



# 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](mailto:admin@itq.net.au); once signed with issue of a receipt for initial fees, this document is a binding contract.

## ENROLMENT DECLARATION SIGNATURES

### 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 what 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](http://www.itq.net.au). I acknowledge and agree to the terms described in this privacy statement
- I acknowledge that ITQ reserves the right to reverse or adjust any decision concerning my application or enrolment due to incorrect or incomplete information

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 with the option to 'opt out'. 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 have successfully completed an LLN Language Literacy and Numeracy quiz
- 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 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](http://ITQ website)
- 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 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/units
- 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
- 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