



CONSTRUCTION TRAINING INTERNATIONAL

PO Box 311, 1164 Kilmore Rd Riddells Creek, Victoria 3431

Phone: 5428 6790

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

RTO No: 7107

NON-FUNDED COURSE ENROLMENT FORM

(No government funding available)

Personal Details (Please Print)													
Name (full name) <i>Please write your name as it is listed on your Driver's licence/ Medicare Card or other official ID</i>	Title:	☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other											
	Name:												
Gender	☐ Male ☐ Female ☐ (Indeterminate/Intersex/Unspecified)												
Date of Birth													
Mobile Phone:													
Personal Email:													
Address:		Suburb:											
		Post Code:											
Postal Address: (If different from above)		Suburb:											
		Post Code:											
Emergency Contact and phone no:													
Company Details (if applicable)	Company Name:												
	Contact and Phone:												
	Company Email												
Unique Student Identifier (USI) <u>Please note:</u> A person with a genuine personal objection to being assigned a USI can apply for an exemption to the Student Identifiers Registrar. To apply for an exemption, the student must complete the Commonwealth Statutory Declaration Form found https://www.usi.gov.au/documents/usi-statutory-declaration	From 1 January 2015, we, CTI can be prevented from issuing you with a nationally recognised VET Qualification or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier. You may already have a USI if you have done any nationally recognised training. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at https://www.usi.gov.au/students/create-your-usi/exemptions-usi#usi-exemption-request-form If you have not yet obtained a USI you can apply for it directly at https://www.usi.gov.au/your-usi/create-usi on computer or mobile device.												
	Enter list your Unique Student Identifier:	<table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											
Office use only	Course:												
	Course date:												
	Assessor:												

Victorian Student Number (VSN)	If you are aged 25 or younger at time of enrolment and have a Victorian Student Number then please provide it:		
	If you are not able to list a Victorian Student Number then please tick the reason why: ☐ I am new to the Victorian Education System. I have never attended a Victorian School, TAFE or other training provider ☐ VSN not known		
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 ☐ Other Services		
General Information. Please answer the following questions:			
In which country were you born?	☐ Australia ☐ Other- please specify		
Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i>	☐ No, English only		
	☐ Yes, other	Please specify:	
		How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all	
Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</i>	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander		
Do you consider yourself to have a disability, impairment or long-term condition?	☐ No ☐ Yes - If yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.)		

	☐ Hearing/Deaf ☐ Physical ☐ Medical Condition ☐ Acquired Brain Impairment ☐ Other, please indicate: ☐ Intellectual ☐ Vision ☐ Mental Health Condition ☐ Learning
What is your highest COMPLETED school level? (Tick ONE box only)	☐ Completed Year 8 or lower Year Completed: _____ ☐ Completed Year 9 or equivalent Year Completed: _____ ☐ Completed Year 10 Year Completed: _____ ☐ Completed Year 11 Year Completed: _____ ☐ Completed Year 12 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 Prior Educational Recognition 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 ☐ ☐ ☐ Bachelor Degree or Higher Degree ☐ ☐ ☐ Advanced Diploma or Associate Degree ☐ ☐ ☐ Diploma (or Associate Diploma) ☐ ☐ ☐ Certificate IV (or Advanced Certificate/Technician) ☐ ☐ ☐ Certificate III (or Trade Certificate) ☐ ☐ ☐ Certificate II ☐ ☐ ☐ Certificate I ☐ ☐ ☐ Certificates other than the above
Of the following categories which BEST describes your current employment status?	☐ Full-time employee ☐ Part-time employee ☐ Self-employed - not employing others ☐ Self-employed- employing others ☐ Employed - unpaid worker in a family business ☐ Unemployed - seeking full-time work ☐ Unemployed - seeking part-time work ☐ Not employed - not seeking employment
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 ☐ To get skills for community/ voluntary work ☐ Other reasons
Have you applied to be a student at this RTO before?	☐ Yes ☐ No

I give my permission for CTI to use any footage or photos taken of me in any promotional material.	☐ Yes ☐ No
Course Fees	
Please see the Pricelist on our website.	
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 reason	Outcome
Withdrawal more than 48 hours prior to agreed start date	Loss of Deposit (but can be transferred to another course fee within 2 years)
Withdrawal less than 48 hours prior to agreed start date	Loss of Deposit
Withdrawal from course after commencement	No refund of monies paid and full payment is required
Cancellation of course due to course entry requirements not being met	No refund of monies paid and full payment is required
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
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. This policy and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws, including but not limited to a statutory cooling off period if one applies.	
Privacy Statement	
<u>Why we collect your personal information</u> <i>As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.</i> <u>How we use your personal information</u> <i>We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO. We also retain a copy of your identification, which may be reviewed by WorkSafe.</i> <u>How we disclose your personal information</u> <i>We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.</i> <u>In addition to the above privacy information</u> <i>In relation to students undertaking a course that leads to a WorkSafe outcome (i.e. HRW license), CTI is required to keep a student's information (personal details, health information, assessment outcomes) confidential except:</i> • With a student's Content • As required by WorkSafe or other Regulator	

- As required by law

Also, CTI may need to share your information (personal details and course outcomes) with your employer.

We are also authorised by law (under the NVET Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVET Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted

Contact information

At any time, you may contact Construction Training International to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Construction Training International
1164 Kilmore Rd, P O Box 311 Riddells Creek 3431
Phone 03 54286790 Website constructiontraining.com.au

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 in a Unit and the Unit has been marked as ‘Not yet Competent’ (NYC), they will be allowed to undertake a reassessment in the assessment task that was marked unsatisfactory/NYC (E.g. Written, Calculation, Practical Demonstration) - this must occur within 60 days of the original assessment date. The student is allowed a maximum of 2 reassessment attempts in the allocated 60 days. A fee for reassessment attempts will be charged to the student (dependant on individual circumstances). If the student is deemed ‘NYC’ for a third time (after 2 reassessment attempts) they are required to re-enrol into that Unit. 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 to another course (if 48 hours’ notice is given that you can not attend a course).
- 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.

Student Declaration

In signing and submitting this ‘Enrolment Form’ the applicant acknowledges:

- That the information provided by myself in this Enrolment Form is complete and correct.
- I am aware of the course costs as outlined in the Course Fee List and agrees to the course fees as listed on that document at the time of enrolment.
- I agree to be bound by the RTO rules and regulations and any amendments made to the rules and regulations.
- I have completed the Language, Literacy and Numeracy activities in the Pre- Enrolment Review
- If my contact details change while studying with the RTO I will 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.
- I have read and understood of the content in the Student Information Handbook
- I agree to the Enrolment Conditions (listed above in this document)
- I have and understood the Drugs and Alcohol Policy and Procedure (found on the CTI website) and I accept all the conditions imposed.
- I have read and understood the Privacy Statement
- Payment for enrolment into this course as will be undertaken in line with the course fee list
- I agree to the Privacy Conditions (as listed within this document), and content to my information (personal details, health information, assessment outcomes) being shared with my employer and relevant regulators/authorities as required.

Student Signature:

Date:

Note to student- don’t forget to complete the next page.

Unit of Competency Selection: Please tick and date the unit of competency that you wish to enrol into.

Tick	Code	Units of Competency	Start Date:
☐	CPCCLDG3001	Licence to perform dogging	
☐	CPCCLHS3001	Licence to operate a personnel and materials hoist	
☐	CPCCLHS3002	Licence to operate a materials hoist	
☐	CPCCLRG3001	Licence to perform rigging - basic level	
☐	CPCCLRG3002	Licence to perform rigging - intermediate level	
☐	CPCCLRG4001	Licence to perform rigging advanced level	
☐	CPCCLSF2001	Licence to erect, alter and dismantle scaffolding basic level	
☐	CPCCLSF3001	Licence to erect, alter and dismantle scaffolding intermediate level	
☐	CPCCLSF4001	Licence to erect, alter and dismantle scaffolding advanced level	
☐	CPCCLTC4001	Licence to operate a tower crane	
☐	CPCCLTC4002	Licence to operate a self-erecting tower crane	
☐	CPCWHS1001	Prepare to work safely in the construction industry	
☐	HLTAID009	Provide cardiopulmonary resuscitation	
☐	HLTAID011	Provide first aid (including HLTAID009 Provide cardiopulmonary resuscitation)	
☐	RIIBEF201E	Plan and Organise Work	
☐	RIICCM201E	Carry out measurements and calculations	
☐	RIICCM202E	Identify, locate and protect underground services	
☐	RIICCM203E	Read and interpret plans and specifications	
☐	RIICCM205F	Carry out manual excavation	
☐	RIICCM206E	Support plant operations	
☐	RIICCM207E	Spread and compact materials manually	
☐	RIICCM208E	Carry out basic levelling	
☐	RIICOM201E	Communicate in the workplace	
☐	RIIHAN308F	Load and unload plant	
☐	RIIHAN309F	Conduct telescopic materials handler operations	
☐	RIIMPO316E	Conduct self-propelled compactor operations	
☐	RIIMPO317F	Conduct Roller Operation	
☐	RIIMPO318F	Conduct civil construction skid steer loader operations	
☐	RIIMPO319E	Conduct backhoe/loader operations	
☐	RIIMPO320F	Conduct civil construction excavator operations	
☐	RIIMPO321F	Conduct civil construction wheeled front end loader operations	
☐	RIIMPO322E	Conduct civil construction tracked front end loader operations	
☐	RIIMPO323E	Conduct civil construction dozer	
☐	RIIMPO324F	Conduct civil construction grader	
☐	RIIMPO325E	Conduct civil construction scraper operations	
☐	RIIMPO336E	Conduct belly dump truck operations	
☐	RIIMPO337E	Conduct articulated dump truck operations	
☐	RIIMPO338E	Conduct rigid haul truck operations	
☐	RIIRIS301E	Apply Risk Management Processes	

Tick	Code	Units of Competency	Start Date:
☐	RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials	
☐	RIISAM203E	Use hand and power tools	
☐	RIISAM204E	Operate small plant and equipment	
☐	RIIWHS201E	Work safely and follow WHS policies and procedures	
☐	RIIWHS202E	Enter and work in confined spaces	
☐	RIIWHS204E	Work safely at heights	
☐	RIIWHS205E	Control Traffic with stop-slow bat	
☐	RIIWHS302E	Implement traffic management plan	
☐	RIIWMG203E	Drain and dewater civil construction site	
☐	TLID3011	Conduct specialised forklift operation	
☐	TLILIC0003	Licence to operate a forklift truck	
☐	TLILIC0004	Licence to operate an order picking forklift truck	
☐	TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	
☐	TLILIC0016	Licence to operate a bridge and gantry crane	
☐	TLILIC0017	Licence to operate a derrick crane	
☐	TLILIC0040	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)	
☐	TLILIC0019	Licence to operate a portal boom crane	
☐	TLILIC0020	Licence to operate a slewing mobile crane (over to 100 Tonnes)	
☐	TLILIC0021	Licence to operate a slewing mobile crane (up to 100 Tonnes)	
☐	TLILIC0022	Licence to operate a slewing mobile crane (up to 20 tonnes)	
☐	TLILIC0023	Licence to operate a slewing mobile crane (up to 60 tonnes)	
☐	TLILIC0024	Licence to operate a Vehicle Loading Crane	
☐	11249NAT	Licence to Operate a Non-Slewing Telehandler (With a Rated Capacity of Greater than 3tonnes	
☐	22597VIC	Course in Workplace Spotting for Service Assets	

Non-Accredited Courses Please tick and date the course that you wish to enrol into.

			Start Date:
☐	SL	Scissor Lift Course	
☐	CS	Crane Supervisors Course	
☐	AP	Appointed Persons Course	
☐	PC	Pendant Crane Course	
☐	GOLD	Gold Card Course	
☐	PRECAST	Precast Panel Erection Course	
☐	VOC	VOC, list item of VOC:	
☐	PILE SAFE RIG	Piling Rig Course	
☐	CV<10m	Vehicle Loading Crane under 10m	
☐	CN<10m	Non-Slewing Crane under 10m	
☐	Other		