

# ENROLMENT APPLICATION - CAIRNS TRAINING ACADEMY

## PERSONAL DETAILS

USI



### 1. Enter your full name

Please write your name exactly the same way you did when you applied for your Unique Student Identifier (USI), including any middle names. Cairns Training Academy 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 directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

Family name (surname)

Given names

2. Enter your date of birth

Day

Month

Year

3. Gender

Male

☐

Female

☐

Other

☐

### 4. Enter your contact details

Home phone

Email address

Work phone

Other email

Mobile

### 5. What is the address of your usual residence?

Please provide the physical address (street number and name not post-office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home. If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building/property name

Flat/unit details

Street or Lot number

Street name

Suburb, locality or town

State/territory & Postcode

Postcode

### 6. What is your postal address (if different from above)

Building/property name

Flat/unit details

Street or Lot number

Street name

Suburb, locality or town

State/territory & Postcode

Postcode

### 7. In which country were you born?

Australia

☐

Other, please specify

Other - please specify

### 8. Do you speak a language other than English at home?

No, English only

☐

Yes, other-please specify

☐

### 9. Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'YES' boxes)

No

☐

Yes, Aboriginal

☐

Yes, Torres Strait Islander

☐

## COURSE ENROLMENT

10. Name of Course

X

☐ Certificate P/T (1.5 years)

☐ Certificate F/T (1 year)

☐ Diploma P/T (2 years)

☐ Diploma F/T (1.5 years)

☐ Diploma (holds CHC30113 or CHC30121) P/T (1.5 years)

☐ Diploma (holds of CHC30113 or CHC30121) F/T (1. year)

### 11. Recognition of Prior Learning (RPL) Do you feel you possess the industry knowledge, skills and currency relevant to the course you wish to enroll in?

☐ Yes, a trainer will discuss your options with you

☐ No

### 12. Does this course require you to undergo a; Working with children check, police or criminal history check?

☐ No

☐ YES

☐ Blue Card (attached)

☐ Yellow Disability Worker Clearance Card (attached)

## Proof of Identification and residence - Funding eligibility requirement

**13.** We need proof of your identification and formal training background to check your eligibility for a training subsidy. Note! this is different to a Traineeship or Apprenticeship [https://desbt.qld.gov.au/\\_data/assets/pdf\\_file/0018/8145/c3g-factsheet-student.pdf](https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf)

Are you eligible to participate? You must:

- be a Queensland resident.
- be aged 15 years or over, and no longer at school (with the exception of VET in Schools students)
- be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.
- not hold, or not be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundations skills training).

Proof of identification	Birth certificate, driver's license, Medicare card, passport	<input type="checkbox"/> tick and attach
Proof of residential address	Utilities bill, or driver's license	<input type="checkbox"/> tick and attach
Proof of employment or industry placement (required to demonstrate the practical component of the course)	Letter from workplace confirming your employment or placement	<input type="checkbox"/> tick and attach

## Course fees as per relevant course flyer

**14. Will you be paying for the entire course yourself OR are you seeking a government funding? Contact CTA.**

<input type="checkbox"/> Private Fee for Service Student		<input type="checkbox"/> Seeking funding	
<input type="checkbox"/> Trainee or Apprentice	<input type="checkbox"/> Certificate 3 Guarantee		<input type="checkbox"/> Higher level skills

## Disability, Impairment, Learning Challenge/s

**15. Do you consider yourself to have a Disability, Impairment or Learning Challenge/s?**

Yes ☐ Y No ☐ N0, then go to question 16

**16. If you indicated the presence of a Disability, Impairment or learning challenge, please select the area(s) in the following list:** You may indicate more than one area. Please refer to the Disability supplement below for an explanation of the following disabilities. A reminder that ALL workers must be able to fulfill their job role description.

Hearing/deaf	<input type="checkbox"/>	Physical	<input type="checkbox"/>	Intellectual	<input type="checkbox"/>	Learning	<input type="checkbox"/>	Mental illness	<input type="checkbox"/>
Vision	<input type="checkbox"/>	Acquired brain impairment	<input type="checkbox"/>	Medical condition	<input type="checkbox"/>	Other	<input type="checkbox"/>		<input type="checkbox"/>

### Disability supplement - Introduction

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

#### Hearing/deaf

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

#### Physical

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

#### Intellectual

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

#### Learning

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

#### Mental illness

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

#### Acquired brain impairment

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

#### Vision

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

#### Medical condition

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

#### Other

A disability, impairment or long-term condition which is not suitably described by one or several disability types in combination. Autism spectrum disorders are reported under this category.

## Schooling

**17. What is your highest COMPLETED school level? (Tick ONE box only)** If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>
Never attended school	Never attended any primary or secondary level education – go to question 14

**18. Are you still enrolled in secondary or senior secondary education?**

Yes	<input type="checkbox"/>	Current year level	Year 12	<input type="checkbox"/>	Year 11	<input type="checkbox"/>	Year 10	<input type="checkbox"/>
Name of school								
No	<input type="checkbox"/>							

## Previous qualifications achieved

**19. Have you SUCCESSFULLY completed any of the qualifications listed below?**

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	go to question 21
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**20. If YES, tick ANY applicable boxes and ATTACH a copy of your qualification**

Bachelor degree or higher degree	<input type="checkbox"/>
Advanced diploma or associate degree	<input type="checkbox"/>
Diploma (or associate diploma)	<input type="checkbox"/>
Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>
Certificate III (or trade certificate)	<input type="checkbox"/>
Certificate II	<input type="checkbox"/>
Certificate I	<input type="checkbox"/>
Other education (including certificates or overseas qualifications not listed above)	<input type="checkbox"/>

## Employment

**21. Which BEST describes your current employment status? (Tick ONE box only)**

Full-time employee	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>
Self employed – not employing others	<input type="checkbox"/>
Self employed – employing others	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>
Not employed – not seeking employment	<input type="checkbox"/>
Concession Card – If applicable write your Reference number in box	REF. No.

Current employer (if employed and relevant to the course you are enrolling in)						Work Phone
Employer - trading name						-----
Employer - address	Street				Number	
	City		State		Postcode	
Employer - supervisor	Name					-----
Employer - email						

## Study reason

**22. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)**

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<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"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

## Enrolment condition 1. Fees and Charges Refund Policy and Exemptions

Details of fees are supplied in the course information brochure for each course and are discussed prior to enrolment. Please consult with the course adviser for further information. ENSURE you are fully aware of the 3 STEP (see *Enrolment Conditions 4 & 5*) process relating to lack of participation, progression and assessment default. Additional fees; per unit; may occur; if after 3 attempts your assessment is NOT satisfactory.

**Funded Training** - CTA abides by State and Commonwealth Government contractual requirements relating to any student co- contribution fee and or full or partial exemption of fees for funded courses and any other conditions relating to funding including any fees paid in advance and concession card holders. This includes informing students of any conditions surrounding students accessing funded training. For example, students may not be able to access further funded training after the completion of their first funded training option.

**Ezi-debit Processes** - Ezi-debit payments cannot be put on hold for reasons of convenience. CTA will review extenuating circumstances of each request on a case-by-case basis and suspension of payments may be granted. See refund conditions below.

**Extenuating Circumstances** - Include death in the family or severe medical problems verified by a doctor through a medical certificate submitted to CTA. Other extenuating circumstances may include unforeseen financial difficulties which make it extremely difficult for a student to continue with their course. Proof of extenuating circumstances must be forwarded to the academy administrator for consideration.

**Refund Policy** - CTA strives at all times to be fair and equitable to students. Although our policy does not provide for refunds once a course has commenced, we are aware that there are extenuating circumstances where a student may be suffering from extreme hardship. A refund under extenuating circumstances can only be approved by the CTA administrator. Under these circumstances a doctor's certificate (where applicable) and a written application from the student must be provided to CTA before the request will be considered. A refund: proportionate to the period remaining on that course may be refunded under certain circumstances. During this review, CTA will take into consideration the student's prior engagement and progress in their course of study. Administrative fees of \$400 will be deducted from any applicable refund. The student can appeal the CTA Administrator's decision and CTA can organise an independent review if the appeal outcome if the student considers the outcome unsatisfactory. . See the CTA Grievance Policy for more details.

**Circumstances that do not attract a refund include, but are not limited to:**

- Students who change their mind about the career/course they have chosen. (However, they can cancel their Ezi-debit immediately; therefore, only paying up until they have informed CTA of their decision to withdraw from the course. Student must notify CTA immediately and in writing.
- Students who have not engaged and/or progressed through their course despite support from CTA but have had to be enrolled to keep their current employment.
- Students who change their mind 10 days or more after signing their enrolment form and enrolling in the course. Administrative fees of \$400 will apply.
- Students who enroll under a promotion where an up-front discount has been given. For example, CTA promotion.
- Students paying the heavily discounted fees through School partnerships are not eligible for a refund once fees are paid to CTA by the school.
- Government funded training initiatives where materials have been provided and training commenced. However, the student, the Employer, and/or the employee can cancel their Ezi-debit payments at their convenience; hence they will have only paid pro-rata fees up until the point in time they have informed CTA of their decision to withdraw from the course. Administrative fees of \$400 will apply.

**Circumstances Where a Refund is Automatic**

- CTA enrolls students and accepts their fees, then CTA cancels the course.
- Student who changes their mind within 10 days of signing their enrolment form and enrolling in their course (cooling off period). Administrative fees of \$400 will be applied.

**Additional Fee Charges:**

- Remote and interstate students may have to pay an additional levy of \$800.00 for final certification, unless other arrangements are made.
- Reissuing of results and qualifications will incur a \$55.00 fee
- Transferring fees paid from one course to another will incur a \$55.00 fee
- School students who are still enrolled after graduating from school will revert to normal course fee status.
- Fees (calculated at average non-discounted unit cost) will apply when a student defaults three (3) times in submitting assessment to a satisfactory level.
- Students will pay re-enrolment fees for any units not finalized by training plan and course end date.
- Students wanting above the standard support allocation of 2 hours per unit. Refer to enrolment condition 2. An hourly fee of \$100 per unit will apply.
- Refer to Enrolment Conditions 4 and 5.

## Enrolment condition 2. Training Participation - LLN - Support

Gauging your participation in training is a requirement for any courses where your training is subsidised by the QLD Department of Youth, Justice, Education, Small Business & Training, (DJYESBT). All CTA courses are delivered online, so your participation is automatically recorded on the student platform. Hence, CTA can monitor how long and when you are engaged in study.

Prior to enrolment applicants undergo an LLN (language, literacy and numeracy) analysis to ensure they have the skills to complete their course and job role requirements. Applicants needing in-depth support will be referred to an LLN service provider <https://tafeqld.edu.au/courses/tells/skills-for-education-and-employment.html>?

At all times whilst CTA are inclusive the student must be able to demonstrate competency in the workplace without causing harm to self and others, in addition to being able to hold the essential knowledge relevant to their cause and pass the theory component of the assessment.

CTA supports students throughout their journey through Zoom sessions, phone appointments, email responses, attendance to CTA training room, and in the workplace. Students wanting above the standard training support (approx. 2 hours per unit) will pay additional cost of \$100 per hour.

## Enrolment condition 3. Assessment Procedure

- Assessment must be submitted by the ONLINE due date.
- Assessment items (knowledge and demonstration of practical skills in the workplace) must be demonstrated to a satisfactory level.
- Assessment records (Training Record Book, Knowledge Assessment) will be signed by the student to declare they have participated in training, demonstrated their skills and knowledge to required standard and assessment submitted is their own work.
- The trainer/assessor will mark student assessment and provide the student with feedback within a maximum timeframe of 30 days.
- Students may have to resubmit assessment items, if after 4 non-satisfactory attempts a unit re-enrolment fee (non-discounted) may apply.
- Students are issued with a Confirmation Report reflecting competencies achieved on request.
- Students must abide by the Student Training and Assessment Declaration on P8 of this form.
- Students must complete the mandatory industry hours as stipulated in the Training Record Book (either as an employee or on placement)

## Enrolment condition 4. Overdue Assessment The \$150 fee excludes Trainees & Apprentices

Students having trouble in meeting the assessment timeframes provided on enrolment are to complete the; **Assessment Extension Form** also provided on enrolment. Submit this to your trainer/assessor with supporting evidence. Applications for extensions will be reviewed and the student notified accordingly. Extensions must be negotiated **prior** to the assessment due date as extensions will not be granted after the due date unless there mitigating circumstances such as:

1. Illness (Doctor's Certificate required)
2. Accident or injury (Doctor's Certificate required)
3. Any other extenuating circumstances (i.e. death or emergency in the family)
4. Work commitments (a letter from your employer clearly supporting your claim is required).

**To clarify; this fee of \$150 will only be charged to the student if:**

- a) No attempt to submit assessment has been made by the due date as per the Assessment Due Date Calendar AND
- b) The student has not completed the Assessment Extension Form prior to the due date AND
- c) There are NO mitigating circumstances as above 1 - 4. AND
- d) The student has not made any attempt to communicate with CTA.

## Enrolment condition 5. Lack of Progression Procedure - 3 STEPS – Unit re-enrolment fee \$150

Students who do not participate in training and submit assessment by the due date or default on more than 3 occasions in submitting satisfactory assessment, may have their course enrolment cancelled or may incur unit re-enrolment fees of \$150 according to the individual's actions or lack of. Trainees and Apprentices do not pay additional fees as they have their own Training Plan conditions.

Direct Debits if applicable will be stopped by CTA immediately the decision to cancel the enrolment has been made. No refunds will apply.

**Lack of progression** - Before an enrolment is cancelled the trainer/assessor will take the following 3 STEPS to provide the student with every opportunity to engage and succeed. The trainer/assessor will send a Lack of Progression Notice to the student & employer by email to identify:

1. The student is not participating in training and therefore must contact CTA within 2 weeks of receiving the Lack of Progression Notice to negotiate their enrolment status.
2. If the student fails to contact the trainer within the 2-week period, the enrolment will be cancelled.
3. Enrolment is cancelled by CTA without further notice.
4. The above process takes place over a 4-week period.

Assessment deemed unsatisfactory or not submitted by the due date 4 times or more may result in the student having to pay re-enrolment fees of \$150 for the individual unit again. Excluding trainees and apprentices as they have their own training plan conditions.

**If the student continues to demonstrate 'lack of progress' then an additional fee of \$150 will apply when the training plan has been changed for the fourth time due to the continued re-enrolment processes.**

## Enrolment condition 6. Students Rights

### I HAVE THE RIGHT TO

- Be treated fairly and with respect
- Learn in an environment which is supportive, safe, free of discrimination and harassment
- Have access to support services as per enrolment condition 2
- Have my records kept private, subject to statutory requirements
- Have access to my personal records on request
- Be given information on assessments at the beginning of my course of study
- Have my existing skills and knowledge recognised
- Be provided with professional feedback on my academic progress
- Appeal academic decisions or procedural matters
- Lodge a complaint OR some positive feedback about a service/program or a staff member
- Have complaints dealt with fairly, promptly, confidentially

## Enrolment condition 7. Student Responsibilities

### CODE OF CONDUCT

- I agree to conduct myself and treat others in an appropriate and respectful manner at all times
- Damage to equipment or resources resulting from my actions will be reported to authorities.
- Bullying and harassment of students or staff is not acceptable and will not be tolerated.
- Illicit drugs / alcohol – possession on person or under the influence of such will result in expulsion.
- I will follow CTA and Workplace rules and dress code whilst in the workplace or representing CTA
- I will maintain confidentiality relating to my workplace/s and all clients accessing the workplace
- I understand that if I do not comply with CTA and Workplace Code of Conduct my course may be cancelled
- I will notify CTA if my contact details change or if I am accessing a funding subsidy and move to another state

### TRAINING PLAN

- I will complete a Training Plan with my trainer and employer and adjust where applicable
- I will comply with the course timeline and assessment due dates on my online dashboard
- I understand the overdue assessment and lack of progression procedures in Enrolment Conditions 3, 4, 5
- I will comply with training participation requirements as identified in my Training Plan to progress through my course
- I agree to participate in Vocational Placement if unemployed in the sector of study I am enrolled in
- I will participate in Language, Literacy & Numeracy analysis as required for my enrolment

### FEES AND WITHDRAWAL

- I understand and will comply with the Fees, Charges, Refund Policy and Exemptions
- I will notify my trainer or CTA of my intentions of transferring or withdrawing from the course.

## Enrolment condition 8. Funded Training Conditions – *ONLY SIGN ONE SECTION 1 or 2*

### QLD STATE GOVERNMENT VET INVESTMENT PLAN SUBSIDISED TRAINING

Read the funded section you are seeking eligibility for (No's 1 or 2) and **Only** sign the funding you are seeking.

- 1. Certificate 3 Guarantee Program** - I can only access Certificate 3 Guarantee subsidy once and will no longer be eligible for a subsidised training place in a Certificate 3 Guarantee Program once completed.
- 2. Higher Level Skills Program** - I can only access one government subsidised training place under the Higher-Level Skills program, irrespective of whether I choose to undertake a qualification or skill set.

**Traineeships and Apprenticeships** – on application from AASN and Employer

### 1. Certificate 3 Guarantee Agreement - To be eligible to enrol in the Certificate 3 Guarantee, prospective students must:

- be a Queensland resident.
- be aged 15 years or over, and no longer at school (with the exception of VET in Schools students)
- be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
- not hold, or not be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundations skills training).

#### To access a funded training subsidy, I understand that:

I must provide evidence to substantiate my eligibility for a subsidised training entitlement program.  
I understand that it is a requirement of the Certificate 3 Guarantee Program, that I may be surveyed by the Department of Employment, Small Business and Training (DESBT) seeking information on my training experience.  
I can access **Student Fact Sheet Certificate 3 Guarantee** [https://desbt.qld.gov.au/\\_data/assets/pdf\\_file/0018/8145/c3g-factsheet-student.pdf](https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf)

#### 1. Certificate 3 Guarantee SIGN here:

x

### 2. Higher-Level Skills Program - To be eligible for the Higher-Level Skills Program, individuals must:

- be a Queensland resident
- be aged 15 years or over, and no longer at school (with the exception of VET in Schools students)
- be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
- not hold or not be enrolled in a certificate IV or higher-level qualification, not including qualifications completed at school and foundation skills training; and
- not be enrolled in another qualification, not including foundation skills training.

#### To access a funded training subsidy, I understand that:

I must provide evidence to substantiate my eligibility for a subsidised training entitlement program.  
I understand that it is a requirement of the Higher-Level Skills Program that that I may be surveyed by the Department of Employment, Small Business and Training (DESBT) seeking information on my training experience.  
I can access **Student Fact Sheet Higher Level Skills** [https://desbt.qld.gov.au/\\_data/assets/pdf\\_file/0026/7784/hls-student-factsheet.pdf](https://desbt.qld.gov.au/_data/assets/pdf_file/0026/7784/hls-student-factsheet.pdf)

#### 2. Higher-Level Skills Program SIGN here:

x



## Traineeships and Apprenticeships – ONLY on application and request by a service provider in the Australian Apprenticeship Support Network in combination with an employer and student.

No fees at this stage if the trainee is under 25 years of age <https://desbt.qld.gov.au/training/providers/funded/freeapprenticeships>

### Contribution fees for trainees over 25 years of age

☐ nominal hours @ \$1.60 set by Qld State Govt. (Qld State Government VET investment Plan-Funded Programs)

To be eligible to receive a government contribution, the apprentice or trainee must:

- have entered into a Training Contract for a qualification that is funded by the department be registered on DELTA with a commencement date or recommencement date on or after 1 July 2021
- select a training provider that holds SAS status for their nominated qualification.

\*(Concession) Partial exemption of tuition fees of 40% apply if the applicant falls into one of the categories below:

- Was or will be under 17 at the end of February in the year in which training commences, providing the applicant is not at school and hasn't completed year 12. Dependent DESBT training initiatives i.e. <https://desbt.qld.gov.au/training/providers/funded/freeapprenticeships>
- Holds a health care card or pensioner card or is the partner or a dependent of a person who holds a health care card or pensioner card, and named on the card.
- The applicant provides an official form under Commonwealth law confirming the applicant, his or her partner or the person of whom the applicant is dependent, is entitled to concessions under a health care card.
- The applicant is an Aboriginal or Torres Strait Islander person.

Full exemption (short summary) from the student contribution fee where the participant falls into one or more of the following exemption categories:

- Payment of the student contribution fee would cause extreme financial hardship,
- Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional.
- Where credit transfer/national recognition has been applied to a unit of competency/module
- The participant is a school-based apprentice or trainee.

## Enrolment condition 9. Privacy Statement & Student Permission

### Privacy Notice

Under the *Data Provision Requirements 2012*, Cairns Training Academy 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 and your training activity data) may be used or disclosed by Cairns Training Academy for statistical, regulatory and research purposes. Cairns Training Academy may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if you are enrolled in training paid by your employer.
- Other Registered Training Providers should you cancel enrolment with Cairns Training Academy and or enrol with another Registered Training Provider and require evidence of results issued and or enrolment status with Cairns Training Academy
- Commonwealth and State or Territory government departments and authorised agencies.
- NCVER.
- Organizations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification and populating authenticated VET transcripts.
- facilitating statistics and research relating to education, including surveys.
- 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 an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

### Student Declaration and Consent

I declare that the information I have provided to the best of my knowledge is true and correct.

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

## CHECKLIST OF DOCUMENTS TO BE ATTACHED TO THIS APPLICATION

Documents provided will depend on course and funding.

Document	Tick	Document	Tick	Document	Tick
Passport		Utility Bill		License with image both sides	
Blue and or yellow card		VISA		Employment confirmation letter	
Medicare care		Birth certificate		Placement confirmation letter	

Statement of Attainment for any units you have officially completed in another course.

Concession Card (if applicable)

First-aid Certificate if current i.e., HLTAID011 or HLTAID012 unless mandatory updates are released.

Pre-requisite qualification i.e., CHC30113 or CHC30121 for enrolment into Diploma of Early Childhood Education & Care

## Student Training & Assessment Declaration - Item 10

**Tick**

Learning resources	I will use the learning resources provided to me to answer the assessment questions.	
Internet searches	I will not search the internet for answers to assessment questions unless directed to by the assessment question.	
Referencing assessment	I will reference my assessment using the topics and page numbers from my learning resources.	
Referencing from a website	If the assessment question directs me to conduct research, I will reference my assessment using the website URL from where the information was taken from.	
Plagiarism	<i>"Plagiarism is presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement. Plagiarism may be intentional or reckless, or unintentional".</i> ( <a href="https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism">https://www.ox.ac.uk/students/academic/guidance/skills/plagiarism</a> ) I will NOT submit plagiarised assessment answers as my own work.	
Passwords	I will NOT share my password with others.	
Study & class groups	Students sometimes work together and support each other, however responses to assessments must not be identical. Responses need to be written in my own words. I understand there will be some assessment where there is only one answer and hence answers will be identical i.e., Regulations, acts, laws, sections of industry compliance etc.	
Course Hero & similar	I will NOT use Course Hero and similar websites to find answers for my assessment.	
Gaining competency	I will complete my assessment tasks/questions & submit for marking. I will learn & demonstrate the skills in the workplaces as listed in my training record book. I will resubmit any assessment tasks/questions that were marked NYC or incorrect. I will complete the mandatory hours related to my course if not employed in the industry. I will have both my skills and hours verified by my workplace supervisor. I will upload my workplace supervisors page with my first unit assessment. I will upload the training record book pages with the skills verified by my supervisor to the unit they relate to each time I submit a unit for marking.	
Grammar & Accuracy	I will check my spelling and grammar. I will check that I have answered assessment questions in full, as sometimes there are two parts to a question.	
Assessment timeframes	I will follow CTA's timelines / procedures for submitting assessment by the due date and requesting extensions.	
Late fees	I have read and will comply with Enrolment Conditions 4 & 5	

### Fraudulent actions will result in cancellation of enrolment with no results being issued.

- cheating i.e., copying other students work
- allowing others to access and copy your assessment.
- giving your password to others
- using cheat websites i.e., COURSE HERO and other cheat websites to find answers for assessment.
- forging workplace supervisor's signatures
- forging mandatory hours related to your course.
- knowingly engage in plagiarism.
- Using AI to generate assessment answers.

### CTA Administration / Enrolment Officer

Trainer assigned YES <input type="checkbox"/>		Unit/s issued YES <input type="checkbox"/>	
Type of student	<input type="checkbox"/> Certificate 3 Guarantee Program <input type="checkbox"/> Higher Level Skills Program	Trainee or Apprentice <input type="checkbox"/> User Choice	<input type="checkbox"/> Fee for Service
Course fees (include enrolment)	\$	<input type="checkbox"/> iCare Number	<input type="checkbox"/> Concession Attach proof of concession eligibility
Course fees paid by	<input type="checkbox"/> Ezi-debit	<input type="checkbox"/> EFTPOS	<input type="checkbox"/> Funding subsidy <input type="checkbox"/> Employer
Invoice generated YES <input type="checkbox"/>	Orientation booked YES <input type="checkbox"/>	Employment/placement confirmed YES <input type="checkbox"/>	
Welcome email sent to student, (parent/guardian if applicable) and employer YES <input type="checkbox"/>			



## Declaration and Permissions

## Student Declaration, Signature and Permission

*(Includes Parent or Guardian signatures and permissions when applicable to applicants under 18)*

## AGREEMENT TO ENROLMENT CONDITIONS 1 to 9 and Item 10

**I declare that:**

- The information in this Enrolment Application is true and correct to the best of my knowledge
- I have an email account and access to a computer and the internet for my study purposes
- CTA have provided me with the following enrolment conditions information Prior to Enrolment
- I have read, understood and will comply with the enrolment conditions 1 to 9 and item 10.
  - 1. Fees and Charges Refund Policy and Exemptions
  - 2. Training Participation – LLN - Support
  - 3. Assessment Procedure
  - 4. Overdue Assessment Procedure
  - 5. Lack of Progression Procedure
  - 6. Students Rights
  - 7. Student Responsibilities
  - 8. Funded Training Conditions
  - 9. Student Privacy Declaration and Consent

**Item 10** - I have read and will comply with the Student Training & Assessment Declaration on P 8.

**I give CTA permission to:**

- Indefinitely use my image and quotes in a respectful manner in CTA media
- Discuss my progress with my workplace supervisor and regulatory bodies.
- View my USI (Unique Student Identifier) using the RTO login details.
- Release my results and or enrolment status to other Registered Training Providers or Tertiary Provider as requested by myself or my Parent or Guardian if applicable.

Student Name	Student Signature	Initials	Date

(Parent/Guardian=student under 18 yrs of age) I declare that the information contained in this application is true & correct to the best of my knowledge

Parent or Guardian Print Name	Parent / Guardian Signature	Initials	Date

Contact details for parent or guardian:	Phone
Email:	

### How did you hear about Cairns Training Academy?

<input type="checkbox"/> CTA Website	<input type="checkbox"/> Google search	<input type="checkbox"/> Newspaper	<input type="checkbox"/> Radio	<input type="checkbox"/> Flyer
<input type="checkbox"/> ex student	<input type="checkbox"/> Facebook	<input type="checkbox"/> Car add	<input type="checkbox"/> School	
<input type="checkbox"/> Workplace	<input type="checkbox"/> Return student	<input type="checkbox"/> Other		