ms	First Name/s:	Middle Name/s:	Surname:										
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth: (DD/MM/YYYY) <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; background-color: #FFD700;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px; background-color: #FFD700;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>											
Residential Address:			Post Code:										
Postal Address (if different from above)			Post Code:										
Contact Details:	Home:		Fax:										
	Mobile:		Work:										
	Email:												
What is your current employment status?	Full Time Employee <input type="checkbox"/>	Self Employed <input type="checkbox"/>	Employer <input type="checkbox"/>										
	Part Time Employee <input type="checkbox"/>	School Based <input type="checkbox"/>											
	Other.....												
Are you still attending secondary school?	Yes <input type="checkbox"/> No <input type="checkbox"/>												
What is your highest COMPLETED school level?	Year 12 <input type="checkbox"/>	Year 09 <input type="checkbox"/>	In what YEAR did you complete this level? <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table> (YYYY)										
	Year 11 <input type="checkbox"/>	Year 8 or Below <input type="checkbox"/>											
	Year 10 <input type="checkbox"/>	Did not go to School <input type="checkbox"/>											
What BEST describes your main reason for undertaking this training? (please select most appropriate)	<table border="0" style="width: 100%;"> <tr> <td>To get a job</td> <td>It was a requirement of my job</td> </tr> <tr> <td>To develop my existing business</td> <td>I wanted extra skills for my job</td> </tr> <tr> <td>To start my own business</td> <td>To get into another course of study</td> </tr> <tr> <td>To get a better job or promotion</td> <td>For personal interest</td> </tr> <tr> <td>To try a different career</td> <td>For self-development</td> </tr> </table>			To get a job	It was a requirement of my job	To develop my existing business	I wanted extra skills for my job	To start my own business	To get into another course of study	To get a better job or promotion	For personal interest	To try a different career	For self-development
To get a job	It was a requirement of my job												
To develop my existing business	I wanted extra skills for my job												
To start my own business	To get into another course of study												
To get a better job or promotion	For personal interest												
To try a different career	For self-development												
Country of birth (if not Australia):	Town of birth:												
Are you of Aboriginal or Torres Strait Islander Origin?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Aboriginal Torres Strait Islander Aboriginal & Torres Strait Islander											
How well do you speak English?	Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all <input type="checkbox"/>												
Do you speak a language other than English at home?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Specify Language:											
Do you consider yourself to have a disability, impairment or long-term condition?			Yes <input type="checkbox"/> No <input type="checkbox"/>										

If yes please indicate area	Hearing/Deaf <input type="checkbox"/>	Physical <input type="checkbox"/>	Intellectual <input type="checkbox"/>	Medical Condition <input type="checkbox"/>
	Mental Illness <input type="checkbox"/>	Learning <input type="checkbox"/>	Vision <input type="checkbox"/>	Acquired Brain Impairment <input type="checkbox"/>
Other				
Will you require additional assistance with English, Math, reading or writing?				Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you SUCCESSFULLY completed any qualifications?				Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please tick applicable qualifications	Certificate I <input type="checkbox"/>	Diploma or Associate Diploma Advanced <input type="checkbox"/>		
	Certificate II Other Certificates <input type="checkbox"/>	Diploma or Associate degree <input type="checkbox"/>		
	Certificate III or Trade Certificate <input type="checkbox"/>	Bachelor's degree or Higher <input type="checkbox"/>		
	Certificate IV or Advanced Certificate <input type="checkbox"/>	Other Certificates <input type="checkbox"/>		
If Yes, what is the name of the Qualification you hold?	01.			
	02.			
EMPLOYERS DETAILS				
First Name/s:			Surname:	
Employer Legal Name:				
Employer Trading Name:				
Workplace Address:				
		State:	Post Code:	
Contact Details:	Phone H/W:	Fax:	Mobile:	
	Email:			
UNIQUE STUDENT IDENTIFIER (USI)				
From 1 January 2015, all new and continuing students need to apply for a Unique Student Identifier (USI). A USI gives you access to a government online portal that will contain all of your nationally recognised training records and results from 1 January 2015 onwards. In order to receive a nationally recognised VET qualification or statement of attainment your training organisation must collect and verify your USI. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au .				
Do you currently have a Unique Student Identifier (USI)?			Yes <input type="checkbox"/> No <input type="checkbox"/>	
A USI is a reference number made up of numbers and letters that provides you with access to your authentic VET related records.				
If YES, please supply your USI number				

The RPL process will require you to provide some evidence to us such as current work licences, letters from employers, certificates, trade papers, resumes, photos and/or work samples. You will be required to undertake an Recognition of Prior Learning Quiz and to speak to the Head Trainer about your work experience to determine your suitability and if RPL can be granted for the foundation units of these training courses.

OUR RESPONSIBILITIES TO YOU

We are committed to providing you quality training. and we guarantee that we will:

- Manage our operations in a systematic and ethical manner to ensure the ongoing financial viability of the organisation
- Make available the required resources to you to ensure you are given the opportunity to satisfactorily complete your training
- Provide you agreed training and assessment services that you have accepted in the completion of the enrolment form and/or training plan and in compliance with these Standards.
- Issue AQF certification documentation within 30 days for any unit/s of competency/ies, skills set or qualification for which you have
 - a) enrolled,
 - b) paid all fees, and
 - c) successfully completed all requirements
- Advise you immediately of any changes to the agreed services, such as a third-party arrangement or change in ownership

Ensure that if for any reason we cannot continue to offer training we will ensure either that you are transitioned to another provider to complete the same course or provided with a refund of all fees.

PRIVACY NOTICE

Under the Data Provision Requirements 2012, We are 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 us for statistical, administrative, regulatory and research purposes and 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;
 - 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 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. 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).

YOUR RIGHTS AND OBLIGATIONS

As a student, you have rights, including the right to a simple complaints and appeals process. If you wish to make a complaint, it must be made in writing to info@citatraining.edu.au. Our complaints policy can be found in the Student Handbook.

If for any reason we cannot continue to offer training, we will ensure either that you are transitioned to another provider to complete the same course or alternatively refunded all of your fees.

It is the student's responsibility to attend all training at the appointed place, on time and in a condition to undertake the course. Students are required to dress appropriately as per workplace health and safety standards (e.g. work boots, PPE and work clothes). It is expected that students will conduct themselves appropriately and not place themselves or other students in unsafe/compromising situations during the training course.

Students must also be aware of the state level requirements for students undertaking the installation and/or decommission of split systems in New South Wales, Queensland, South Australia or Victoria.

We expect that you complete the online components of the course by yourself and without external assistance.

It is your responsibility to enter and check your own details, Name, Date of Birth and Address etc. Once a Certificate has been sent additional fees may be incurred to have the details corrected and sent again.

THIRD PARTY AGREEMENT:

Construction Industry Training Australia Pty Ltd RTO provider number 45031 have a third-party agreement with College of Climate Change. As part of that agreement College of Climate Change collect's student enrolment information on behalf of Construction Industry Training Australia Pty Ltd RTO provider number 45031.

Both Construction Industry Training Australia Pty Ltd and College of Climate Change conduct the training and assessments for the advertised courses.

Construction Industry Training Australia Pty Ltd issue the Certificates and Statements of Attainment for the advertised courses. For more information go to www.citatraining.edu.au

STUDENT DECLARATION

I acknowledge that I have received and/or accessed the Student Information Handbook. I hereby acknowledge that I have read, understood and agree to the terms and conditions outlined, including the terms of the refund policy.

I declare that:

- My decision to complete and submit this enrolment form has been without coercion.
- I have received and/or accessed the RTO's fee schedule.
- I have read and understand the refund policy.
- I have been given sufficient information on the delivery and assessment arrangements for this qualification.
- I consent to having my personal information being used in accordance with the RTO's privacy policy.

I have been informed of, and hereby agree to abide by, Construction Industry Training Australia's policies and procedures relating to fees, charges, rules and regulations of the organization.

- I understand that my current USI number will be used to collect and report my VET related data.

I grant permission for Construction Training Industry Australia to utilize photo's or videos of myself in marketing material including

- social media accounts,
- website, and printed publications including assessment items and training material.
- I declare that the information supplied on this form is correct and complete.

Students Full Name:

Signature: Date: