



Enrolment Form (CSQ)

| PERSONAL DETAILS | | | | | | | | | | | |
|---|--|--|--|--|-------------------------|--|--|---|--|--|---------------------------------|
| Title: | | | | | Gender: | <input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other | | | | | |
| Given Name: | | | | | Middle Name: | | | | | | |
| SURNAME: | | | | | Date of Birth: | | | | | | |
| Employer/Company Name: (If payment is being made by employer) | | | | | Employer/Company Email: | | | | | | |
| Unique Student Identifier (USI): | | | | | | | | | | | Please BLOCK write USI # |
| <i>Volt Edge is prevented from issuing a Nationally Recognised VET Qualification or Statement of Attainment when you complete your course if you have not provided your Unique Student Identifier (USI). If you do not have a USI please refer to our student handbook for further details.</i> | | | | | | | | | | | |
| Mobile Number: | | | | | Home Number: | | | | | | |
| Email Address: (Please complete clearly and correctly as we require your email to send your Certificate on course completion) | | | | | | | | | | | |
| Postal Address: | | | | | | | | | | | |
| Suburb: | | | | | State: | | | Post Code: | | | |
| Residential Address: (If same, write 'as above') | | | | | State: | | | Post Code: | | | |
| Suburb: | | | | | State: | | | Post Code: | | | |
| Electrical Licence – Type | | | | | EL - # | | | Note: You must supply a copy as per your course selection pre-requisites. | | | |

Please read the Enrolment Form thoroughly and complete and return **ALL SECTIONS**. An incomplete Enrolment Form and supporting documentation will delay your application in being assessed.

Short Courses: Eligible Participants can only undertake 8 units of competency in total per contract.

Higher Level Skills Cert IV HA: Eligible participants can only complete 1 qualification per contract.

| Course (Select the course you are applying for) | | | General Construction |
|--|--|---------------------------|---|
| <input type="checkbox"/> | Solar – Design & Install Grid Connect: | Student Contribution Fees | <input type="checkbox"/> \$615 |
| Solar – Design & Install Grid Connect: CSQ Funded Portion UEERE0022 - Solve basic problems in photovoltaic energy apparatus and systems UEERE0011 - Design grid-connected photovoltaic power supply systems UEERE0016 - Install, configure and commission LV grid-connected photovoltaic power systems | | | CSQ Funding \$515 \$573 \$515 |
| <input type="checkbox"/> | Solar – Design Only: | Student Contribution Fees | <input type="checkbox"/> \$500 |
| Solar – Design Only: CSQ Funded Portion UEERE0011 - Design grid-connected photovoltaic power supply systems | | | CSQ Funding \$573 |
| <input type="checkbox"/> | Solar – Battery Storage: | Student Contribution Fees | <input type="checkbox"/> \$500 |
| Solar – Battery Storage: CSQ Funded Portion UEERE4001 - Install, maintain and fault find battery storage systems for grid-connected photovoltaic systems UEERE5001 - Design battery storage systems for grid-connected photovoltaic systems | | | CSQ Funding \$758 \$758 |

| | | | |
|--|---|----------------------------------|---------------------------------------|
| <input type="checkbox"/> | High Voltage (HV) Switching: | Student Contribution Fees | <input type="checkbox"/> \$440 |
| High Voltage (HV) Switching: CSQ Funded Portion | | | CSQ Funding |
| UEPOPS116 - Operate local H.V. switchgear | | | \$366 |
| UEPOPS036 - Develop H.V. switching programs | | | \$366 |
| UEPOPS124 - Perform switching to a switching program | | | \$366 |
| UEPOPS117 - Operate local L.V. switchgear | | | \$372 |
| <input type="checkbox"/> | Qualified Technical Person (QTP): | Student Contribution Fees | <input type="checkbox"/> \$540 |
| QTP: CSQ Funded Portion | | | CSQ Funding |
| UEEEL0002 - Apply currency of safe working practices and compliance verification of electrical installations | | | \$303 |
| UEEEL0029 - Conduct compliance inspection of LV electrical installations with demand exceeding 100 A per phase | | | \$357 |
| UEEEL0030 - Conduct compliance inspection of single phase LV electrical installations | | | \$405 |
| <input type="checkbox"/> | Qualified Business Person (QBP): | Student Contribution Fees | <input type="checkbox"/> \$540 |
| QBP: CSQ Funded Portion | | | CSQ Funding |
| BSBESB402 - Establish legal and risk management requirements of new business ventures | | | \$360 |
| UEEEL0040 - Develop compliance policies and plans to conduct an electrical contracting business | | | \$750 |
| UEECD0007 - Apply work health and safety regulations, codes and practices in the workplace | | | \$240 |
| <input type="checkbox"/> | Work Safe near live electrical apparatus – Non Electrical: | Student Contribution Fees | <input type="checkbox"/> \$5 |
| UETDREL006 - Work safely in the vicinity of live electrical apparatus as a non-electrical worker | | | CSQ Funding |
| | | | \$270 |

| | | |
|--|---|---------------------------------------|
| Course (Select the course you are applying for) | | Higher Qualification Building |
| <input type="checkbox"/> | UEE42620 Certificate IV in Hazardous Areas - Electrical: | Student Contribution Fees |
| | | <input type="checkbox"/> \$750 |
| UEE42620 Certificate IV in Hazardous Areas – Electrical | | CSQ Funding |
| *Students must hold an unrestricted electrical licence or completed Certificate III in Electrotechnology | | \$2,155 |

Preferred Course Commencement Date: DD – MM – YYYY

(Whilst every effort will be made to place you in a course on your preferred date, there is no guarantee)

☐ I give written consent to enable **Construction Skills Queensland** to contact me as the participant, for the purpose of any of the following:
A review | Conducting Destination Surveys | and/or contacting you for the purpose of advising a participant of Construction Skills Queensland products and services, whether current or future.

PROGRAM – Short Courses – General Construction & Higher Qualifications Building – 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"/> Visa holder with relevant permission to work.; and |
| Must: | <input type="checkbox"/> be permanently employed in Queensland. |
| Must be: (one of the following) | <input type="checkbox"/> An Eligible Worker: Employed in Queensland within the Building & Construction Industry <input type="checkbox"/> Self Employed in the Building & Construction Industry <input type="checkbox"/> An unemployed eligible worker (unemployed for a period not greater than 4 years who would otherwise meet the requirements of an Eligible Worker) <input type="checkbox"/> An active apprentice or trainee, registered in Queensland, undertaking an apprenticeship or traineeship as per the CSQ approved listing. <input type="checkbox"/> An unemployed cancelled apprentice or trainee who was undertaking a CSQ approved apprenticeship or traineeship . <input type="checkbox"/> Workcover participants |
| 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** any of following: ☐

- an Employee of any Authority
- 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;
- 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"/> | Australian or New Zealand Full Birth Certificate or Extract (A commemorative birth certificate cannot be accepted) |
| <input type="checkbox"/> | Australian or New Zealand Passport (Up to 6 months after expiry) |
| <input type="checkbox"/> | Green Medicare Card (Current) or My.gov – Medicare snapshot |
| <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"/> | Current lease agreement from a real estate agent |
| <input type="checkbox"/> | Any other formal documentation stating the Participant's full name and current residential address e.g., rates, electricity etc. |

OPTION 1: AN ELIGIBLE WORKER

Evidence to verify Participant meets the An Eligible Worker: Employed in Queensland within the Building & Construction Industry:

- QLeave Building and Construction Member Statement (current statement showing credits within last 4 years) OR
- Relevant current Licence – QBCC Licence (as per listing)* OR
- Employer letter (on letter head, dated and signed by the employer) confirming employment, role and duties in the Building and Construction industry OR
- Statutory Declaration providing details of employment including role and duties within the Building and Construction Industry.

OPTION 2: Self Employed

Evidence to verify participant meets the eligibility as being Self Employed in the Building & Construction Industry

- QLeave Building and Construction Member Statement (current statement showing credits within last 4 years) OR
- Relevant current Licence – QBCC Licence (as per listing)* OR
- ABN/ACN registration showing ownership and Invoices for recent work in the industry. OR
- Statutory Declaration providing details of employment including role and duties within the Building and Construction Industry.

Option 3: Unemployed Eligible Worker

Evidence to verify participant meets the eligibility as an unemployed eligible worker (unemployed for a period not greater than 4 years who would otherwise meet the requirements of an Eligible Worker)

- QLeave Building and Construction Member Statement (current statement showing credits within last 4 years) OR
- Relevant current Licence – QBCC Licence (as per listing)* OR
- Statutory Declaration providing details of relevant employment including employer, role and duties within the Building and Construction Industry

Option 4: An Active Apprentice (Not applicable under Higher Qualifications Building)

Evidence to verify participant meets the eligibility as an active apprentice or trainee, registered in Queensland, undertaking an apprenticeship or traineeship as per the CSQ approved listing.

- Employer letter (on letter head, dated and signed by the employer) confirming apprenticeship details including the Commencement Date, Registration Number and Qualification** OR
- DESBT Commencement letter to verify Commencement Date, Registration Number and Qualification**

Option 5: Unemployed cancelled Apprentice (Not applicable under Higher Qualifications Building)

Evidence to verify participant meets the eligibility as an unemployed cancelled apprentice or trainee who was undertaking a CSQ approved apprenticeship or traineeship.

- DESBT Cancellation letter OR
- DESBT Cancelled apprentice training approval advice

****Not acceptable as evidence: An SRTD notification from the AASN | A Training Contract | A Training Plan**

Option 6: Workcover Participant

Evidence to verify participant meets the eligibility as Workcover participants

- As per eligible worker and A current Queensland Workcover Certificate or letter demonstrating Workcover for the period of training.

EMPLOYMENT Evidence Samples:

- QLeave Building and Construction Member Statement (current statement showing credits within last 4 years) OR
- Relevant current Licence – QBCC Licence (as per listing)* OR
- Employer letter (on letter head, dated and signed by the employer) confirming employment, role and duties in the Building and Construction industry

QLeave PORTABLE LONG SERVICE LEAVE **long service leave STATEMENT**

www.qleave.qld.gov.au | 1300 QLEAVE

Need an interpreter?
If you are having language difficulties in understanding the portable long service leave scheme or your Statement, an interpreter service is available Monday to Friday, between 9:00 am and 4:00 pm.
INTERPRETER HELP
Services des interpretes: 1300 666 666
Surfingong Pump Interpreter: 1300 666 666
Tamilia Shilba: 1300 666 666
Phone 07 2018 0033

Membership number: Notice period: 1 July 2020 - 30 June 2021

| Employer | Period | Service days recorded |
|----------|--------|-----------------------|
| 1 | | |

Service days recorded this financial year
Maximum of 20 service days can be accrued per year.

Total service days recorded since joining QLeave
You can make a claim if you have:
• 2,000 service days or more (equivalent to 10 years work) or
• 1,155 service days (and have been a member of QLeave for at least 7 years) only if you have permanently stopped working in the building and construction industry. Your membership will be cancelled if you make a leaving the industry claim.

Long service leave available to you
Number of long service leave days available at 30 June 2021: 4 Days

Please note, if you've made a claim, or have a claim approved since 30 June 2021 this statement may not reflect your current service balance.

If you have any questions about your long service leave statement visit www.qleave.qld.gov.au or contact us on 1300 QLEAVE.

Building and Construction Industry (Portable Long Service Leave) Authority



INVOICE

647-444-1234
your@email.com
yourwebsite.com

1 Your Address
City, State, Country
ZIP CODE

Billed To: Client Name
1 Client Address
City, State, Country
ZIP CODE

Invoice Number: 000000

Date Of Issue: 10/07/14

Invoice Total: **\$4520.00**

| Description | Unit Cost | Qty / Hr Rate | Amount |
|--|-----------|---------------|--------|
| Your item Name Item description goes here | \$1000 | 1 | 1000 |
| Your item Name Item description goes here | \$1000 | 1 | 1000 |
| Your item Name Item description goes here | \$1000 | 1 | 1000 |
| Your item Name Item description goes here | \$1000 | 1 | 1000 |

Subtotal: \$4000.00
Tax: \$520.00

1,122 x 1,168

Company Letterhead

Date

To Whom It May Concern,

This letter is to confirm that [Insert Applicants Name] has been employed by [Insert Business Name] since [Date] on a [insert employment basis] in the position of [insert position].

[*Insert details of what duties are being undertaken in the Building and Construction Industry]

Any questions please do not hesitate to contact us.

Kind Regards,

[Employer Signature]

[Name]
[Position]

STUDENT CONTRIBUTION REFUND POLICY

*CSQ Funded Student Contribution refunds must be requested in writing within seven days from course enrolment and three 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) seven 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 seven days.

CSQ FUNDING ACCESS

I, _____ (Student Name) understand that I may no longer be eligible for a subsidised training place as per CSQ Funding Agreement. 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 contract period; 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.
- Eligible Participants can only undertake 8 units of competency in total under the Short Courses Program (which includes both Building and Civil).
- Eligible Participants can only undertake 1 qualification in total under the Higher Qualifications Building Program.

PAYMENT OPTIONS

Student contribution payment must be paid in full prior to course commencement. Students will be invoiced on a seven-day invoice. Students who do not meet the funding requirements and are rejected by CSQ for payment you will be required to pay full amount for training.

- Eligible Participants can only undertake 8 units of competency in total under the Short Courses Program (which includes both Building and Civil).
- Eligible Participants can only undertake 1 qualification in total under the Higher Qualifications Building Program.

Preferred Method of Payment (Individuals):

- Credit Card (Phone or website) 2.65% 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.

Participant Signature:

Print Name:

Date:

MARKETING

| | |
|-----------------------------------|---|
| How did you hear about us? | <input type="checkbox"/> Website <input type="checkbox"/> Employer <input type="checkbox"/> Referral/Word of Mouth <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> LinkedIn <input type="checkbox"/> Email <input type="checkbox"/> Other (please specify): |
| Why Volt Edge? | <input type="checkbox"/> Cost of Course <input type="checkbox"/> Quality of Training <input type="checkbox"/> Experience of Trainers <input type="checkbox"/> Locations of Training Suited <input type="checkbox"/> First Company I Found <input type="checkbox"/> Course Date/s Suited <input type="checkbox"/> Other (please specify): |

| AVETMISS INFORMATION | |
|---|--|
| Which best describes your current employment | |
| <input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed – not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed – unpaid worker in family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Unemployed – seeking part-time work <input type="checkbox"/> Not employed – not seeking employment | |
| Language and Diversity | |
| In which country were you born? If from the UK please specify which country: <i>(e.g. England, Scotland, Wales, or Nth Ireland – NOT 'UK')</i> <i>(We require this information to verify your USI)</i> | <input type="checkbox"/> Australia <input type="checkbox"/> New Zealand <input type="checkbox"/> Other – please specify: _____ |
| In which Town/City were you born? | |
| What is your citizenship status? | <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> International Study Visa <input type="checkbox"/> Visa – please specify: _____ |
| Are you of Aboriginal or Torres Strait Islander origin? | <input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander |
| Do you speak a language other than English at home? | <input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other – please specify: _____ |
| Do you require assistance with English during your training? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do you consider yourself to have a disability, impairment or long-term Condition that may affect your training? If YES, then please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing / Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental illness <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other – please specify: _____ |

| SCHOOLING | | |
|---|---|---|
| Are you still attending secondary school? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, which school? QLD Students Only: LUI Number: _____ |
| What is the highest COMPLETED school level? | <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Never attended school | |
| Have you SUCCESSFULLY completed any of the following qualifications? | <input type="checkbox"/> No <input type="checkbox"/> Yes, tick any that apply <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> Certificate II <input type="checkbox"/> Certificate I <input type="checkbox"/> Other education: _____ | |
| Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.) | <input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reason: _____ | |

Privacy Notice

Under the Data Provision Requirements 2012, Volt Edge is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed for statistical, regulatory and research purposes. Volt Edge may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- Licencing body;
- NCVER;
- Organisations conducting student surveys;

I declare that:

- I have read and understood the Student Handbook including the privacy policy (available to each student in each classroom, with every trainer and on our website)
- I understand and accept that fees and charges apply to this enrolment and such fees and charges are payable and have read and understood the Payments, Cancellations and Refund Policy. I was provided with a statement of fees prior to enrolment
- I give my permission for Volt Edge to provide my employer a copy of my Certificate, Statement of Attainment or record of my results
- I give my permission for Volt Edge to take my image & reproduce my image for licencing identifications, assessment and for marketing purposes

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- Facilitating statistics and research relating to education, including surveys;
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice at the end of this document.

STUDENT SIGNATURE [or electronic acknowledgement] DATE