

CONSTRUCTION TRAINING INTERNATIONAL

PO Box 311, Riddells Creek, Victoria 3431

Phone: 5428 6790 Fax: (03) 5428 6317

constructiontraining@bigpond.com www.constructiontraining.com.au

RTO No: 7107

INSTRUCTIONS ON COMPLETING THE CTI ENROLMENT FORM

Earthmoving and Single Unit Students (Paying Full Fee) & Students completing CTI competency courses (Paying Full Fee)

- Complete Pages 3-8, Including signing the Privacy Statement on Page 7 & Student Declaration on Page 8.
- Complete the Course Section including start date
(Choose the Course from Pages 11, 12 or 13)
- Supply a Medicare Card & D/L

Students Eligible for Government Subsidised Training (Funded Courses)

- Complete Pages 3-8, Including signing the Privacy Statement on Page 7 & Student Declaration on Page 8.
- Complete the Course Unit Section including start date :
RII30915- Certificate III in Civil Construction-General
Complete on Page 9
RII30815- Certificate III in Civil Construction-Plant
Complete on Page 10
22195VIC- Course in Workplace Spotting for Service Assets
Complete on page 10
- Complete the Eligibility Student Declaration on Pages 14 & 15
- Supply a Medicare Card, D/L and Health Care Card (if you have one)
- **Students Eligible for Concession (Health Care Card Holders)** also complete the Concession Section on Page 6

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Enrolment Form

Course Enrolment:											
Please indicate which course you are enrolling in below (tick appropriate box):											
Funded courses: Complete the student declaration on Pages 14 & 15											
☐ RII30915- Certificate III in Civil Construction (please complete the unit selection at the back of the Enrolment Form) PAGE 9											
☐ RII30815- Certificate III in Civil Construction Plant Operations (please complete the unit selection at the back of the Enrolment Form) PAGE 10											
☐ 22195VIC- Course in Workplace Spotting for Service Assets PAGE 10											
OR											
Fee For Service (No government funding available):											
☐ Other Single Units PAGE 11											
☐ Other Single HRW Units PAGE 12											
☐ Other CTI Competency courses PAGE 13											
Personal Details (Please Print)											
Name (full name)											
Address											
Postal Address (if different from above)											
Phone and Mobile											
Date of Birth											
Email address											
Emergency Contact and phone no											
Company Name (if applicable)											
Company Contact and Phone:											
Unique Student Identifier (USI)	Unique Student Identifier From 1 January 2015 if you are undertaking Nationally Recognised Training delivered by a Registered Training Organisation you will need to have a Unique Student Identifier (USI). The USI is available online and at no cost to the student. This USI will stay with the student for life and be recorded with any nationally recognised VET course that is completed. CTI can be prevented from issuing you with a Nationally Recognised VET Qualification or Statement of Attainment when you complete a course if you do not have a USI. If you have not yet obtained a USI you can apply for it directly at http://www.usi.gov.au/create-your-USI/ on computer or mobile device. Enter your Unique Student Identifier: <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table>										

General Information. Please answer the following questions:	
What is your gender?	☐ Male ☐ Female
In which country were you born?	☐ Australia ☐ Other- please specify _____
What is your residential status?	☐ Australian Citizen ☐ New Zealand Citizen ☐ Permanent Resident ☐ Asylum Seeker ☐ Not a Citizen
Do you speak a language other than English at home? (If more than one language, indicate the one that is spoken most often.)	☐ No, English only ☐ Yes, other - Please specify _____
How well do you speak English?	☐ Very well ☐ Not well ☐ Well ☐ Not at all
Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander
Do you consider yourself to have a disability, impairment or long-term condition?	☐ No ☐ Yes (tick appropriate boxes)
If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list: (you may indicate more than one area)	☐ Hearing/Deaf ☐ Intellectual ☐ Physical ☐ Vision ☐ Medical Condition ☐ Mental Illness ☐ Acquired Brain Impairment ☐ Learning impairment ☐ Other, please indicate: _____
What is your highest completed school level?	☐ Year 8 or below Year Completed _____ ☐ Year 9 or equivalent Year Completed _____ ☐ Year 10 or equivalent Year Completed _____ ☐ Year 11 or equivalent Year Completed _____ ☐ Year 12 or equivalent Year Completed _____ ☐ Never attended school
Are you still attending secondary school?	☐ Yes ☐ No
Have you successfully completed any qualifications or certificates?	☐ No ☐ Yes *If 'yes', please enter ONE of these Prior Education Achievement Identifiers for any applicable qualification level. If you have multiple Identifiers for any one qualification, use the following priority order to determine which identifier to us. A- Australian E- Australian Equivalent I- International A E I ☐ ☐ ☐ Advanced Diploma or Associate Degree ☐ ☐ ☐ Bachelor Degree or Higher Degree ☐ ☐ ☐ Diploma (or Associate Diploma) ☐ ☐ ☐ Certificate IV (or Advanced Certificate/Technician) ☐ ☐ ☐ Certificate III (or Trade Certificate) ☐ ☐ ☐ Certificate II ☐ ☐ ☐ Certificate I
Of the following categories which BEST describes your current employment status?	☐ Full-time employee ☐ Part-time employee ☐ Self employed - not employing others ☐ Employer ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment

Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only). If never employed skip this question.	☐ 1 – Managers ☐ 2 – Professionals ☐ 3 – Technicians and Trade Workers ☐ 4 – Community and Personal Service Workers ☐ 5 – Clerical and Administrative Workers ☐ 6 – Sales Workers ☐ 7 – Machinery Operators and Drivers ☐ 8 – Labourers ☐ 9 – Other
Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) If never employed skip this question.	☐ A - Agriculture, Forestry and Fishing ☐ B - Mining ☐ C - Manufacturing ☐ D - Electricity, Gas, Water and Waste Services ☐ E - Construction ☐ F- Wholesale Trade ☐ G - Retail Trade ☐ H - Accommodation and Food Services ☐ I - Transport, Postal and Warehousing ☐ J - Information Media and telecommunications ☐ K - Financial and Insurance Services ☐ L -Rental, Hiring and real Estate Services ☐ M -Professional, Scientific and Technical Services ☐ N - Administrative and Support Services ☐ O - Public Administration and Safety ☐ P -Education and Training ☐ Q - Health Care and Social Assistance ☐ R - Arts and recreation Services ☐ S - Other Services
Of the following categories, which BEST describes your main reason for undertaking this course? (Tick ONE box only)	☐ 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 reasons
Have you applied to be a student at this RTO before?	☐ Yes ☐ No

Eligibility for Government Funding

Eligibility for government funded training in Victoria is based on your citizenship, residency status, age and previously completed qualifications.

Generally, you are eligible for a government-subsidised training if you are:

- An Australian citizen
- An Australian Permanent Citizen (holder of a permanent visa)
- A New Zealand citizen

and are any of the following:

- under 20 years of age
- Seeking to enrol in a Foundation Skills List course (and do not hold a Diploma or above qualification or are receiving core skills training in other sectors)
- Seeking to enrol in VCE or VCAL
- Seeking to enrol in an apprenticeship
- 20 years and older and 'upskilling' by seeking to enrol in a course at a higher level than your existing qualification.

You are eligible to commence a maximum of two subsidised courses at the same qualification level in your lifetime. This restriction does not apply to courses on the Foundation Skills List or to students recommencing training in the same qualification (at the same or a different provider). In addition, eligible students can begin up to two subsidised courses in a year as long as you are not doing any more than two courses at a time.

Do you believe you are eligible for funding? ☐ Yes ☐ No

If Yes, student and RTO Representative to complete the '2016 Evidence of Student Eligibility and Student Declaration' (at the back of the Enrolment Form).

Concession Fees

A reduced course fee rate applies to eligible concession card holders under the Victorian Training Guarantee funding - up to and including Certificate IV level qualifications:

- Commonwealth Health Care Card
- Pensioner Concession Card
- Veteran's Gold Card

If you have a concession card please complete the following:

Type of Concession Card: _____

Concession Card No: _____

Expiry Date _____

If YES, we will need to take a photocopy of the original card when you enrol to attach to this enrolment form.

Course Fees

Please see the Course Fee List (which indicates the Statement of Fees)

Payment of Course Fees

Please indicate below the payment method that will be used to pay for the full course fee (tick appropriate box):

☐ Cheque, Bank cheque, or money order (Please make payable to: CTI)

☐ Credit Card

Please complete the following to allow CTI to process the payment:

Name on credit card:

Bank of credit card:

Credit card number:

Expiry date:

Visa/ Mastercard: _____

☐ Cash or EFT (Do Not send cash- Please visit our Head Office to make a cash or EFT payment)

Refund Policy

All applications for refunds must be made in writing by way of the 'Application for Refund' form and submitted to Student Administration. Approved applications will be processed within 14 days from the date of application.

The assessment of refund applications shall be granted as indicated below:

Outline of Refunds

Withdrawal more than 48 hours prior to agreed start date	Loss of Deposit (but can be transferred to another course fee)
Withdrawal less than 48 hours prior to agreed start date	Cancellation fee of 25% of the total course fee
Course withdrawn by CTI	Full refund or reschedule
CTI is unable to provide the course for which the original enrolment and payment has been made	Full refund

Extenuating circumstances

Students may have extenuating circumstances that prevent them from attending scheduled course dates. These circumstances may include (but are not limited to):

- Illness
- Family or personal matters
- Other extraordinary reasons

Where evidence can be successfully provided to support the Student's circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. This decision of assessing the extenuating circumstances rests with the RTO Manager and shall be assessed on a case by case situation.

Please note: where the Student breaches the conditions of enrolment no refund is payable.

Privacy Statement

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic).

Collection of your data

CTI is required to provide the Department with student and training activity data. This includes personal information collected in the CTI enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

CTI provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

Use of your data

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning.

A student's USI may be used for specific VET purposes including the verification of student data provided by [RTO]; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

Disclosure of your data

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research

Legal and Regulatory

The Department's collection and handling of enrolment data and VSNs is authorised under the Education and Training Reform Act 2006 (Vic). The Department is also authorised to collect and handle USIs in accordance with the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth).

Survey participation

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

Consequences of not providing your information

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy

Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact CTI's Privacy Officer in the first instance by phone 5428 6790 or email rae@constructiontraining.com.au.

Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

I acknowledge that I have read the Victorian Government's VET Student Enrolment Notice.

Student signature:

Enrolment Conditions

In completing this enrolment form the student is agreeing to a contract with Construction Training International that stipulates the following:

- Once the student commences the nominated course, Construction Training International will deliver the Training Program using competency based training principles and practices in accordance with the Australian Skills Quality Authority (ASQA).
- CTI and the student agree to work together to produce a unified approach in the student achieving the relevant course outcome
- The course fees payable to Construction Training International are for the provision of the following services: Training and Assessment, Ongoing Administration Processes, Learning Resources, and when appropriate a Statement of Attainment
- Where a student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they be allowed to re-sit the test/or have a re-assessment. If they are deemed 'NYC' for a second time they are to re-enrol into that unit/subject. This will include re-training and therefore a re-enrolment fee for the unit will apply.
- For re-issuance of Certification the student will be charged \$25.00 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by CTI.
- CTI reserves the right to accept or reject any application for enrolment at its discretion.
- CTI reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and in that event, shall refund all payments received from the student (see refund policy).
- Deposits are payable when placing a booking and these are NON REFUNDABLE but can be transferred.
- Refunds are made when a student application supports one of the below reasons for refund (see next page for Refund conditions). Any refundable amounts found to be due to the student will be made within 14 days.
- **Although there is no official expiry date on a course that is undertaken with CTI, it is a licensing recommendation that you complete a refresher course every 2 years to ensure that you maintain currency in meeting licensing requirements and industry standards. It is the responsibility of the student to undertake ongoing refresher course.**
-

Student Declaration

In signing and submitting this 'Enrolment Form' the applicant acknowledges:

- That the information provided by the Applicant in their application is complete and correct.
- Is aware of the course costs as outlined in the Course Fee List (Statement of Fees) and agrees to the course fees as listed on that document at the time of enrolment.
- Agrees to be bound by the RTO rules and regulations and any amendments made to the rules and regulations.
- Has completed the Language, Literacy and Numeracy activities as required in the above document
- Where a student's contact details change while studying with the RTO the student must advise the RTO of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details.
- The Student Information Handbook has been read and all of the content understood.
- Agrees to the Enrolment Conditions (listed above in this document)
- Payment is attached for enrolment into this course as outlined in this enrolment form.

Student Signature: _____ **Date:** _____

Please complete the Course Checklist making sure you tick and date in the correct section:

RII30915 Certificate III in Civil Construction-General on **Page 9**

RII30815 Certificate III in Civil Construction-Plant on **Page 10**

22195VIC-Course in Workplace Spotting for Service Assets on **Page 10**

Fee for Service – Courses that are not funded and are standalone units (Not a part of a Certificate Course)

– Earthmoving and Single Courses on **Page 11**

– WorkSafe High Risk Work on **Page 12**

CTI Competency Courses on **Page 13**

Course Unit Selection:

Applicants: Please tick the course and then tick & date the units contained in that course that you wish to enrol into.

☐ RII30915- Certificate III in Civil Construction-General	Start Date
☐ RIIBEF201D Plan and Organize Work	
☐ RIICCM201D Carry Out Measurements and Calculations	
☐ RIICCM203D Read and Interpret Plans and Specifications	
☐ RIIWHS201D Work Safely and Follow WHS Policies and Procedures	
☐ RIISAM203D Use Hand and Power Tools	
☐ RIISAM204D Operate Small Plant and Equipment	
☐ RIICOM201D Communicate in the Workplace	
☐ RIIMPO318E Conduct Civil Construction Skid Steer Loader Operations	
☐ RIIWHS302D Implement Traffic Management Plan	
☐ BSBFLM312 Contribute To Team Effectiveness	
☐ RIICRC306D Conduct Earthworks	
☐ RIICRC307D Conduct Road Pavement Operation	
☐ TLID3011 Specialised Forklift operations	
☐ CPCCLRG4001A Licence To Perform Rigging Advanced	
☐ RIIWHS204D Work Safely at Heights	
☐ RIIHAN201D Operate a Forklift	
☐ RIIHAN301D Operate a Elevating Work Platform	
☐ CPCCLRG3001A Licence To Perform Rigging – Basic Level	
☐ CPCCLDG3001A Licence To Perform Dogging	
☐ RIIHAN308D Load and Unload Plant	
☐ TLIC2005 Licence To Operate Elevating Work Platform	
☐ TLIC4009 Licence To Operate Slewing Mobile Crane (C6)	
☐ TLILC2001 Licence To Operate a Forklift Truck	
☐ CPCCLRG3002A Licence To Perform Rigging Intermediate Level	
☐ RIIHAB208D Perform Dogging	
Other electives:	
☐ RIIWHS202D Enter and work in Confined Spaces	
☐ CPCCLSF2001A Licence to erect, alter and dismantle Scaffolding Basic Level (SB)	
☐ RIIWHS205D Control Traffic with a Stop Slow Bat	
☐ CPCCLHS3001A Licence to Operate a Personnel and Materials Hoist (HP)	
☐ RIIHAN309D Conduct Telescopic Materials Handler Operations	
☐ RIIMPO320E Conduct Civil Construction Excavator Operations (LE)	
☐ CPCCLSF3001A Licence to Erect Alter Dismantle Scaffolding Intermediate Level (SI)	
☐ CPCCLTC4001A Licence to Operate a Tower Crane (TC)	

* See CTI Staff for other electives

☐ RII30815- Certificate III in Civil Construction Plant Operations	Start Date
☐ RIIBEF201D Plan and Organize Work	
☐ RIICCM201D Carry Out Measurements and Calculations	
☐ RIICCM202D Identify, Locate and Protect Underground Services	
☐ RIICCM203D Read and Interpret Plans and Specifications	
☐ RIICCM205D Carry Out Manual Excavation	
☐ RIICCM206D Support Plant Operations	
☐ RIICCM207D Spread and Compact Materials Manually	
☐ RIICCM208D Carry Out Basic Levelling	
☐ RIICOM201D Communicate in the Workplace	
☐ RIIWS01D Work Safely and Follow WHS Policies and Procedures	
☐ RIISAM201D Handle Resources and Infrastructure Materials and Safely Dispose of Non Toxic Materials	
☐ RIISAM203D Use Hand and Power Tools	
☐ RIISAM204D Operate Small Plant and Equipment	
☐ RIIWMG203D Drain and Dewater Civil Construction Site	
☐ RIIMPO318E Conduct Civil Construction Skid Steer Loader Operations	
☐ RIIMPO319D Conduct Backhoe/ Loader Operations	
☐ RIIMPO320D Conduct Rigid Haul Truck Operations	
☐ RIIMPO320E Conduct Civil Construction Excavator Operation	
☐ RIIMPO321E Conduct Civil Construction Wheeled Front End Loader Operation	
Other electives:	
☐ RIIMPO337D (AD) Conduct Articulated Dump Truck	
☐ RIIMPO336D (BD) Conduct Belly Dump Truck	
☐ RIIMPO322D (TLL) Conduct Civil Construction Tracked Front End Loader	
☐ RIIMPO323D (LZ) Conduct Civil Construction Dozer Operations	
☐ RIIMPO325D (SP) Conduct Civil Construction Scraper Operations	
☐ RIIMPO324E (LG) Conduct Civil Construction Grader Operations	
☐ RIIMPO317E (LR) Conduct Roller Operations	
☐ RIIHAN309E (TMH) Conduct Telescopic Materials Handler Operations	
☐ 22195VIC-Course in Workplace Spotting for Service Assets	Start Date
☐ VU20834- Observe the safe operation of plant and equipment around overhead and underground assets	
☐ YES I am eligible for a Government subsidy for this Spotters Course	
☐ NO I am not eligible for a Government subsidy for this Spotters Course	

Earthmoving and Single Units (No government funding available):

SINGLE UNITS		Start Date
☐ CPCCOHS1001A	Work Safely in the Construction Industry	
☐ RIIWHS202D	Enter and work in Confined Spaces	
☐ RIIWHS204D	Work Safely at Heights	
☐ RIIWHS205D	Control Traffic with a Stop Slow Bat	
☐ RIIWHS302D	Implement Traffic Management Plan	
EARTHMOVING UNITS		
☐ RIIMPO338D (HS)	Conduct Rigid Haul Truck	
☐ RIIMPO337D (AD)	Conduct Articulated Dump Truck	
☐ RIIMPO336D (BD)	Conduct Belly Dump Truck	
☐ RIIMPO321E(LL)	Conduct Civil Construction Wheeled Front End Loader	
☐ RIIMPO322D (TLL)	Conduct Civil Construction Tracked Front End Loader	
☐ RIIMPO319D (LB)	Conduct Backhoe/Loader Operations	
☐ RIIMPO320E(LE)	Conduct Civil Construction Excavator Operations	
☐ RIIMPO323D (LZ)	Conduct Civil Construction Dozer Operations	
☐ RIIMPO325D (SP)	Conduct Civil Construction Scraper Operations	
☐ RIIMPO317E (LR)	Conduct Roller Operations	
☐ RIIMPO318E(LS)	Conduct Civil Construction Skid Steer Operations	
☐ RIIMPO324E(LG)	Conduct Civil Construction Grader Operations	
☐ RIIHAN309E (TMH)	Conduct Telescopic Materials Handler Operations	

WorkSafe High Risk Work (HRW) Single Units
(No government funding available):

WORKSAFE HIGH RISK WORK	Start Date :
☐ CPCCLDG3001A (DG) Licence to Perform Dogging	
☐ CPCCLRG3001A (RB) Licence to Perform Rigging Basic Level	
☐ CPCCLRG3002A (RI) Licence to Perform Rigging Intermediate Level	
☐ CPCCLRG4001A (RA) Licence to Perform Rigging Advanced Level	
☐ CPCCLSF2001A (SB) Licence to erect, alter and dismantle Scaffolding (Basic Level)	
☐ CPCCLSF3001A (SI) Licence to erect, alter and dismantle Scaffolding (Inter Level)	
☐ CPCCLSF4001A (SA) Licence to erect, alter and dismantle Scaffolding (Advanced Level)	
☐ CPCCLHS3001A (HP) Licence to Operate a Personnel and Materials Hoist	
☐ CPCCLHS3002A (HM) Licence to Operate a Materials Hoist	
☐ CPCCLTC4001A (CT) Licence to Operate a Tower Crane	
☐ CPCCLTC4002A (CS) Licence to Operate a Self-Erecting Tower Crane	
☐ TLILIC3008 (C2) Licence to Operate a Slewing Mobile Crane (up to 20 tonnes)	
☐ TLILIC4009 (C6) Licence to Operate a Slewing Mobile Crane (up to 60 tonnes)	
☐ TLILIC4010 (C1) Licence to Operate a Slewing Mobile Crane (up to 100 tonnes)	
☐ TLILIC4011 (CO) Licence to Operate a Slewing Mobile Crane (over 100 tonnes)	
☐ TLILIC3006 (CN) Licence to Operate a Non Slewing Mobile Crane (greater than 3 Tonnes)	
☐ TLILIC0012 (CV) Licence to Operate a vehicle loading crane (capacity 10 metre tonnes and above)	
☐ TLILIC3003 (CB) Licence to operate a bridge & gantry crane	
☐ TLILIC3004 (CD) Licence to operate a derrick crane	
☐ TLILIC2005 (WP) Licence to operate a boom-type elevating platform (boom length 11 metres or more)	
☐ TLILIC3007 (CP) Licence to operate a portal boom	
☐ TLILIC2001 (LF) Licence to operate forklift truck	
☐ TLILIC2002 (LO) Licence to operate order picking forklift truck	

CTI Competency Unaccredited Courses

**These courses are internal unaccredited courses and you will receive a CTI competency card and NOT a Statement of Attainment.
(No government funding available):**

CTI Competency Unaccredited Courses		Start Date
☐ CS	Crane Supervisors Course	
☐ AP	Appointed Persons Course	
☐ PCP	Pre Cast Panel Erection Course	
☐ PC	Pendant Crane Course	
☐ RK	Risk Assessment Course	
☐ SL	Scissor Lift Course	
☐ WP under 11m	Work Platform Under 11m	
☐ MHC	Manual Handling	
☐ GC	Gold Card Course	
☐ CV Under 10m	Vehicle Loading Crane Under 10m	
☐ VOC'S	Verification of Competency	
☐ RCT	Refresher Control Traffic with a Stop Slow Bat	
☐ RIT	Refresher Implement Traffic	

ONLY TO BE COMPLETED BY STUDENTS ELIGIBLE FOR FUNDING
VICTORIAN TRAINING GUARANTEE

2016 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

Section A - To be completed by an authorised delegate of the RTO

Evidence of citizenship/residency and age

I confirm that in relation to _____
(Student's full name)

I have sighted an original, or a certified copy, or an uncertified copy that I have verified through use of a document verification service of **one** of the following:

- ☐ an Australian Birth Certificate (not Birth Extract) ☐ a current Australian Passport
- ☐ a current New Zealand Passport ☐ a naturalisation certificate
- ☐ a current green Medicare Card ☐ a signed declaration by a relevant referee
- ☐ formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence

and I have retained:

☐ a copy of the original or certified copy, or ☐ the certified copy, or ☐ the uncertified copy and a receipt from a document verification service;

and if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

☐ a current drivers licence, or ☐ a current learner permit, or ☐ a Proof of Age card, or ☐ a 'Keypass' card

NB: The RTO must retain a copy of all documentation used in Section A, as per clauses 3.3-4 of these Guidelines.

Section B - To be completed by the student

Education history

Q1. The highest qualification I have *completed* is:

(Include full title of qualification, eg. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0 1 2 3 4+ (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

0 1 2 3 4+ (circle number)

Q4. In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0 1 2 3 4+ (circle number)

ONLY TO BE COMPLETED BY STUDENTS ELIGIBLE FOR FUNDING
VICTORIAN TRAINING GUARANTEE
2017 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

Section B - continued

Student declaration

I _____, in seeking to enrol in
(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

declare the following to be true and accurate statements:

a. I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)

b. I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program. (circle appropriate response):

c. I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.

d. I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

Signed: _____ Date: _____

Section C - To be completed by an authorised delegate of the RTO

Number of courses student is currently eligible for: ☐ 1 ☐ 2

RTO declaration

Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section A, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised RTO delegate:

Name: _____

Position: _____

Signed: _____ Date: _____

Notes Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured in Sections A, B or C.

