

The Information contained in this form is used for enrolment purposes and to assist in the research and evaluation of activities undertaken by Volt Edge. This information may be made available to State and Government agencies and research organisations. **ALL SECTIONS OF THE FORM MUST BE COMPLETED TO PROCESS THE APPLICATION**

PERSONAL DETAILS (please use block letters) – This name will appear on your certificate		
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>	Gender Female <input type="checkbox"/> Male <input type="checkbox"/>	
Given Name/s	Surname	
Date of Birth	Town/Suburb	
Residential Address		
Postal Address	Telephone (H)	
State	Postcode	Telephone (W)
Email address	Mobile	
Unique Student Identifier No.	<input type="checkbox"/> I hold a Current Unrestricted Australian Electrical Licence Licence No. _____ Issuing State: _____ (please supply a copy)	
HIGHER LEVEL SKILLS FUNDING STUDENT CONTRIBUTION FEE		
Student Contribution Fees represent the total non-government subsidised portion of essential training costs for the participant to undertake the qualification. These fees include tuition, services, materials and all other costs associated with delivering the training and the awarding of the qualification to the participant.		
Student Contributions	Non-Concessional Students	Concessional Students
UEE40411 – Certificate IV in Electrical - Instrumentation	\$990.00 Total (\$76.15 Per Unit) *non-refundable payment	\$900.00 Total (\$69.23 Per Unit) *non-refundable payment
TRAINING PARTICIPANT ELIGIBILITY		
<input type="checkbox"/> I do not hold nor am I currently undertaking a Certificate IV or higher qualification, not including qualifications completed at school and foundation skills training or within the Electrical Training Stream.	<input type="checkbox"/> I am no longer attending secondary school. WHAT YEAR DID YOU FINISH? _____ <input type="checkbox"/> I am a QLD Resident	
Evidence MUST BE provided for the following to apply for Queensland Government funding. Evidence MUST be attached to this enrolment form for each section below as it applies.		
Citizenship	<input type="checkbox"/> Australian / New Zealand Passport; OR <input type="checkbox"/> Australian / New Zealand Birth Certificate	
Queensland Residency	Any one (1) of the following: <input type="checkbox"/> Queensland Drivers Licence <input type="checkbox"/> Australian Electoral Commission document (e.g. acknowledgement of electoral enrolment letter or electoral enrolment card) <input type="checkbox"/> Contract of property purchase, lease / rental document, mortgage / land ownership certificate <input type="checkbox"/> Electricity, gas or telephone account issued the last six (6) months <input type="checkbox"/> Queensland local government rates notice <input type="checkbox"/> Queensland Driver Licence or Queensland Driver Licence Receipt <input type="checkbox"/> Bank statement issued within the last six (6) months <input type="checkbox"/> Official letter from Centrelink or the Australian Government Department of Human Services <input type="checkbox"/> Australian Taxation Office assessment / Tax-file number confirmation notice.	
Concession Eligibility	<input type="checkbox"/> Healthcare card (when applying for concession)	
Certificate III Electrotechnology	<input type="checkbox"/> I completed my Certificate III in Electrotechnology in Queensland; OR <input type="checkbox"/> Copy of your Australian Certificate III in Electrotechnology (attach)	

CONCESSION ELIGIBILITY		
Higher Level Skills Funding Concessional Participant Requirements: <i>(Please Tick and provide a copy)</i>	<input type="checkbox"/> Higher Level Skills Funding Concessional Participant Requirements: <i>(Please Tick and provide a copy)</i>	<input type="checkbox"/> I hold an official form under Commonwealth law confirming I am entitled to concessions under a health care concession card or pensioner concession card. Letter Ref No.
HIGHER LEVEL STUDENT CONTRIBUTION REFUND POLICY		
*Higher Level Skills Funding Student Contribution refunds must be requested in writing within 7 days from course enrolment. Withdrawal request must be made on the Withdrawal Request Form. This must be signed by the student and where applicable, referring 3 rd party and submitted for approval to training@voltage.com.au		
Refunds will be processed via Electronic Funds Transfer (EFT) 7 days after the request has been received. If an offer of a place is withdrawn, or Volt Edge is unable to provide the program, the student is eligible for a full or pro rata refund of tuition fees paid within 7 days.		
AVETMISS INFORMATION		
1. WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS		
Full-Time Employee <input type="checkbox"/>	Part-Time Employee <input type="checkbox"/>	
Employer <input type="checkbox"/>	Self-Employed – not employing others <input type="checkbox"/>	
Employed – unpaid worker in a family business <input type="checkbox"/>	Unemployed – seeking part time employment <input type="checkbox"/>	
Unemployed – seeking full time employment <input type="checkbox"/>	Not employed – not seeking employment <input type="checkbox"/>	
2. LANGUAGE AND CULTURAL DIVERSITY		
In which country where you born? Australia <input type="checkbox"/> Other <input type="checkbox"/> Please specify:		
Town of Birth:		
Nationality:		
Are you still attending secondary school? Yes <input type="checkbox"/> No <input type="checkbox"/>		
What was your highest COMPLETED school level? (or equivalent Tick ONE box only)		
Year 12 <input type="checkbox"/>	Year 11 <input type="checkbox"/>	Year 10 <input type="checkbox"/>
Year 9 <input type="checkbox"/>	Year 8 (or below) <input type="checkbox"/>	Never attended school <input type="checkbox"/>
In what year did you complete that school level?		
3. OTHER DETAILS		
Are you of Aboriginal or Torres Strait Islander origin? No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> <small>(For persons of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes)</small>		
Is English your first language? Yes, English only <input type="checkbox"/> (If you ticked 'English only' go to Q4) <small>(If more than one language, indicate the one that is spoken more often)</small>		
How well do you speak English at home? Very Well <input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at all <input type="checkbox"/>		
4. DISABILITY		
Do you consider yourself to have a disability, impairment or long term condition?		
No <input type="checkbox"/>	Yes <input type="checkbox"/>	Please Specify:
5. PREVIOUS QUALIFICATIONS		
Have you SUCCESSFULLY completed any of the following qualifications?		
Bachelor Degree or Higher Degree <input type="checkbox"/>	Advance 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"/>		
6. STUDY REASON		
Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?		
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 Please specify:

HIGHER LEVEL SKILLS FUNDING SINGLE ACCESS

I, _____ (Participant Name) understand that I will no longer be eligible for a subsidised training place under Higher Level Skills Funding once I have completed a Certificate IV qualification and it is a requirement of the program that I fill out and return a Training and Employment Survey within three months of starting my Qualification.

PAYMENT OPTIONS

Self- Referring Students Only:

Student contribution Initial payment must be paid in full in advance. Students will be invoiced on a 7 day invoice. Invoices will be issued prior to units being released and must be paid in full prior to commencement.

Preferred Method of Payment (Individuals):

Credit Card or Bank Deposit – details on invoice

Employer Referrals Only:

Employer contribution Initial payment must be paid in full in advance. Employers will be invoiced on a 7- day invoice. Invoices will be issued prior to units being released and must be paid in full prior to commencement.

Payment Options for Employers:

Credit Card or Bank Deposit – details on invoice

Non-payment may result in the inability to attend training until payment is received. Payment must be made prior to commencement of any course.

CERTIFICATE ISSUE/ RE-ISSUE

Higher Level Skills Funding - Certificate Issue/Re-Issue Policy:

Certificates and Statements of Attainment (SOA) will be issued within 21 Days of completion of your course unit(s) of competency to your nominated email address. If you have not received your certificate or SOA within this time frame please contact our Training Administration Team on 1300 761 366. **Please ensure that if your email address changes to notify Volt Edge immediately as failure to update your email or not requesting a re-issue within 12 weeks of completion may incur a re-issue/administrative fee of \$20.** For all participants that have been referred and funded through a 3rd party, a copy of your certificate(s) will be emailed to your funding organisation also unless you request otherwise. Please refer to the Declaration below of this Enrolment Form.

DECLARATION

- I agree that I will not hold Volt Edge and/or its employees liable for and will not make any claim against them for loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of my attendance at any premises owned, operated or controlled by Volt Edge; and/or my attendance at any activity of which Volt Edge has any knowledge (whether sporting, cultural, recreational or otherwise) organised by or on behalf of or with assistance of Volt Edge or any activity; and/or in any way whatsoever my association with Volt Edge.
- On behalf of myself, executives, administrators and assigns I hereby release Volt Edge and/or its employees and/or its agents from loss, damage, death or injury and from any actions, claims and demands which, if I have not entered into this Agreement, I Volt Edge and/or its employees and/or its agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted with the laws of the Commonwealth of Australia.

- I certify that I have read this form thoroughly and agree to the conditions stated herein. I certify that I have read the Conditions of Enrolment and the Student Handbook, Code of Practice, Client Services Policies and the Code of Conduct and agree to the conditions stated. Refer to our website <http://voltedge.net.au/contact/rto-details/> for details.

I hereby give my permission for Volt Edge to use my photo and image in evidence of assessments completed by me as well as in marketing and promotional material:

Yes No

- I declare that the information supplied by me on this form is true and correct in every detail. I authorise Volt Edge to obtain from other education institutions and relevant authorities details of my enrolment, academic record and examination results.
- If accepted by the Volt Edge I agree to abide by the rules and regulations of Volt Edge Pty Ltd.

- I understand that enrolment is accepted under the condition that my tuition and other fees are paid on or before the due date. All information provided by me is correct and complete, at date of enrolment.

The student agrees that Volt Edge is able to provide information to their representative agent or parent/guardian in relation to attendance, academic performance, fees payment, welfare, and other associated student issues. If I am a student whose training has been funded by a 3rd party I give permission for Volt Edge to email a copy of my certificate(s) to my referring 3rd party

Applicants Signature: _____ Print Name: _____ Date: _____

Please return your completed Enrolment Form to training@voltedge.com.au

For candidates who feel they already have completed relevant competencies RPL is available. Please contact the office on 1300 761 366 to discuss your individual needs, each case will be assessed separately. Candidates will be interviewed and must be able to show evidence of continual work history in related industry.

Tick to opt out of any Volt Edge Marketing/Updates