



CONSTRUCTION TRADE QUALIFICATIONS

RTO# 41158

"Builders Educating Builders"

Head Office: 3/190 The Entrance Rd,
Long Jetty NSW 2261

1300 270 539
www.ctq.edu.au

Enrolment Form	
TRAINING PROGRAM OR TRAINEESHIP/APPRENTICESHIP DETAILS	
Qualification Code and Title	
Delivery Method	<input type="checkbox"/> Classroom <input type="checkbox"/> Traineeship <input type="checkbox"/> Apprenticeship <input type="checkbox"/> Work-based (non T/ship) <input type="checkbox"/> Blended
How did you find out about this training?	
Program Type	<p>CLASSROOM <input type="checkbox"/> State Funded Program (Full Qual Entitlement) <input type="checkbox"/> State Funded Program (Targeted Priorities) <input type="checkbox"/> TNI – Statement of Attainment <input type="checkbox"/> Fee For Service</p> <p>TRAINEESHIP/ APPRENTICESHIP <input type="checkbox"/> New Entrant (Full Time) <input type="checkbox"/> New Entrant (Part Time) <input type="checkbox"/> Existing Worker (Full Time) <input type="checkbox"/> Existing Worker(Part Time) <input type="checkbox"/> NSW School Based T/ship</p> <p>WORK BASED/ BLENDED <input type="checkbox"/> State Funded Program <input type="checkbox"/> Fee For Service</p>
Salutation (Miss, Mrs, Mr, etc)	DOB DD / MM / YYYY
Student Legal Name Please ensure this is the same as what was used to create your USI & ID	
Residential Address	<small>Building/property name Flat/unit details Street Number & Name</small>
Suburb	State/Terr P/Code
Postal Address	
Telephone (Home)	Mobile
Email Address	
Gender (Please Tick)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Specified/Other
USI – UNIQUE STUDENT IDENTIFIER	
<p>From 1 January 2015, CTQ Construction Trade Qualifications 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 National Centre for Vocational Education Research Ltd (NCVER). 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. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance</p>	
Unique Student Identifier All students undertaking nationally recognised training delivered by an RTO (Registered Training Organisation) will need to have a USI (Unique Student Identifier)	#
EMERGENCY CONTACT DETAILS	
Next of Kin	
Contact Mobile	Contact Home/Work
Relationship	

Which best describes your main reason for doing this training? (tick one only)	<input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To get a job <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To get skills for community/voluntary work <input type="checkbox"/> It is 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 Reason _____
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What best describes your current situation?	<input type="checkbox"/> 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 employment <input type="checkbox"/> Unemployed - seeking part time/ casual work <input type="checkbox"/> Unemployed - not seeking employment at present <input type="checkbox"/> Other (please state) _____
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NEW SOUTH WALES STATE SPECIFIC DETAILS

Do you currently live in NSW	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you living in NSW social housing; or are you/the household on the NSW Housing Register? (Public Housing, Community Housing, Aboriginal Housing, Crisis Accommodation/Supported Accommodation, FACS rental assistance)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Is the student registered or intending to be registered in an Apprenticeship or Traineeship for this qualification in NSW?	<input type="checkbox"/> Yes, I am already Registered as an Australian Apprentice/Trainee <input type="checkbox"/> Yes, I am intending to be an Australian Apprentice/Trainee <input type="checkbox"/> No	
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Have you undertaken any other Smart and Skilled Qualifications this Calendar year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Are you currently in Out of Home Care & aged 15-17 Or Have you previously been in Out of Home Care & aged between 18 – 30? <i>Statutory Care – under a Children’s Court Care Order</i> <i>Supported Care – FACS determine person in need of care.</i> <i>Children & young people in Out-of-home care usually reside with relative/kindship carers, foster carers or in resident care services.</i>	<input type="checkbox"/> No I am not/have not been in Out of Home Care <input type="checkbox"/> Yes I am in Out of Home Care & aged 15-17 <input type="checkbox"/> Yes I have been in Out of Home Care & aged 18-30	
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Are you over 15yrs of age & experiencing or have experienced Domestic or Family Violence	<input type="checkbox"/> No I am not experiencing or have experienced domestic or family violence <input type="checkbox"/> Yes I am over 15yrs of Age and are/have experienced Domestic or Family Violence If Yes – please provide a letter of recommendation from a Domestic & Family Violence Service, Refuge or other support Agency.	
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Are you a refugee on: <ul style="list-style-type: none"> • Protection or Temporary Protection Visa • Safe Haven Enterprise Visa • Humanitarian Visa • Asylum Seeker – Temporary Visa • Asylum Seeker – Bridging Visa 	<input type="checkbox"/> No <input type="checkbox"/> Yes (please state) _____ _____	
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Are you expecting to become unemployed? <ul style="list-style-type: none"> • Have you been stood down, furloughed? • Are you employed on the conditional undertaking training? • Are you Low/Unskilled requiring training to keep a job? • Working a declining Industry? Evidence for Departmental approval required	<input type="checkbox"/> No <input type="checkbox"/> Yes (please discuss your circumstances with our Administration team) _____ _____	
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Are you a Veteran - veterans are all ex-serving personnel who served at least one day in the Australian Defence Force	<input type="checkbox"/> Reservist <input type="checkbox"/> Person who experienced operational deployment & peacekeeping mission <input type="checkbox"/> Person who served in peacetime <input type="checkbox"/> Recognised partner of the above	
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BACKGROUND DETAILS			
Citizenship (Please tick) What is your residency status?		<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Temporary Visa <input type="checkbox"/> Humanitarian Visa <input type="checkbox"/> Other/None of the above (please state).....	
Country of Birth		Nationality	Town of Birth
Are you of Aboriginal or Torres Strait Islander origin?		<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Neither	
What is your main spoken language?		<input type="checkbox"/> English <input type="checkbox"/> Other (please state)	
If English is your second language, how well do you speak English?		<input type="checkbox"/> Not at all <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> Very well	
Preferred learning method?		<input type="checkbox"/> Audio (sound/hearing) <input type="checkbox"/> Visual (pictures/images) <input type="checkbox"/> Kinaesthetic (practical/hands on)	
DISABILITY STATUS			
Do you have a disability, impairment or long-term condition <i>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</i>		<input type="checkbox"/> Student has / I have a disability <input type="checkbox"/> Student is / I am a dependent child or spouse of a person in receipt of a disability support pension <input type="checkbox"/> No disability	
Please indicate Disability Assessment Type <i>Please provide evidence of your Disability & Assessment</i>		<input type="checkbox"/> Recipient of Disability Support Pension <input type="checkbox"/> Assessed by specialist support professional as a student with disability	
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) from the list: <i>See "Disability Supplement" (at the end of this form) for additional information to assist with answering this question</i>		<input type="checkbox"/> Vision Impaired <input type="checkbox"/> Hearing Impaired <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning Difficulties <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Injury <input type="checkbox"/> Medical Condition <input type="checkbox"/> Disabled Not Defined <input type="checkbox"/> Other	
Standards for Registered Training Organisations (RTO) 2015 require CTQ to ascertain the learner levels of students prior to training. Do you require any specific assistance, equipment or adaptive technology to support your disability or learning?			
Language (English)	Literacy	Numeracy	<input type="checkbox"/> No <input type="checkbox"/> Yes _____ _____
Disability	Vision	Transport	
Hearing Impaired	Parental Flexibility	Nutrition	
Drug/ alcohol education	Financial affairs advice		
Mental/ sexual/ dental health	Cultural awareness		
Resume writing & interview techniques			
If you are taking medication, will it affect your use of machinery? If yes, please list		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Will Construction Trade Qualifications require any further information from your doctor, specialist, employment consultant or your family to better assist you?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
WELFARE STATUS			
Are you a Centrelink/Welfare recipient OR a Dependent child or spouse of a welfare recipient?		<input type="checkbox"/> No <input type="checkbox"/> Yes (please attach copy of your CRN Card, Concession card, Pensioner Card, Health Care Card)	
If you answered Yes above, were you in receipt of Welfare/Centrelink Assistance etc at the start of the training program?		<input type="checkbox"/> Yes - Student is / I am a welfare recipient <input type="checkbox"/> Yes - Student is / I am a Dependent child or spouse of a welfare recipient <input type="checkbox"/> Not a welfare recipient	
If you answered yes to the above, please specify the type of Welfare		<input type="checkbox"/> Age Pension <input type="checkbox"/> Austudy <input type="checkbox"/> Carer Payment (Commonwealth Govt) <input type="checkbox"/> Farm Household Allowance <input type="checkbox"/> Family Tax Benefit Part A - Maximum Rate <input type="checkbox"/> Job Seeker Payment <input type="checkbox"/> Parent Payment (single) <input type="checkbox"/> Special Benefit <input type="checkbox"/> Veterans' Affairs Pensions <input type="checkbox"/> Veterans' Children Education Scheme <input type="checkbox"/> Widow Allowance <input type="checkbox"/> Youth Allowance	

EMPLOYMENT DETAILS - IF APPLICABLE

Business Name			
ABN			
Business /Head Office Address			
Workplace/Site Address			
Host Employer Details (Company name & address)			If applicable
Contact Person			
Contact Email			
Telephone (Bus)		Mobile	
Industry/ Main Activity			

FEES AND CHARGES

<ul style="list-style-type: none"> Prescribed Administration/Student fees may apply to State Funded training programs Concessions/exemptions may apply 	<input type="checkbox"/> Course Cost/Fee for Service Cost \$ _____ or <input type="checkbox"/> Student /Administration Fee \$ _____
Who is responsible for paying the associated Cost/Fee?	<input type="checkbox"/> Employer <input type="checkbox"/> Myself <input type="checkbox"/> Job Active Provider <input type="checkbox"/> DES Provider <input type="checkbox"/> Not applicable

Payment method	Please check one box below: <input type="checkbox"/> 1. Credit / Debit Card (See below) <input type="checkbox"/> 2. Cash - (Direct deposit into banking details below using your full name as a reference) <input type="checkbox"/> 3. Cheque – (Payable to Construction Trade Qualifications Pty Ltd) <input type="checkbox"/> 4. Epos <input type="checkbox"/> 5. Electronic Funds Transfer (EFT) Institution: Commonwealth Bank Account Name: Construction Trade Qualifications PTY LTD BSB: 062 606 Account Number: 1033 7656
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Credit Card Authority to charge	Please charge the Credit card Part payment amount of - Credit/Debit Card: <i>Note – Credit card transactions incur a 2% fee</i> Authorized amount to deduct – Amount: _____ Card Type (circle): or Credit Card Number: _____ CCV _____ Expiry (Month / Year): ____ / ____ Card Holder Name: _____ Card Holders Signature: _____ Date: _____
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NSW STUDENT DECLARATION

CONSENT TO USE & DISCLOSURE OF PERSONEL INFORMATION TO THE DEPARTMENT OF EDUCATION & COMMUNITIES AND OTHER GOVERNMENT AGENCIES

I _____
(First, middle and last Name)
Of _____
(Residential Address)
With Date of Birth _____

Understand and agree that personal information (information or an opinion about me), collected from me, my parent or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) (together **Personal Information** collected by Construction Trade Qualifications) may be disclosed to the Department of Industry (**Department**).

The Department may disclose my Personal Information to other Australian Government agencies, including those located in States & Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their Government function, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I consent to the collection, use and disclosure of my Personal Information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with Construction Trade Qualifications for the purposes of evaluating and assessing my subsidised training.

Student Legal Name			
Signature of Student		Date:	
<i>Note: If under 18 years of age at the time of giving consent, then the consent of their guardian is required</i>			
Name of guardian			
Signature of parent / guardian: (If under 18 years)		Date:	

PRIVACY INFORMATION

Construction Trade Qualifications Privacy Policy

Construction Trade Qualifications takes the privacy of participants very seriously and complies with all legislative requirements. These include the Australian Privacy Principles set out in the *Privacy Amendment (Enhancing Privacy Protection) Act 2012* and relate to the *Privacy Act 1988*. For information about your privacy visit www.oaic.gov.au or please consult our Privacy Policy on our website, your participant handbook which will be provided to you at induction or speak with one of our staff at a CTQ Office.

Identification

If you chose not to provide identification evidence Construction Trade Qualifications may not be able to provide you with training services or issue appropriate qualifications.

USI Privacy

Construction Trade Qualifications seeks your consent to collection, use and disclose of your USI and associated personal information in line with the Student Identifiers Act 2014. Your personal information will not be shared or disclosed other than as described, without your consent. Full USI Privacy policy details can be found at <https://www.usi.gov.au/documents/privacy-policy>

COMMUNICATION NOMINEE – CONSENT TO COMMUNICATE WITH A THIRD PARTY

I hereby give consent to Construction Trade Qualifications the authority to contact my Communication Nominee in the event of:

- CTQ not being able to contact myself regarding a notification or information from my Provider, School or another party of my intent to Withdraw from training or
- Should I fail to contact CTQ via reply call, email, SMS or written correspondence after 3 attempts by CTQ, whereby Withdrawal from my training is now imminent or an option.

Yes No

Communication Nominee Name _____ Contact Phone _____

Student Legal Name			
Signature of Student		Date:	

FEES AND REFUNDS POLICY

All States - Fee for Service Program Delivery, the following will apply:

- Learners who give notice to cancel their enrolment more than 10 days prior to the commencement of a program will be entitled to a full refund of fees paid.
- Learners who give notice to cancel their enrolment less than 10 days prior to the commencement of a program will be entitled to a 75% refund of fees paid. The amount retained (25%) by CTQ is required to cover the costs of staff and resources which will have already been committed based on the student's initial intention to undertake the training.
- Learners who cancel their enrolment after a training program has commenced will not be entitled to a refund of fees.

NSW Smart & Skilled the following will apply:

When a Student withdraws from a Training/Course after Enrolment the following will apply:

Withdrawal without penalty

Students who withdraw from the Smart and Skilled training program prior to Induction & Commencement of Training will not be invoiced a student fee. The Induction date will be known as the "Withdrawal with no penalty Cut-off Date"

Withdrawn after the cut-off date

A student who withdraws post Induction and Commencement of Training not be Eligible for a Refund of Fees payable, please see Deferring Student Section of the Policy

The student or employer will be provided with a Statement of Fees paid and any refund if applicable.

Deferring Students

A Student may defer their training/course for up to 12 months from your initial enrolment. If a student returns to training within that 12month period a new Smart and Skilled Fee will not be charged.

If you do not return to your training/course within that 12 month period, you will be reassessed via NSW Smart and Skilled to determine the appropriate fee at the time of your new enrolment.

Discontinuing Students – students who have withdrawn, cancelled or been ceased traineeship/apprenticeship employment.

Where a student is unable complete their Training/Course due to Provider closure or where the provider is unable to continue to deliver Smart and Skilled a refund based on % of qualification yet to be completed, will be refunded.

NOTE – Withdrawal from a course/training program or Traineeship/Apprenticeship must be made in writing to Construction Trade Qualifications - admin@ctq.edu.au

ALL STUDENTS – PRIVACY STATEMENT AND STUDENT DECLARATION**Why we collect your personal information**

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. Should you not provide personal information you will not be able to enrol as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information

At any time, you may contact Construction Trade Qualifications to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

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
- I hereby release my Unique Student Identifier (USI) Number to Construction Trade Qualifications for the purpose of reporting to the Student Identifiers Registrar
- I declare that I have received information about the qualification, training course or program and wish to enrol in this training.

Student Legal Name			
Signature of Student		Date:	
Signature of parent / guardian (If under 18 years)		Date:	

EMPLOYER DECLARATION – IF APPLICABLE

- I understand that Construction Trade Qualifications will provide training to my employee and seek my input and contribution throughout the duration.
- I understand and acknowledge that Construction Trade Qualifications will not issue any qualification or Statement of Attainment until associated fees have been paid and I confirm that all information supplied by me is true and correct.

Company Name:		Company Contact:	
Signature:		Date:	