



Industry Training Qld

Before you complete this Enrolment Form please read all available information and Course Pre-Information on our website. If you have any enquiries, please contact Industry Training Qld or email us on admin@itq.net.au. Once signed with issue of a receipt for initial fees this document is a binding contract.

APPLICATION FOR ENROLMENT FORM LETTER OF OFFER AND ACCEPTANCE OF OFFER

Personal Details									
Unique Student Identifier (USI) – Refer to Page 5 for assistance									
Surname			Given Name						
Home Address									
Suburb				State		Postcode			
Telephone Number			Email Address						
Date of Birth				Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Other	<input type="checkbox"/>
Emergency Contact Details									
Full Name				Relationship					
Home Number				Mobile					
Additional Information									
Please list any additional information that will assist ITQ in assessing your application (e.g. Pregnancy):									
Required Documentation									
One category A + two category B OR Two category A + one category B At least one category A document must be photographic and show a full name and date of birth (DOB).									
Category A documents								Status	
<input type="checkbox"/> Australian Birth Certificate – full (not an Extract or a Commemorative Certificate) <input type="checkbox"/> Australia Citizenship Certificate/Naturalisation Certificate <input type="checkbox"/> Department of Home Affairs (DHA) <input type="checkbox"/> Certificate of Evidence of Resident Status <input type="checkbox"/> Visa Evidence Card (with PLO56 Visa) <input type="checkbox"/> Queensland or Federal police officer photo identity card <input type="checkbox"/> Queensland High Risk Work Licence (photographic)								Current	
<input type="checkbox"/> Australian Passport (including Australian Document of Identity) <input type="checkbox"/> Foreign Passport <input type="checkbox"/> Australian photo driver licence <input type="checkbox"/> An Australian issued education institution student identity document (must include photo) <input type="checkbox"/> An Australian issued Photo Identification Card (this has replaced the 18+ card) <input type="checkbox"/> Queensland Accreditation/Authorisation (laminated) <input type="checkbox"/> Driver/rider trainer; pilot/escort vehicle driver; dangerous goods driver; tow truck driver/assistant certificate <input type="checkbox"/> Bus; taxi; limousine driver								Current or expired less than two years	
<input type="checkbox"/> DHA – ImmiCard; Temporary or Resident Visa; Document for travel to Australia. Note: Electronic Travel Authority (ETA) is not accepted								Valid up to five years after issued	
<input type="checkbox"/> Queensland Card 18+ (laminated)								Issued after 01/01/1992	
Category B documents – must be Australian issued documents								Status	
<input type="checkbox"/> Australian Defence Force photo identity card (excluding civilians) <input type="checkbox"/> Australian Firearm Licence (with photo) <input type="checkbox"/> Australian Security Guard/Crowd Controller Licence (with photo) <input type="checkbox"/> Department of Veterans' Affairs/Centrelink Pensioner Concession Card (including Healthcare card) <input type="checkbox"/> Education Institution student identity document (with photo) <input type="checkbox"/> Financial institution debit/credit card (must include signature and embossed/printed name)								Current	

<input type="checkbox"/> Medicare card (Green, Blue or Yellow)					
Course Dates:	Start date	End date			
Education		Previous Qualifications		Employment Status	
What is your highest COMPLETED school level? (ONE box only.)		Have you SUCCESSFULLY completed any of the following qualifications?		Of the following categories, which BEST describes your current employment status? (ONE box only.)	
Year 12 or equivalent	<input type="checkbox"/>	If YES, then tick ANY applicable boxes		Full-time employee	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>	Bachelor or Higher Degree	<input type="checkbox"/>	Part-time employee	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>	Advanced Diploma or Associate Degree	<input type="checkbox"/>	Self-employed - not employing others	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>	Diploma (or Associate Diploma)	<input type="checkbox"/>	Employer	<input type="checkbox"/>
Year 8 or below	<input type="checkbox"/>	Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/>	Employed - unpaid worker in a family business	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>	Certificate III (or Trade Certificate)	<input type="checkbox"/>	Unemployed - seeking full-time work	<input type="checkbox"/>
In which YEAR did you complete that school level?		Certificate II	<input type="checkbox"/>	Unemployed - seeking part-time work	<input type="checkbox"/>
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Certificate I	<input type="checkbox"/>	Not employed - not seeking employment	<input type="checkbox"/>

Language and Cultural Diversity			
City and Country of Birth		Australian Citizenship	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you of Australian Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	Yes <input type="checkbox"/>	Aboriginal	Yes <input type="checkbox"/> No <input type="checkbox"/>
	No <input type="checkbox"/>	Torres Strait Islander	Yes <input type="checkbox"/> No <input type="checkbox"/>
How well do you speak English?	Very well <input type="checkbox"/>	Well <input type="checkbox"/>	Not well <input type="checkbox"/> Not at all <input type="checkbox"/>
Main language spoken at home if not English			

Disability			
Do you consider yourself to have a disability, impairment or long-term condition? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If YES, then please indicate the areas of disability, impairment or long-term condition (You may indicate more than one area.)			
Hearing/Deaf	<input type="checkbox"/>	Learning	<input type="checkbox"/>
Physical	<input type="checkbox"/>	Mental Illness	<input type="checkbox"/>
Intellectual	<input type="checkbox"/>	Acquired Brain Impairment	<input type="checkbox"/>
Do you require support for learning because of this condition?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Proposed Study				
<input checked="" type="checkbox"/>	Code	Unit of Competency Name	Tuition Fee	Maximum Duration
	AHC32816	Certificate III in Rural Operations	\$80 - \$180	6 Months
	TLILIC0003	Licence to operate a forklift truck	\$600	3 Days
	TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	\$700	3 Days
	TLIC4006 & TLILIC3018	Drive multi-combination vehicle & Licence to drive a multi-combination vehicle	\$2,700	2 Days

RIIWHS202E & MSMWHS217	Enter and work in confined spaces Gas test atmospheres	\$250	1 Day
RIIWHS204E	Work safely at heights	\$250	1 Day
Other:			
Fee Calculation			
Tuition Fee		Not including the required textbooks	Total Fee Due
Enrolment Fee		This fee is not included in the Tuition Fee	
No obligation is created on Industry Training Qld until an official receipt is issued.			

Other Potential Fees			
External Complaint Resolution Fee	No Charge	Re sit assessment due to Academic Misconduct	\$50.00
Administration/Enrolment Fee (non-refundable)	\$50.00	Replacement Certificate	\$20.00
Re-enrolment Fee	\$50.00	Late payment fee	\$50/week
1 st Assessment & 2 nd Assessment – same unit	No Fee	Welfare Service – ITQ Referral Service/Rep	No Charge
3 rd Reassessment – same unit	\$50.00	Verification of Competency	\$350.00
RPL/Credit Transfer	TBA	Welfare Service – External Professional Fees	\$50 +

Note: There is a possibility for potential fees to change during a student's course and applicable refund policies.

Table 1	
Refund Circumstances	Refund Amount
Visa Refusal	Full refund less \$50 administration fee
Withdrawal at least Four (4) weeks prior to the agreed start date	Refund = 80% of the tuition fees less enrolment fee of \$50
Withdrawal after the agreed start date	No refund
Course withdrawn by ITQ	Full refund less \$50 administration fee
ITQ is unable to provide the program for which the original offer was made	Full refund less \$50 administration fee

Refund Policy
<p>If an applicant accepts a place offered by ITQ and pays the fees, it means a binding contract is created between the student and ITQ. Under current legislation, there are a number of circumstances where a student may be in default.</p> <p>Notification of cancellation/withdrawal from unit/s of competency, withdrawal or deferral from a program of study must be made in writing to ITQ.</p> <p>In the case of cancellation/withdrawal, the cancellation fee will be calculated as shown at Table 1.</p> <p>ITQ offers the following information in relation to refunds of program money in the case of student and provider default:</p> <ol style="list-style-type: none"> Amounts that may or may not be repaid to the student; Processes for claiming a refund; A plain English explanation of what happens in the event of a program not being delivered; and A statement that "This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws". <p>A total or partial refund is applicable when:</p> <p>ITQ default</p> <p>This policy applies to an intending student in relation to a program if:</p> <ol style="list-style-type: none"> The program does not start on the agreed starting day; or The program ceases to be provided at any time after it starts but before it is completed; or The program is not provided in full to the student because a sanction has been imposed on the registered provider; And the student has not withdrawn before the default day. <p>Student Default</p> <p>This policy also applies to all students or intending students in relation to a program if:</p> <ol style="list-style-type: none"> The program starts on the agreed starting day, but the student does not start the program on that day (and has not previously withdrawn); or

- b) The student withdraws from the program (either before or after the agreed starting day); or
- c) The registered provider of the program refuses to provide, or continue providing, or provide progress documentation for a program to the student because of one or more of the following events:
 - i. The student failed to pay an amount owing the provider, directly or indirectly, in order to undertake the program;
 - ii. Misbehaviour by the student.

ITQ will make a refund within four (4) weeks of a Provider Default or receiving a written claim by the student in accordance with the Terms and Conditions as outlined on this Application for enrolment form

All refund considerations will be strictly limited to the total of monies which ITQ has received. The refund calculation will not include:

1. Application/enrolment fees (they are non-refundable).
2. If a student notifies ITQ of their intention to withdraw from individual units or a program before their original start date, then they will be eligible to receive a refund minus a \$50 administration charge/application fee.
3. No refunds will be given for notification of withdrawal which occurs after the start of the program. The exception to this is noted in paragraph four (4).
4. Once training has commenced in the program e.g. Certificate III in Rural Operations, no refund is available to participants who leave before finalising the program unless the student can provide a medical certificate or show extreme personal hardship. In that case, fees may be refunded on a pro-rata basis, minus the administrative fee/deposit. However, should participants wish to resume their studies at a later date, the original fee payment can be used as credit towards that program within twelve months of initial payment. Refund requests should be made in writing.
5. Proportion of program money received for the proportion of the program provided to the student before the default date
6. If a student notifies ITQ of their intention to withdraw before the original start date and is eligible for a refund as per paragraph three (3) above, then the refund will be paid within four (4) weeks of ITQ receiving your request for refund
7. No academic penalty will be incurred if a student notifies ITQ of their intention to withdraw from individual units or a program before the end of week four (4) of the course
8. All fees and charges are payable upon invoice and will cover a period of the impending study period. Students may be precluded from sitting assessment tasks, receiving results or attending classes if tuition fees are not paid by the date specified on the invoice
9. Any refund will be paid to the person or entity that originally paid the program fees and, where possible, in the same currency in which the fees were paid.
10. Fees may be subject to change without notice

In all circumstances ITQ will provide a statement and an explanation of how the refund was calculated and make fully available access to ITQ Grievance Policy. This agreement and the availability of ITQ Complaints and Appeals process does not remove the right of the student to take action under Australia's consumer protection laws.

Terms and Conditions

Fees & Charges

- Prior to a student enrolling fees may be altered without notice. Once a student has completed enrolment, fees will not be subject to change for the normal duration of the course.
- Fee for service students may be charged \$50 for re-assessment per unit if applicable.
- If the student does not complete the course within the prescribed time of their timetable, they will be required to re-enrol and pay all fees associated with the course. This includes enrolment fees and tuition fees as applicable.
- Failure to settle all fees payable by the due date may result in the student losing their place in that course. For refund purposes, this will be treated as Formal Cancellation being received on or less than 28 days from the scheduled start date for that course.
- Students are entitled, at no additional cost, to a formal Statement of Attainment on withdrawal, cancellation or transfer, prior to completing the qualification, provided the student has paid in full for the tuition related to the units of competency to be shown on the Statement of Attainment.

Plagiarism & Cheating

- Plagiarism and cheating will not be tolerated and the consequence of participating in such acts will lead to the commencement of Student Code of Conduct Procedures taken against the student.

Privacy Statement

- ITQ respects the privacy of student's personal information and will only use and/or disclose student's personal information where:
 - It is required by ITQ or a related or engaged entity of ITQ for the enrolment process of the student's enrolment request.
 - A medical or first aid provider requires such information for the purposes of administering assistance to the student in a medical emergency;
 - It is required by law; and/or consent has been given by the student
 - The student consents to information obtained from, or about, the student to be conveyed to any facility in which the student is or may be undertaking practical training.
 - Students may access personal information collected about them by ITQ, where legally available, by making a written request to ITQ's Student Support Officer.
 - To meet ITQ's obligations to state and federal government bodies

Disclaimer

Students are requested to declare at your time of enrolment anything that might prevent you from satisfactorily progressing through the training and assessment program e.g. anything related to physical ability, cultural background or educational background. ITQ will not accept liability for any issue not declared at enrolment that has a potential to prevent satisfactory progress.

ITQ Commitment

ITQ undertakes to provide a course/program corresponding to the requirements of the relevant National Training Package and the respective qualification as identified by this application as well as being compliant with the National Vocational Regulator Standards as accredited by the Australian Skills Quality Authority.

Unique Student Identifier

ITQ can be prevented from issuing you with a Nationally Recognised VET qualification Certificate or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI>

If you would like ITQ to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

Please complete Section A or Section B.

Section A (You will create your own USI)

Student Name:

I, (insert name) will create my own USI and advise ITQ. I also give permission for ITQ to verify my records by viewing them via the USI. I understand my enrolment cannot be confirmed until I provide the USI.

Signature:

Section B (Giving permission to ITQ to locate your USI)

I (insert name) authorise ITQ to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read, and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

Select one of the following and attach a copy:

- | | | |
|---|---|--|
| <input type="checkbox"/> Driver licence | <input type="checkbox"/> Medicare card | <input type="checkbox"/> Passport |
| <input type="checkbox"/> Australian Birth Certificate | <input type="checkbox"/> Certificate of Registration by Descent | <input type="checkbox"/> Citizenship Certificate |

Signature:

Program History

Question	Possible Answers	OTHER COMMENTS – Interviewer is to add additional notes here, which should expand on the “Possible Answers”
Why have you decided to enrol into this course?	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop new skills <input type="checkbox"/> Work in the industry currently <input type="checkbox"/> Want to develop my existing skills	
What level is your current skills and knowledge of the course you wish to enrol?	<input type="checkbox"/> <i>Limited Experience</i> - I am new to the industry <input type="checkbox"/> <i>Some Experience</i> - I have worked in the industry for 1-3 years <input type="checkbox"/> <i>Intermediate Experience</i> - I have worked in the industry for 4-6 years <input type="checkbox"/> <i>Extensive Experience</i> - I have over 6 years' experience in the industry	

<p>Are there any specific training needs you may have?</p>	<input type="checkbox"/> I may require flexibility in my training to meet my personal needs <input type="checkbox"/> I may require adjustment to training to meet my learning needs <input type="checkbox"/> I have a disability and would like further assistance <input type="checkbox"/> I do not have access to materials and equipment to assist with my learning and assessment <input type="checkbox"/> I may need adaptive technology or specific equipment to assist with my learning <input type="checkbox"/> I have a cultural need and training may need to be adapted to meet my needs <input type="checkbox"/> I would like to be referred to a support service to assist me with my learning (i.e. language and literacy) <input type="checkbox"/> I have a physical disability and may need the training and assessment environment to be adjusted <input type="checkbox"/> I have difficulty with language, literacy and/or numeracy and may need some assistance	
<p>We provide a range of Support Services for our students, are there any special needs that you need help with?</p>	<input type="checkbox"/> I may need equipment to be modified due to physical disability (e.g. Ramps, disability toilets and classes held in rooms accessible to persons with disabilities) <input type="checkbox"/> I may need equipment to be modified to assist my learning (e.g. lowering benches, enlarging computer screens, providing chairs with support) <input type="checkbox"/> I may need assessment tools to be modified to assist with my disability (e.g. Oral test instead of written or allowing additional time for a scribe to write answers for person with a disability) <input type="checkbox"/> I may need the course delivery to be adjusted, as I have a disability or a personal need (e.g. Providing student notes or research materials in different formats or by accessing a Sign Language Interpreter) <input type="checkbox"/> I may need assistance from disability organisation that represents or provide services to people with a disability <input type="checkbox"/> English is not my first language; I will need assistance with language <input type="checkbox"/> I will need support with my learning <input type="checkbox"/> I will need specialist support equipment or personnel <input type="checkbox"/> I am interested in undertaking tutorials to assist with my learning <input type="checkbox"/> I will need assistance with using technology <input type="checkbox"/> Referral to LLN training or assistance	
<p>We offer Recognition of Prior Learning and Credit Transfer, are you interested in applying for either of these?</p>	<input type="checkbox"/> RPL – Need to explain to the student what is the RPL process and the type of evidence that will need to be collected <input type="checkbox"/> CT – Student currently holds an equivalent unit	
<p>Office Use Only</p>	<input type="checkbox"/> LLN testing required prior to course commencement <input type="checkbox"/> Reasonable adjustment. Please state specific needs <input type="checkbox"/> RPL/CT granted <input type="checkbox"/> Mode of delivery suitable for candidate <input type="checkbox"/> Selection criteria met existing skills and knowledge of student	

Pre-Enrolment Information

Competency Based Training and Assessment

Under the Competency Based Training system, individuals are assessed as Competent or Not Yet Competent. This is not a graded system as in schools or Higher Education but is based on the achievement of competence in the skills, knowledge and attitudes required to be demonstrated in the workplace.

Under the Competency Based Training system, experienced and skilled individuals can have their existing skills assessed and a qualification issued without necessarily undergoing any additional training. Recognised qualifications recognise the competency of an individual rather than the completion of a course. We have flexible arrangements for your achievement of competency. If you have any queries, please ask your trainer/assessor.

Declaration

- I declare that the information provided by me is true and correct. I do hereby certify that this application has been completed by me personally
- I have been advised that there is a possibility that I may receive an NCVER survey and/or invitation to participate in a Department endorsed project and/or being contacted by the Commission (or authorised persons) for audit purposes
- The terms and conditions of this enrolment application do not remove the right of the student to undertake action under Australia's consumer protection laws
- ITQ will not provide or disclose to any outside parties' personal information other than is approved in this application. However, if required by law then this information will be released

- I further consent to being contacted by ITQ and/or the relevant Commonwealth and State agency in connection with my enrolment and future studies
- For information about how ITQ collects, uses and discloses your personal information generally, including how you can make a complaint about a breach of privacy, please refer to ITQ's privacy policy which can be found at www.itq.net.au. I acknowledge and agree to the terms described in this privacy statement
- I acknowledge that ITQ reserve the right to reverse or adjust any decision concerning my application or enrolment due to incorrect or incomplete information
- I acknowledge that the Application Fee of AUD \$50.00 which I am including to have this application assessed is non-refundable, irrespective of the outcome of my application

I further acknowledge and provide unconditional consent to my testamur and/or photographs to be used in newspaper, poster, television, flyer and/or any other marketing whilst I am a current or former student. Please tick:

YES NO

- I have been provided with adequate pre-enrolment information about the course in which I am enrolling to enable me to make an informed choice
- All details I have provided on this enrolment form are correct and true I have provided a copy of 100 Points as Proof of Identification
- I understand that if this Enrolment Form is not completed in its entirety, I will not be issued my qualification until it is completed
- I will provide information to the ITQ prior to enrolment as requested to identify where special consideration of the learning and assessment process and support may be required to complete the course which I am undertaking
- I have obtained a copy of the ITQ Student Handbook from ITQ Administration or the ITQ website www.acab.edu.au I have read the ITQ Student Handbook and understand my rights and obligations with respect to access and equity,
- Privacy, access to records, payments of fees and refunds, course cancellation, and complaints and appeals
- I will pay all course fees when due and have read, and agree to the Refund Policy
- I will abide by the policies and procedures of the ITQ as detailed in the ITQ Student Handbook and will abide by all Student Rules, including terms and conditions of enrolment
- I will complete and submit all assessments in accordance with the course requirements and ITQ policies and procedures for assessment
- I have advised ITQ of any issues (eg medical) that could affect my ability to complete the course in which I am enrolling
- Personal Protective Equipment (PPE) MUST be worn (closed in shoes and sun smart clothing)
- ITQ has a ZERO drug and alcohol policy for truck and machinery operation. I understand I cannot operate any vehicle or machine if I have consumed any alcohol or taken any illicit drugs in the past 12 hours
- I understand I must declare any prescription medication which may affect my operating ability to my trainer
- I have no active enrolments / studies with any other Registered Training Organisations and I can provide a Statement of Attainment to show all results of my previous studies / subjects
- I have formally withdrawn from all previous courses commenced at Certificate 3 level or higher, and I have notified the Registered Training Organisations accordingly.
- I have received a copy or was given the link to the ITQ Policies and Procedures <https://industrytrainingqld.com.au/privacy-policy/>
- Any speeding, red light violations that are incurred by the student learner whilst operating any vehicle owned by Industry Training Qld will be the responsibility of the learner driver (if applicable)

Applicant/Carer Signature

.....
Applicant Signature

.....
Date

.....
Carer Signature

.....
Date

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia's consumer protection laws

Letter of Offer and Written Agreement (File Copy)

Dear Applicant,

Thank you for your application for enrolment to Industry Training Qld. I am pleased to advise that ITQ offers you a place as a domestic student subject to you complying with the following terms and conditions:

Course Code	Course Name	Start Date	End Date	Fee

Deposit of no more than \$1500.00 to be paid before course commencement

Material Fees (Non - Refundable)	\$
Tuition fees	\$
Total	\$
Deposit to be paid	\$

Accepting your Offer:

To accept this Offer you must sign at the bottom of this document headed '**Student declaration and acceptance of the Letter of Offer and Terms of Condition**' and return this letter to ITQ with your Acceptance Deposit within 7 days of the date of this Offer.

Checklist

Use the following checklist to ensure your Application Form is complete and able to be processed.

- Completed ALL sections of the Application Form
- Attached Required Documentation
- Signed & dated Declaration
- Enclosed payment of Application Fee

I look forward to welcoming you at your orientation and wish you well in your studies.

Yours Sincerely,



Administration Manager/SSO
Tameeka Lloyd