

The Information contained in this form is used for Eligibility Checking (and once you confirm acceptance) enrolment purposes and to assist in the research and evaluation of activities undertaken by Volt Edge. This information may be made available to State and Government agencies and research organisations. **ALL SECTIONS OF THE FORM MUST BE COMPLETED TO PROCESS THE APPLICATION**

PERSONAL DETAILS (please use block letters) – This name will also appear on your certificate

Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/>		Gender		Female <input type="checkbox"/>	Male <input type="checkbox"/>
Given Name/s			Surname		
Date of Birth			Town/Suburb		
Residential Address					
Postal Address			Telephone (H)		
State	Postcode	Telephone (W)			
Email address			Mobile		
Unique Student Identifier No.			<input type="checkbox"/> I hold a Current Unrestricted Australian Electrical Licence Licence No. _____ Issuing State: _____ (please supply a copy)		

TRAINING PARTICIPANT ELIGIBILITY

<input type="checkbox"/> I do not hold nor am I currently undertaking a Certificate IV or higher qualification, not including qualifications completed at school and foundation skills training or within the Electrical Training Stream.	<input type="checkbox"/> I am no longer attending secondary school. WHAT YEAR DID YOU FINISH? <input type="checkbox"/> I am a QLD Resident
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**Evidence MUST BE provided of the following to take advantage of Government funding.
CHOOSE FROM ONE OF THE Options 1, 2 or 3 evidence MUST be attached to this enrolment form.**

Option 1	<input type="checkbox"/> AUS / NZ Passport and <input type="checkbox"/> Queensland Drivers Licence or <input type="checkbox"/> Healthcare card or Bill showing residency (Bill no less than 3 months old)
Option 2	<input type="checkbox"/> AUS / NZ Birth Certificate (citizenship and proof of age) and <input type="checkbox"/> Queensland Drivers Licence or <input type="checkbox"/> Healthcare card or Utilities Bill showing residency (Bill no less than 3 months old)
Option 3	<input type="checkbox"/> Statutory declaration signed by JP noting date of birth, Australian or New Zealand citizenship and Qld residency

HIGHER LEVEL SKILLS FUNDING STUDENT CONTRIBUTION FEE

Student Contribution Fees represent the total non-government subsidised portion of essential training costs for the participant to undertake the qualification. These fees include tuition, services, materials and all other costs associated with delivering the training and the awarding of the qualification to the participant.

Student Contributions	Non-Concessional Students	Concessional Students
UEE40411 – Certificate IV in Electrical - Instrumentation	\$990.00 Total (\$76.15 Per Unit) *non-refundable payment	\$900.00 Total (\$69.23 Per Unit) *non-refundable payment

CONCESSION ELIGIBILITY

Higher Level Skills Funding Concessional Participant Requirements: <i>(Please Tick and provide a copy)</i>	<input type="checkbox"/> Higher Level Skills Funding Concessional Participant Requirements: <i>(Please Tick and provide a copy)</i>	<input type="checkbox"/> I hold an official form under Commonwealth law confirming I am entitled to concessions under a health care concession card or pensioner concession card. Letter Ref No.
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HIGHER LEVEL STUDENT CONTRIBUTION REFUND POLICY

*Higher Level Skills Funding Student Contribution refunds must be requested in writing within 7 days from course enrolment. Withdrawal request must be made on the Withdrawal Request Form. This must be signed by the student and where applicable, referring 3rd party and submitted for approval to training@voltage.com.au

Refunds will be processed via Electronic Funds Transfer (EFT) 7 days after the request has been received. If an offer of a place is withdrawn, or Volt Edge is unable to provide the program, the student is eligible for a full or pro rata refund of tuition fees paid within 7 days.

AVETMISS INFORMATION

1. WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS

Full-Time Employee	<input type="checkbox"/>	Part-Time Employee	<input type="checkbox"/>
Employer	<input type="checkbox"/>	Self-Employed – not employing others	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>	Unemployed – seeking part time employment	<input type="checkbox"/>
Unemployed – seeking full time employment	<input type="checkbox"/>	Not employed – not seeking employment	<input type="checkbox"/>

2. LANGUAGE AND CULTURAL DIVERSITY

In which country where you born? Australia Other Please specify:

Town of Birth:

Nationality:

Are you still attending secondary school? Yes No

What was your highest COMPLETED school level? (or equivalent Tick ONE box only)

Year 12 Year 11 Year 10 Year 9 Year 8 (or below) Never attended school

In what year did you complete that school level?

3. OTHER DETAILS

Are you of Aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander
(For persons of both Aboriginal and Torres Strait Islander origin mark both 'Yes' boxes)

Is English your first language? Yes, English only (If you ticked 'English only' go to Q4)
(If more than one language, indicate the one that is spoken more often)

How well do you speak English at home? Very Well Well Not Well Not at all

4. DISABILITY

Do you consider yourself to have a disability, impairment or long term condition?

No

Yes Please Specify:

5. PREVIOUS QUALIFICATIONS

Have you SUCCESSFULLY completed any of the following qualifications?

Bachelor Degree or Higher Degree Advance Diploma or Associate Degree Diploma (or Associate Diploma)
Certificate IV (or advanced certificate/technician) Certificate III (or trade certificate) Certificate II
Is your only Cert IV or higher qualification in the Electrical Trade: YES NO Certificate I

6. STUDY REASON

Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship?

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 Please specify:

6. Dietary Requirements

Do you have any dietary requirements (once enrolled and ready for practical, lunch is supplied)

NO dietary requirements YES, I have dietary requirements Please specify:

Please return your completed Enrolment Form to training@voltage.com.au

For candidates who feel they already have completed relevant competencies RPL is available. Please contact the office on 1300 761 366 to discuss your individual needs, each case will be assessed separately.

Candidates will be interviewed and must be able to show evidence of continual work history in related industry.

Tick to opt out of any Volt Edge Marketing/Updates

HIGHER LEVEL SKILLS FUNDING SINGLE ACCESS

I, _____ (Participant Name) understand that I will no longer be eligible for a subsidised training place under Higher Level Skills Funding once I have completed a Certificate IV qualification and it is a requirement of the program that I fill out and return a Training and Employment Survey within three months of starting my Qualification.

PAYMENT OPTIONS

Self- Referring Students Only:

Student contribution Initial payment must be paid in full in advance. Students will be invoiced on a 7- day invoice. Invoices will be issued prior to units being released and must be paid in full prior to commencement.

Final contribution fee must be paid in full prior to commencement of practical component.

Preferred Method of Payment (Individuals):

Credit Card (Phone or website)
Bank Deposit (contact VE for details)

Employer Referrals Only:

Employer contribution Initial payment must be paid in full in advance. Employers will be invoiced on a 7- day invoice. Invoices will be issued prior to units being released and must be paid in full prior to commencement.

Final contribution fee must be paid in full prior to commencement of practical component.

A purchase order must be provided for each enrolment.

Payment Options for Employers:

You have an option to pay directly (DD) into our bank account (Banking details can be obtained from our Accounts department)
Credit Card (Phone or website)
Bank Deposit (contact VE for details)

Non-payment may result in the inability to attend training until payment is received. Payment must be made prior to commencement of any course.

CERTIFICATE ISSUE/ RE-ISSUE

Higher Level Skills Funding - Certificate Issue/Re-Issue Policy:

Certificates and Statements of Attainment (SOA) will be issued within 21 Days of completion of your course unit(s) of competency to your nominated email address. If you have not received your certificate or SOA within this time frame please contact our Training Administration Team on 1300 761 366. **Please ensure that if your email address changes to notify Volt Edge immediately as failure to update your email or not requesting a re-issue within 12 weeks of completion may incur a re-issue/administrative fee of \$20.** For all participants that have been referred and funded through a 3rd party, a copy of your certificate(s) will be emailed to your funding organisation also unless you request otherwise. Please refer to the Declaration below of this Enrolment Form.

DECLARATION

- I agree that I will not hold Volt Edge and/or its employees liable for and will not make any claim against them for loss, damage, death or injury which I may suffer or cause as a result of or in connection with or during the period of my attendance at any premises owned, operated or controlled by Volt Edge; and/or my attendance at any activity of which Volt Edge has any knowledge (whether sporting, cultural, recreational or otherwise) organised by or on behalf of or with assistance of Volt Edge or any activity; and/or in any way whatsoever my association with Volt Edge.
- On behalf of myself, executives, administrators and assigns I hereby release Volt Edge and/or its employees and/or its agents from loss, damage, death or injury and from any actions, claims and demands which, if I have not entered into this Agreement, I Volt Edge and/or its employees and/or its agents against any such liability. I agree that this Agreement shall be governed in all respects by and interpreted with the laws of the Commonwealth of Australia.
- I certify that I have read this form thoroughly and agree to the conditions stated herein. I certify that I have read the Conditions of Enrolment and the Student Handbook, Code of Practice, Client Services Policies and the Code of Conduct and agree to the conditions stated. Refer to our website <http://voltege.net.au/contact/rto-details/> for details.
I hereby give my permission for Volt Edge to use my photo and image in evidence of assessments completed by me as well as in marketing and promotional material Yes No
- I declare that the information supplied by me on this form is true and correct in every detail. I authorise Volt Edge to obtain from other education institutions and relevant authorities details of my enrolment, academic record and examination results.
 - If accepted by the Volt Edge I agree to abide by the rules and regulations of Volt Edge Pty Ltd.
- I understand that enrolment is accepted under the condition that my tuition and other fees are paid on or before the due date. All information provided by me is correct and complete, at date of enrolment.
The student agrees that Volt Edge is able to provide information to their representative agent or parent/guardian in relation to attendance, academic performance, fees payment, welfare, and other associated student issues.
- If I am a student whose training has been funded by a 3rd party I give permission for Volt Edge to email a copy of my certificate(s) to my referring 3rd party.

Applicants Signature: _____ Print Name: _____ Date: _____