

Enrolment Application



Contact Details: PO Box 93 Earlville 4870. Phone: 0740 545511 Email: reception@cta.qld.edu.au Website: www.cta.qld.edu.au RTO Number 30857

PERSONAL DETAILS

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			3. Gender (Tick ONE box only)		
Day	Month	Year	Male	Female	Other
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	

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	

Language and cultural diversity

7. In which country were you born?

Australia	<input type="checkbox"/>
Other - please specify	

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

No, English only	<input type="checkbox"/>
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	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

Disability

10. Do you consider yourself to have a disability, impairment or long-term condition?

Yes Y No N0, then go to question 12

11. If you indicated the presence of a disability, impairment or long-term condition, 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.

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

12. 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

13. 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

14. Have you SUCCESSFULLY completed any of the qualifications listed in question 15?

Yes No No go to question 16

15. 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

16. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

For casual, seasonal, contract and shift work, use the current number of hours worked per week to determine whether full time (35 hours or more per week) or part-time employed (less than 35 hours per week).

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"/>

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					Supervisor Phone
Employer - email					-----	

Study reason

17. 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"/>

18. Enter your Unique Student Identifier (USI) (if you already have one)

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Proof of Identification

19. We need proof of your identification to ensure you:

- are who you say you are
- are 15 years of age or over and a permanent resident of Queensland
- are an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen

Attach a certified copy of your Medicare card and one of the following listed below to prove you are a permanent resident of Queensland. **(Tick forms of ID attached)**

Medicare Card Birth Certificate / Passport Concession Card Driver's License

COURSE ENROLMENT

20. Course you are seeking enrolment in

- | | |
|---|--|
| <input type="checkbox"/> Certificate P/T (1.5 years) | <input type="checkbox"/> Certificate F/T (1 year) |
| <input type="checkbox"/> Diploma (28units) P/T (2.5 years) | <input type="checkbox"/> Diploma (28 units) F/T (1.5 years) |
| <input type="checkbox"/> Diploma (holds CHC30113) P/T (1.5 years) | <input type="checkbox"/> Diploma (holds of CHC30113) F/T (1. year) |

21. 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 if Yes, a trainer will discuss your options with you No

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

- No YES Blue Card attached police or criminal history check attached

Course payment

23. Will you be paying for the entire course yourself OR are you seeking a government funding?

- | | |
|--|---|
| <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 |
| <input type="checkbox"/> Year 12 fee-free | |

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; will 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 fee contribution and or full or partial exemption of fees for funded courses and any other conditions relating to funding including any fees paid in advance. 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. 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.
- 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 VETiS 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.

Circumstances Where a Refund is Automatic

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

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
- **Refer to Enrolment Conditions 4 and 5.**

Enrolment condition 2. Training Participation

Gauging your participation is a requirement for any courses where your training is subsidized by the QLD State Government Department of Education & Training. Most courses are delivered online, so your participation is automatically recorded.

In cases where the delivery is not 'on-line' and is delivered through other media and your training is being subsidized by the QLD State Government Department of Education & Training you will need to manually record the times you spend accessing training materials or sessions delivered by CTA. This will be captured through a combination of the following media and will depend on what is most suitable for your course:

- Attend training sessions at CTA in person.
- Access online training presentations and materials through CTA's Student Website Portal
- Participate in Webinars or Skype sessions
- Participate in training delivered in your workplace

Enrolment condition 3. Assessment Procedure

- Assessment must be submitted in the specified format by the due date and according to the 3 STEPS as per ENROLMENT CONDITION 5.
- 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, On-line or otherwise) 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 time-frame of 30 days.
- Students may have to resubmit assessment items; however, if after 3 non-satisfactory attempts a unit re-enrolment fee (non-discounted) will apply.
- Students are issued with a Confirmation Report reflecting competencies achieved on request

Important Notice - Students must complete the nominated work placement hours as stipulated in the Training Record Book. Failure to complete the practical components or hours will result in course cancellation with no competency achieved.

Enrolment condition 4. Overdue Assessment – Unit re-enrolment fee \$150

Students having trouble in meeting the assessment timeframes outlined on **Assessment Due Date Calendar**; and 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.

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

Students who do not participate in training and submit assessment **within one month** of enrolment or default on more than 3 times in submitting satisfactory assessment, will have their course enrolment cancelled or will incur unit re-enrolment fees of \$150 according to the individual's actions or lack of.

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 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.

The above process takes place over a 6-week period from commencement into the course or from last date of assessment submission if applicable.

Assessment deemed unsatisfactory or not submitted by the due date; 3 times in total for an individual unit will result in the student having to pay re-enrolment fees of \$150 for the individual unit again.

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 third time due to the continued re-enrolment process

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 counselling and support services
- 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
- Complain 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 rules and dress code set out by our Trainers/Teachers (when and if applicable)

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 Code of Conduct my course may be cancelled

TRAINING PLAN

I will complete a Training Plan with my trainer

I will comply with the course timeline and assessment due dates as agreed in above

I understand the overdue assessment and lack of progression procedures

I will comply with training participation requirements either online, face to face, skype or other means identified in my or Training Plan

I agree to participate in Vocational Placement if unemployed in sector of study

I will participate in Language, Literacy & Numeracy analysis as required for my enrolment

FAILURE TO PARTICIPATE AND PROGRESS THROUGH COURSE & PENALTY

The 3 STEP process will be instigated upon failure to participate and progress through the course

Additional unit enrolment fees (calculated at average unit cost) will apply when a student defaults three (3) times in submitting assessment to a satisfactory level.

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

QLD STATE GOVERNMENT VET INVESTMENT PLAN SUBSIDISED TRAINING

Read the funded section you are seeking eligibility for (No's 1 or 2 or 3 below) and initial **ONLY** the funding you are seeking and agreeing to

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.

Higher Level Skills Program - I can only access one government subsidized training place under the Higher-Level Skills program, irrespective of whether I choose to undertake a qualification or skill set.

Year 12 Graduate Fee Free Training – select carefully as you may exhaust your training subsidy entitlement (QLD State Government training entitlement – the above may apply to other future subsidized training places)

Traineeships and Apprenticeships – on application

Certificate 3 Guarantee Agreement

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

- be aged 15 years or above and no longer at school (with the exception of VET in School (VETiS) students permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and 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 Certificate 3 Guarantee Program, that I complete and return a Training and Employment Survey within 3 months after training. <https://training.qld.gov.au/site/providers/Documents/pqs/contract/student-survey-factsheet.pdf>

I can access more information about subsidized training at <http://www.training.qld.gov.au/training-careers/subsidised-training-incentives/index.html>

Student Fact Sheet Certificate 3 Guarantee <https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>

Certificate 3 Guarantee signature:

x

Higher-Level Skills Program

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

- be aged 15 years or over and no longer at school
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not hold, and not be enrolled in, a certificate IV or higher-level qualification, not including qualifications completed at school and 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 I complete and return a Training and Employment Survey within 3 months after training. <https://training.qld.gov.au/site/providers/Documents/pqs/contract/student-survey-factsheet.pdf>

I can access more information about subsidized training at <http://www.training.qld.gov.au/training-careers/subsidised-training-incentives/index.html>

Student Fact Sheet Higher Level Skills <https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>

Higher-Level Skills Program signature:

x

Year 12 Fee-Free Training

3. To be eligible to access Year 12 Graduate fee-free training, individuals must:

- have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Curriculum and Assessment Authority or equivalent certificate that confirms you have completed Year 12 in Queensland
- enrol and start training with an approved training provider by the end of the calendar year following the completion of Year 12
- live permanently in Queensland

I must provide evidence to substantiate my eligibility for a subsidised training entitlement program

I understand that it is a requirement of the Year 12 Graduate Fee Free Training Program that I complete and return a Training and Employment Survey within 3 months after training. <https://training.qld.gov.au/site/providers/Documents/pqs/contract/student-survey-factsheet.pdf>

I can access more information about subsidized training at <http://www.training.qld.gov.au/training-careers/subsidised-training-incentives/index.html>

Student Fact Sheet Year 12 Fee-Free Training <https://training.qld.gov.au/site/training/Documents/incentives/year12-fee-free/year-12-fee-free-fact-sheet.pdf>

Year 12 Fee-Free Training signature:

x

Enrolment condition 9. Privacy Statement & Student Declaration

Privacy Notice

Under the *Data Provision Requirements 2012*, [insert RTO name] 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 [insert RTO name] for statistical, regulatory and research purposes. [insert RTO name] 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;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations 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 programme 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).

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.

FEES – CTA Enrolment Officer to complete during enrolment process with student

Trainer assigned x		Unit/s issued	1.	DD
			2.	DD
Type of student	<input type="checkbox"/> Certificate 3 Guarantee Program <input type="checkbox"/> Higher Level Skills Program	<input type="checkbox"/> Year 12 Fee Free <input type="checkbox"/> User Choice	<input type="checkbox"/> Fee for Service <input type="checkbox"/> Fee for Service VETIS	<input type="checkbox"/> Other
Course fees (include enrolment)	\$	Apply Discount	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> iCare Number.
Discount amount if applicable	\$		<input type="checkbox"/> Credit Transfer	<input type="checkbox"/> Loyalty <input type="checkbox"/> Concession Attach proof of concession eligibility
TOTAL FEES PAYABLE	\$		Payment type	<input type="checkbox"/> Ezi-debit <input type="checkbox"/> EFTPOS <input type="checkbox"/> OTHER
Less deposit if applicable	\$	<input type="checkbox"/> Paid	Payment type	<input type="checkbox"/> Ezi-debit <input type="checkbox"/> EFTPOS <input type="checkbox"/> OTHER
BALANCE PAYABLE	\$	MYOB – Inv. No	Amount	\$
Payment end date		Course end date		<input type="checkbox"/> Unit Re-enrolment:

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 1-8

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 as listed below 1 to 8:
 1. Fees and Charges Refund Policy and Exemptions
 2. Training Participation
 3. Assessment Procedure
 4. Overdue Assessment Procedure – (Unit re-enrolment fee \$150 if applicable)
 5. Lack of Progression Procedure – (Unit re-enrolment fee \$150 if applicable)
 6. Students Rights
 7. Student Responsibilities
 8. Funded Training Conditions
 9. Student Declaration and Consent (Privacy Statement & Student Declaration)

I give CTA permission to:

- Indefinitely use my image and quotes in a respectful manner in CTA training resources & other media if needed
- Discuss my progress with my workplace supervisor if applicable to my job role and course
- View my USI (Unique Student Identifier) using the RTO login details

Student Name	Student Signature	Initials	Date

(Parent/Guardian if applicable) I declare that the information contained in this application is true and correct to the best of my knowledge

Parent or Guardian Print Name	Parent / Guardian Signature	Initials	Date

Contact details for parent or guardian:

Email:	Phone

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		