

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 CSQ, 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			
Unique Student Identifier No.			
Residential Address (Required)			
Postal Address			
Telephone (Mobile)		Telephone (Other)	
Email address			
CSQ FUNDING STUDENT CONTRIBUTION FEE			
Contribution Fees represent the total non- subsidised portion of essential training costs for the participant to undertake the training listed. These fees include tuition, services, materials and all other costs associated with delivering the training and the awarding of the outcome to the participant.			
Course (Select course you are applying for)	Student Contribution Fee	CSQ Contribution	
<input type="checkbox"/> S1	RIIRIS301D – Apply Risk Management Processes	\$150.00	\$240.00
<input type="checkbox"/> S3	RIICOM301D – Communicate Information	\$150.00	\$150.00
<input type="checkbox"/> Confined Spaces	RIIWHS202D – Enter and Work in Confined Spaces	\$50.00	\$300.00
<input type="checkbox"/> Working at Heights	RIIWHS204D – Work Safely at Heights	\$125.00	\$225.00

I give written consent to enable **Construction Skills Queensland** to contact me as the participant for the purposes of including but not limited to: A. a Review; B. Conducting Destination Surveys; and/or C. contacting you for the purpose of advising a participant of Construction Skills Queensland products and services, whether current or future.

PROGRAM – Short Courses – Civil Construction – Eligibility

Note: Making false or misleading statements will deem you ineligible and liable for full payment of any expenses incurred for the course.

To be eligible to undertake the training under CSQ Funding you must meet the above and below eligibility criteria.

Evidence MUST BE provided for the following to be reviewed for CSQ funding approval.	
Must be:	<input type="checkbox"/> An Existing Worker in the Building and Construction Industry; and <input type="checkbox"/> An Eligible Worker; or <input type="checkbox"/> An Unemployed Eligible Worker; and
Definitions:	<ul style="list-style-type: none"> • An Existing Worker is a current Employee in the Building and Construction Industry who has a one month or more employment relationship with their Employer. The working relationship can be built up through full-time, part-time or casual employment or engagement as a contract worker. • An Eligible Worker has the same meaning as the Building and Construction Industry (Portable Long Services Leave) Act 1991 (Qld) as amended from time to time. • An Unemployed Eligible Worker is a person who has been unemployed for a period of not greater than 4 years that would otherwise meet the requirements of an Eligible Worker.
Must be:	<input type="checkbox"/> AUS / NZ Citizen or <input type="checkbox"/> a permanent resident of Australia; or <input type="checkbox"/> a holder of a refugee or humanitarian visa; and
Must:	<input type="checkbox"/> permanently reside in Queensland; or <input type="checkbox"/> be permanently employed in Queensland.

Please tick the boxes below to confirm that as the **APPLICANT you are NOT:**

I AM NOT	
<input type="checkbox"/>	an Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor);
<input type="checkbox"/>	Eligible under the Apprentice Advance Plus Program as: <ul style="list-style-type: none"> • a current active apprentice or trainee in Queensland as defined in the Act undertaking a Recognised Apprenticeship or Traineeship; or • an existing worker or unemployed eligible worker in the first year out of their Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA; or • a cancelled apprentice or trainee who was undertaking a Recognised Apprenticeship or Traineeship that has been cancelled and they are currently accessing State Government funding to complete their institution-based training.
<input type="checkbox"/>	currently enrolled and participating in a Queensland secondary school program(excluding a school based Apprentice or Trainee);
<input type="checkbox"/>	a contracted trainer or assessor or existing worker of an RTO;
<input type="checkbox"/>	previously funded under this Program for five (5) Short Courses – Civil Construction in the same Contract Term;
<input type="checkbox"/>	funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;
<input type="checkbox"/>	those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement; or
<input type="checkbox"/>	other individuals that do not meet Participant Eligibility as prescribed on page 1

EVIDENCE REQUIRED:

- Passport **or** Birth Certificate **or** VISA **or** Green Medicare Card; **and**
- QLD Drivers Licence **or** Healthcare card **or** Bill showing residency (Bill no less than 3 months old) **and**

***Evidence to verify Participants meet the Existing and Eligible Worker criteria for employment in the Building and Construction Industry. Evidence provided may include but is not limited to the following:**

- A. the name of the Employer;
- B. job title of Employee;
- C. length of service with the Employer; and
- D. details of what duties are being undertaken in the Building and Construction Industry.

And must be verified by way of either:

- payslip showing the above details; or
- a letter signed by the Participant's employer confirming the above details; or
- if the self-employed, a copy of an invoice or invoices detailing work undertaken for a client; or
- current QLeave membership statement; or
- if none of the evidence required for * above is readily available and includes all of the details required, a statutory declaration confirming the above details will be acceptable.

Evidence that demonstrates unemployment for a period less than 4 years. Evidence provided may include but is not limited to the following:

- A. the name of the Employer;
- B. job title of Employee;
- C. length of service with the Employer; and
- D. details of what duties are being undertaken in the Building and Construction Industry.

And must be verified by way of either:

- separation certificate showing the above details; or
- statutory declaration confirming the above details.

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 Other Please specify:

Town of Birth:

Nationality:

Are you still attending secondary school? Yes No

What was your highest COMPLETED school level? (or equivalent Tick ONE box only)

Year 12 Year 11 Year 10 Year 9 Year 8 (or below) Never attended school

In what year did you complete that school level?

3. OTHER DETAILS

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander
(For persons of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes)

Is English your first language? Yes, English only (If you ticked 'English only' go to Q4)
(If more than one language, indicate the one that is spoken more often)

How well do you speak English at home? Very Well Well Not Well Not at all

4. DISABILITY

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

No

Yes Please Specify:

5. PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications?

Bachelor Degree or Higher Degree Advance Diploma or Associate Degree Diploma (or Associate Diploma)

Certificate IV (or advanced certificate/technician) Certificate III (or trade certificate) Certificate II

Is your only Cert IV or higher qualification in the Electrical Trade: YES NO Certificate I

6. STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

To get a job To develop my existing business To start my own business

To try for a different career To get a better job or promotion It was a requirement of my job

I wanted extra skills for my job To get into another course of study For personal interest or self-development

Other Please specify:

6. Dietary Requirements

Do you have any dietary requirements (once enrolled and ready for practical, lunch is supplied)

NO dietary requirements YES, I have dietary requirements Please specify:

Please return your completed Enrolment Form to training@voltage.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

STUDENT CONTRIBUTION REFUND POLICY

*CSQ Funded Student Contribution refunds must be requested in writing within 7 days from course enrolment and 3 days prior to course commencement. Withdrawal request must be made on the Withdrawal Request Form. This must be signed by the student and where applicable, referring 3rd party and submitted for approval to training@voltage.com.au. If approved 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.

CSQ FUNDING ACCESS

I, _____ (Participant Name) understand that I may no longer be eligible for a subsidised training place as per CSQ Funding agreement. And I agree that:

- I have not already been funded by an Authority or other such source for delivery of the same training being undertaken as part of this program; or
- I have not previously been funded under this program in the same program contract period; or
- I have not enrolled in a course that I have previously completed, and
- I do meet the eligibility criteria as stated on this form.

PAYMENT OPTIONS

Student contribution 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 or training commences and must be paid in full.

Preferred Method of Payment (Individuals):

- **Credit Card (Phone or website) 0.8% surcharge applies**
- **Bank Deposit (contact VE for details)**

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

CSQ Funding - Certificate Issue/Re-Issue Policy:

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. 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.

By signing below, I confirm that:

- I have read and understand the terms and conditions of the funding I am applying for
- I understand that if I enrol and complete the training and am not eligible for the funding, I agree to pay the standard course pricing as advertised by Volt Edge

Applicants Signature:

Print Name:

Date: