

CSQ TRAINING ENROLMENT FORM

PLEASE ENSURE ALL INFORMATION IS STATED FOR YOUR ENROLMENT TO BE PROCESSED

COURSE DETAILS

PLEASE CIRCLE YOUR CHOSEN COURSE	Working at Heights Enter and work in confined spaces Operate elevating work platform	
START DATE:		END DATE:
Are you applying RPL? (Recognition of Prior Learning)? Yes No		

PERSONAL DETAILS

TITLE	Mr. Miss Ms Mrs. Other	GENDER	Male Female
GIVEN NAMES		SURNAME	
DATE OF BIRTH <i>day/month/year</i>		HOME PHONE	
WORK PHONE		MOBILE PHONE	
EMAIL ADDRESS		USI Number (Unique Student Identifier)	

RESIDENTIAL ADDRESS

BUILDING NAME:			
FLAT/UNIT NUMBER:			
STREET ADDRESS:			
CITY/SUBURB:		STATE:	POSTCODE:
POSTAL ADDRESS		'SAME AS ABOVE' <i>tick box</i>	
BUILDING NAME:			
FLAT/UNIT NUMBER:			
STREET ADDRESS:			
CITY/SUBURB:		STATE:	POSTCODE:

EMERGENCY CONTACT DETAILS

NAME:		RELATION:	
MOBILE PHONE:		WORK OR HOME PHONE:	

EMPLOYMENT DETAILS

COMPANY		CONTACT PERSON	
PHONE		EMAIL	
ADDRESS			
CITY/SUBURB:		STATE:	POSTCODE:

ELECTRICAL LICENCE DETAILS

<input type="checkbox"/> Mechanic <input type="checkbox"/> Fitter <input type="checkbox"/> Mechanic/fitter <input type="checkbox"/> Apprentice	Licence number	
<input type="checkbox"/> ACMA Registration (<i>Cabling License</i>)	Licence number	
<input type="checkbox"/> Other: <i>Specify</i>		

EMPLOYMENT STATUS

Of the following categories, which best describes your current employment status? (tick one box only)

<input type="checkbox"/> 1. Full-time Employee <input type="checkbox"/> 2. Part-time Employee <input type="checkbox"/> 3. Self Employed, Not employing others <input type="checkbox"/> 4. Employer	<input type="checkbox"/> 5. Unpaid, working in a family business <input type="checkbox"/> 6. Unemployed – Seeking full-time work <input type="checkbox"/> 7. Unemployed – Seeking part-time work	<input type="checkbox"/> 8. Not Employed – Not seeking work <input type="checkbox"/> 9. Full-time Student <input type="checkbox"/> 10. Part-time Student
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EDUCATION

What is your highest COMPLETED school level? (tick one box only) <input type="checkbox"/> 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	WHICH YEAR DID YOU COMPLETE THAT SCHOOL LEVEL? NAME OF SCHOOL:
	Are you still attending secondary school? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, current school level: _____
Did you complete year 12 in Queensland and do you hold a senior statement? <input type="checkbox"/> YES <input type="checkbox"/> NO	

PRIOR QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications? <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes please tick boxes applicable boxes below)			
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Bachelor Degree or Higher	<input type="checkbox"/> Certificates other than the above

CURRENT ENROLMENT STATUS

Are you CURRENTLY enrolled in any of the following qualifications? <input type="checkbox"/> YES <input type="checkbox"/> NO (if yes please tick boxes applicable boxes below)			
<input type="checkbox"/> Certificate I	<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Advanced Diploma or Associate Degree
<input type="checkbox"/> Certificate II	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Bachelor Degree or Higher	<input type="checkbox"/> Certificates other than the above

STUDY REASONS

Of the following categories, which best describes your main reason for undertaking this course/traineeship? (tick one box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> To develop my existing business
<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get into another course of study
<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To start my own business	<input type="checkbox"/> Other: <i>Specify</i>

LANGUAGE AND CULTURAL DIVERSITY

ARE YOU OF ABORIGINAL OR TORRES STRAIT ISLANDER ORIGIN? <input type="checkbox"/> Prefer not to specify <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander (For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes)			
HOW WELL DO YOU SPEAK ENGLISH?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well <input type="checkbox"/> Not at all
WHAT LANGUAGE DO YOU MAINLY SPEAK AT HOME?	<input type="checkbox"/> English <input type="checkbox"/> Other, Please specify: _____		
DO YOU REQUIRE ENGLISH ASSISTANCE TO COMPLETE YOUR STUDIES?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
IN WHICH COUNTRY WERE YOU BORN?			
ARE YOU AN AUSTRALIAN CITIZEN?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ARE YOU A NEW ZEALAND CITIZEN?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ARE YOU AN AUSTRALIAN PERMANENT RESIDENT?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

DISABILITY

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG TERM CONDITION? <input type="checkbox"/> YES <input type="checkbox"/> NO (if YES, see boxes below)				
<input type="checkbox"/> Acquired Brain Injury	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Psychological	<input type="checkbox"/> Physical	<input type="checkbox"/> Unspecified
<input type="checkbox"/> Hearing/Deafness	<input type="checkbox"/> Learning	<input type="checkbox"/> Neurological	<input type="checkbox"/> Visual	<input type="checkbox"/> Other, Please Specify:

CSQ ELIGIBILITY CHECKLIST – ALL SECTIONS MUST BE COMPLETED

CITIZENSHIP/VISA HOLDER STATUS

IN ORDER TO SATISFY REQUIREMENTS FOR CONSTRUCTION SKILLS QUEENSLAND (CSQ) FUNDING YOU MUST MEET CITIZENSHIP OR VISA REQUIREMENTS. PLEASE INDICATE YOUR STATUS. I DECLARE THAT I AM:

I Declare that I am:

- Australian or New Zealand Citizen
- Permanent Resident of Australia
- Refugee or humanitarian visa holder

TO BE ELIGIBLE YOU MUST SUPPLY A COPY OF ONE OF THE FOLLOWING:

- Birth Certificate
- Passport
- Medicare Card (Green)

QUEENSLAND RESIDENT/QUEENSLAND EMPLOYMENT STATUS

CSQ REQUIRES THAT ELIGIBLE PARTICIPANTS MUST BE EITHER PERMANENTLY RESIDING IN QUEENSLAND OR PERMANENTLY EMPLOYED IN QUEENSLAND. PLEASE INDICATE YOUR STATUS BELOW.

I Declare that I am:

- Permanently residing in Queensland
- Permanently employed in Queensland

TO BE ELIGIBLE YOU MUST SUPPLY A COPY OF ONE OF THE FOLLOWING:

- Qld Driver's Licence (front and back)
- Telephone Account
- Bank Statement
- Real Estate Agent Statement
- Other formal documentation stating full name and current residential address

BUILDING AND CONSTRUCTION INDUSTRY EXISTING WORKER STATUS

IN ORDER TO SATISFY CSQ REQUIREMENT, YOU MUST BE AN EXISTING WORKING IN THE BUILDING AND CONSTRUCTION INDUSTRY AND HAVE AT LEAST ONE MONTH'S EMPLOYMENT RELATIONSHIP WITH YOUR EMPLOYER. SELF-EMPLOYED WORKERS ARE ELIGIBLE IF THEY CAN PROVIDE EVIDENCE OF AT LEAST ONE MONTH EMPLOYMENT AS A "WORKER" IN THE INDUSTRY. PLEASE TICK THE RELEVANT BOXES

I Declare that I am:

- Employed worker in Building & Construction Industry
- Self-employed worker in the Building & Construction Industry
- Unemployed but worked within the last 6 months in building and construction industry

The business is one of the following:

- Micro Business (0-4 FTE)
- Small Business (5 – 19 FTE)
- Medium Business (20-199 FTE)
- Large Business (200+ FTE)

TO BE ELIGIBLE YOU MUST SUPPLY A COPY OF ONE OF THE FOLLOWING: Letter from employer Stat Dec

DECLARATIONS

PLEASE PROVIDE EVIDENCE OF YOUR BUILDING & CONSTRUCTION INDUSTRY EXISTING WORKER STATUS BY COMPLETING EITHER EMPLOYER OR SELF-EMPLOYED DECLARATIONS BELOW AS WELL AS MAKING THE FOLLOWING DECLARATION:

I declare that I am not: (to be eligible you must tick all boxes)

- An employee of an Authority or RTO
- A contracted trainer or assessor
- Currently enrolled & participating in a Qld Secondary School Program
- Working in a managerial, clerical, professional or ancillary capacity
- Funded by an Authority for the delivery of the same training being undertaken

I Agree to CSQ's Terms and Conditions (to be eligible you must tick all boxes):

- I have not completed eight (3) CSQ Short Courses in the period between 1 October 2017 and 30 September 2018.
- I understand that in order to be eligible for this funded enrolment, I authorise Construction Skills Queensland (CSQ) to contact me for purposes of including but not limited to conducting a review, destination survey of the program and other mandatory reporting.

Payment Details																			
<i>(if you do not complete the below please advise staff of your alternative payment method)</i>																			
Payment Method	<input type="checkbox"/> Cheque				<input type="checkbox"/> Visa				<input type="checkbox"/> Master Card				Amount: \$ _____						
Card Number					-					-					-				
Expiry Date			/			CCV Number							<i>The CCV Code is the last 3 digits on back of card</i>						
Name on card																			
Signature									Date:										

Terms And Conditions																
<i>(Must be completed by all participants)</i>																
<p>Full terms and conditions can be viewed in our Student Handbook by contacting 1300 347 687 or by visiting www.electrogroup.com.au Before signing up, make sure the course meets your learning, career and financial needs.</p> <p>Privacy: All data collected on this form is confidential and Electro Group Training QLD Ltd (EGT) only collects this information for the purposes of training and assessment, reporting, administration and evaluation of the program. EGT may also disclose personal information to another party without consent where authorised or required by law.</p> <p>Refund policy: Cancellations received more than 10 working days prior to commencement of course will receive a 50 per cent refund. Cancellations received less than 10 working days prior to the course commencement will not be eligible for a refund. Enrolments however may be transferred to another course provided cancellations are received no less than two working days prior to the course commencement. Participants may be provided with a refund or partial refund of course fees in exceptional circumstances. In the event where a course is cancelled by EGT, if the participant cannot be transferred to a suitable alternative course a full refund will be provided. Enrolment will only occur after payment is received and an acknowledgement will be forwarded to you by email/mail to confirm your enrolment. Electrogroup reserves the right to refuse to provide student services on failure to pay fees on or before the invoice due date.</p> <p><input type="checkbox"/> I certify that all information and any supporting documentation that I have provided is true and correct.</p> <p><input type="checkbox"/> I hereby acknowledge and accept the terms and conditions of enrolment and cancellation.</p> <p><input type="checkbox"/> I agree to provide my Unique Student Identifier to EGT.</p> <p><input type="checkbox"/> I understand that before attending the first session it is my responsibility to apply for a Unique Student Identification (USI) number with the Australian Government Department of Industry Skills. (To register for a USI number http://www.usi.gov.au/Pages/default.aspx#)</p> <p><input type="checkbox"/> I acknowledge the receipt of the EGT Student Handbook and have read the Complaints and Appeals Policy and Procedures</p> <p><input type="checkbox"/> I understand that I may be refused student services (i.e. not be able to sit exams, delays in receipt of the Completion Statement, lock-out from the Student Portal and Learning Management System) if I fail to pay my fees on or before the invoice due date.</p> <p><input type="checkbox"/> I agree to abide by EGT policy and procedures and acknowledge that the facilities made available for my use, will be used only in accordance with the principles of proper use and in compliance with any relevant operating standards.</p> <p><input type="checkbox"/> I consent to release of my personal information for the purposes outlined under the Privacy paragraph above.</p> <p><input type="checkbox"/> I grant Electrogroup, its representatives and employees the right to take photographs of me and my property in connection with the course promotion. I authorize EGT to copyright, use and publish the same in print and/or electronically and to use in various media formats including online media, social media, print, newspaper, video, public displays television and electronic means of communication and in any edited form. I waive any rights and claims, present and future, to any fees or royalties or other benefits whatsoever for or in connection with the use of these Images.</p> <p><input type="checkbox"/> I would like to receive information on other courses offered by ElectrogroupTraining.</p> <p>Student declaration (Read carefully before signing) Enrolments made by students under the age of 18 years must be signed by a parent / guardian. I hereby certify that, I agree to abide by the Terms and Conditions of Enrolment of EGT.</p>																
Student Signature									Date							
Parent / Guardian Signature									Date							

Participant Eligibility Requirements

For the purpose of eligibility, participants under this agreement must meet the following criteria:

1. ELIGIBLE PARTICIPANT MEANS:

- a) An existing worker; and
- b) An eligible worker
- c) an Unemployed Eligible Worker

AND MUST BE:

- a) An Australian or New Zealand citizen; or
- b) A permanent resident of Australia; or
- c) A refugee and humanitarian visa holder

AND MUST:

- a) Permanently reside in Queensland; or
- b) Be permanently employed in Queensland

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 6 months that would otherwise meet the requirements of an eligible worker.

2. NON ELIGIBLE PARTICIPANT UNDER THIS AGREEMENT ARE:

- a) An Employee of any authority or RTO;
- b) Currently enrolled and participating in a Queensland secondary school program (excluding a school based apprentice or trainee);
- c) A contracted trainer or assessor or existing worker of an RTO;
- d) Previously funded under this program for three (3) Short Course in the same Contract Term;
- e) Funded by an Authority or such other source for delivery of the same Training being undertaken as part of this program;
- f) Those participants seeing a Verification of Competency (or determination of competency) services under this agreement; or
- g) Other individuals that do not meet participant eligibility as prescribed in Item 1 of participant eligibility requirements