

The Information contained in this form is used for enrolment purposes and to assist in the research and evaluation of activities undertaken by Volt Edge. This information may be made available to CSQ, 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 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			
Residential Address (Required)			
Telephone (Mobile)		Telephone (Other)	
Email address			
Consent: <input type="checkbox"/> I give written consent to enable Construction Skills Queensland to contact me as the participant for the purposes of including but not limited to: A. a Review; B. Conducting Destination Surveys; and/or C. contacting you for the purpose of advising a participant of Construction Skills Queensland products and services, whether current or future.			
CSQ FUNDING STUDENT CONTRIBUTION FEE: Contribution Fees represent the total non- subsidised portion of essential training costs for the participant to undertake the training listed. These fees include tuition, services, materials and all other costs associated with delivering the training and the awarding of the outcome to the participant.			
Course (Select course you are applying for)		General Construction	Apprentice Advance
UEE42611 Certificate IV in Hazardous Areas – Electrical: Student Contribution Fees		<input type="checkbox"/> \$599.00	<input type="checkbox"/> \$0.00
UEE42611 Certificate IV in Hazardous Areas – Electrical: CSQ Funded portion		\$179.62 (Per unit)	\$224.53 (Per unit)

Participant Eligibility

Note: Making false or misleading statements will deem you ineligible and liable for full standard payment of course fees.

To be eligible to undertake the training under CSQ Funding you must meet the eligibility criteria.

Evidence MUST BE provided for the following to be reviewed for CSQ funding approval.	
Must be:	<input type="checkbox"/> AUS/ NZ Citizen or <input type="checkbox"/> a permanent resident of Australia; or <input type="checkbox"/> a holder of a refugee or humanitarian visa; and
Must:	<input type="checkbox"/> permanently reside in Queensland; or <input type="checkbox"/> be permanently employed in Queensland.
Must be:	<input type="checkbox"/> An Eligible Worker; or <input type="checkbox"/> An Unemployed Eligible Worker; and
Definitions:	<ul style="list-style-type: none"> An Eligible Worker has the same meaning as the Building and Construction Industry (Portable Long Services Leave) Act 1991 (Qld) as amended from time to time. An Unemployed Eligible Worker is a person who has been unemployed for a period of not greater than 4 years that would otherwise meet the requirements of an Eligible Worker.

By ticking this box, I confirm that I am **NOT** one of following:

- an Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor);
- currently enrolled and participating in a Queensland secondary school program(excluding a school based Apprentice or Trainee);
- a contracted trainer or assessor or existing worker of an RTO;
- previously funded under this Program in the same Contract Term
- funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;
- those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement; or
- other individuals that do not meet Participant Eligibility as prescribed above.

EVIDENCE REQUIRED:

ONE of the following:	
<input type="checkbox"/>	Full Birth Certificate or Birth Certificate Extract
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Medicare Card (green only)
<input type="checkbox"/>	Visa (as per eligibility)

ONE of the following:	
<input type="checkbox"/>	Queensland Driver Licence
<input type="checkbox"/>	Telephone account (not more than 3 months old)
<input type="checkbox"/>	Bank statement (not more than 3 months old)
<input type="checkbox"/>	Statement from a real estate agent (not more than 3 months old)
<input type="checkbox"/>	Any other formal documentation stating the Participant's full name and current residential address

If an eligible Participant under Higher Level Skills – General Construction

(Apprentice/Trainees complete page 4-5)

OPTION 1: Evidence to verify Participants meet the Eligible Worker or Unemployed Eligible Worker criteria:

Evidence provided may include but is not limited to the following:

- A. the name of the Employer;
- B. job title of Employee;
- C. length of service with the Employer; and
- D. details of what duties are being undertaken in the Building and Construction Industry.

And must be verified by way of either:

- payslip showing the above details; or
- a letter signed by the Participant's employer confirming the above details; or
- if the participant is self-employed, a copy of an invoice or invoices detailing work undertaken for a client; or
- current Q-Leave membership statement; or
- if none of the evidence required for (iii) is readily available and includes all of the details required, a statutory declaration confirming the above details will be acceptable.

OPTION 2: Evidence that demonstrates unemployment for a period less than 4 years.

Evidence provided may include but is not limited to the following:

- A. the name of the Employer;
- B. job title of Employee;
- C. length of service with the Employer; and
- D. details of what duties are being undertaken in the Building and Construction Industry.

And must be verified by way of either:

- separation certificate showing the above details; or
- statutory declaration confirming the above details.

APPRENTICE ADVANCE PLUS – Eligibility requirements (including all other requirements)

Select the box that reflects your current Apprenticeship status:

- I am **NOT** an Apprentice or Trainee (you do not complete this page, move to next page)
- A current active Apprentice or Trainee in Queensland undertaking a Recognised Apprenticeship or Traineeship, who is in their 3rd or 4th year of their apprenticeship or traineeship; or
- an Eligible Worker or Unemployed Eligible Worker who in their first year out of a Recognised Apprenticeship or Traineeship who has commenced training within 365 days from the completion date in DELTA; or
- a cancelled Apprentice or Trainee who was undertaking a Recognised Apprenticeship or Traineeship that has been cancelled and they are currently accessing State Government funding to complete their Institution-based training.

Select the box that reflects your current Apprenticeship	Qualification	Apprenticeship (A) or Traineeship (T)
<input type="checkbox"/>	UEE32211 Certificate III in Air-conditioning and Refrigeration	A
<input type="checkbox"/>	CPC30111 Certificate III in Bricklaying/Blocklaying	A
<input type="checkbox"/>	MSF31113 Certificate III in Cabinet Making	A
<input type="checkbox"/>	CPC30211 Certificate III in Carpentry	A
<input type="checkbox"/>	RII30915 Certificate III in Civil Construction	T
<input type="checkbox"/>	RII30815 Certificate III in Civil Construction Plant Operations	A
<input type="checkbox"/>	RII31215 Certificate III in Civil Foundations	T
<input type="checkbox"/>	CPC31211 Certificate III in Wall and Ceiling Lining	A
<input type="checkbox"/>	CPC30318 Certificate III in Concreting	T
<input type="checkbox"/>	CPC31411 Certificate III in Construction Waterproofing	A
<input type="checkbox"/>	CPC30511 Certificate III in Dogging	T
<input type="checkbox"/>	UEE30811 Certificate III in Electrotechnology Electrician	A
<input type="checkbox"/>	CPC32813 Certificate III in Fire Protection	A
<input type="checkbox"/>	UEE31011 Certificate III in Fire Protection Control	A
<input type="checkbox"/>	MSF30818 Certificate III in Flooring Technology	A
<input type="checkbox"/>	CPC32713 Certificate III in Gas Fitting	A
<input type="checkbox"/>	MSF30418 Certificate III in Glass and Glazing	A
<input type="checkbox"/>	CPC31912 Certificate III in Joinery	A
<input type="checkbox"/>	AHC30916 Certificate III in Landscape Construction	A
<input type="checkbox"/>	CPC30611 Certificate III in Painting and Decorating	A
<input type="checkbox"/>	CPC32413 Certificate III in Plumbing	A
<input type="checkbox"/>	CPC30711 Certificate III in Rigging	T
<input type="checkbox"/>	CPC32612 Certificate III in Roof Plumbing	A
<input type="checkbox"/>	CPC30812 Certificate III in Roof Tiling	A
<input type="checkbox"/>	CPC30911 Certificate III in Scaffolding	T
<input type="checkbox"/>	CPC30116 Certificate III in Shopfitting	A
<input type="checkbox"/>	CPC31011 Certificate III in Solid Plastering	A
<input type="checkbox"/>	CPC31111 Certificate III in Steelfixing	T
<input type="checkbox"/>	CPC32313 Certificate III in Stonemasonry (Monumental/Installation)	A
<input type="checkbox"/>	RII31615 Certificate III in Trenchless Technology	T
<input type="checkbox"/>	CPC31311 Certificate III in Wall and Floor Tiling	A
<input type="checkbox"/>	CPC32513 Certificate III in Plumbing (Mechanical Services)	A

EVIDENCE REQUIRED: APPRENTICE ADVANCE PROGRAM ONLY

If an eligible Participant under Short Courses – General Construction Apprentice Advance Plus Program

OPTION 1: Evidence that demonstrates an active Apprentice or Trainee completing a Recognised Apprenticeship of Traineeship, who is in their 3rd or 4th year of their apprenticeship or traineeship:

Evidence provided is to include the following:

- a. name of Participant;
- b. qualification name and occupation title; and
- c. if an active Apprentice or Trainee, date of commencement.

And must be verified by way of:

- a commencement letter from the Department or other source

OPTION 2: Evidence that demonstrates an Eligible Worker or Unemployed Eligible Worker who in their first year out of a Recognised Apprenticeship or Traineeship who has commenced training within 365 days from the completion date:

Evidence provided is to include the following:

- A. name of Participant;
- B. qualification name and occupation title; and
- C. if an Eligible Worker or Unemployed Eligible Worker, date of completion.

And must be verified by way of either:

- completion certificate; or
- completion letter; or
- notification from the Department or other source.

Evidence to verify Participants meet the Eligible Worker criteria or unemployment for a period of less than 12 months, may include but not limited to the following:

- A. the name of the Employer;
- B. job title of Employee;
- C. length of service with the Employer;
- D. details of what duties are being undertaken or previously undertaken in the Building and Construction Industry.

And must be verified by way of either:

- payslip showing the above details; or
- a letter signed by the Participant's employer confirming the above details; or
- if the Participant is self-employed, a copy of an invoice or invoices detailing work undertaken for a client; or
- current Q-Leave membership statement; or
- if none of the evidence required for is readily available and includes all of the details required, a statutory declaration confirming the above details will be acceptable.

If unemployed for less than 12 months:

- separation certificate showing the above details; or
- a statutory declaration confirming the above details.

STUDENT CONTRIBUTION REFUND POLICY

*CSQ Funded Student Contribution refunds must be requested in writing within 7 days from course enrolment and 3 days prior to course commencement. 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. If approved 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.

CSQ FUNDING ACCESS

I, _____ (Participant Name) understand that I may no longer be eligible for a subsidised training place as per CSQ Funding agreement. And I agree that:

- I have not already been funded by an Authority or other such source for delivery of the same training being undertaken as part of this program; or
- I have not previously been funded under this program in the same program; or
- I have not enrolled in a course that I have previously completed, and
- I do meet the eligibility criteria as stated on this form.

PAYMENT OPTIONS

Student contribution 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 or training commences and must be paid in full.

Preferred Method of Payment (Individuals):

- Credit Card (Phone or website) 0.8% surcharge applies
- 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

CSQ Funding - Certificate Issue/Re-Issue Policy:

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. 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.

By signing below, I confirm that:

- I have read and understand the terms and conditions of the funding I am applying for
- I understand that if I enrol and complete the training and am not eligible for the funding, I agree to pay the standard course pricing as advertised by Volt Edge

Applicants Signature:

Print Name:

Date: