



Application Form (CSQ)

PERSONAL DETAILS											
Title:					Gender:	☐ Female ☐ Male ☐ Other					
Given Name:					Middle Name:						
SURNAME:					Date of Birth:						
Unique Student Identifier (USI):											Please BLOCK write USI #
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.											
Mobile Number:					Home Number:						
Email Address: (Please complete clearly and correctly)											
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.			
Employer Paying?	☐ Yes ☐ No				Company Name: (If payment is being made by employer)						
Company Accounts Email:					Company ABN:						

Important Instructions for the Enrolment Form:

- Complete ALL sections of the Enrolment Form.
- Attach all required supporting documents.
- Incomplete forms will delay assessment of your application.

Higher Level Skills – Certificate IV in HA Eligibility & Conditions:

- You are eligible for only **one qualification per CSQ contract** (not per provider)
- All study must be completed:
 - Within 12 months from your start date, and no later than 31 July 2027, whichever comes first.
- You must be enrolled and have completed at least **1 unit by 31 July 2026**.

Important Funding Note:

- If you complete CSQ-funded courses with another provider and use your full funding allocation, you will be required to pay full course fees.

☐ 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.

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. Applications are accepted for review and if funding allocation is exhausted prior to your application being completed and approved you will not be able to enrol under the funding contract.)

Course: Higher Qualification Building Contract		
☐	UEE42622 Certificate IV in Hazardous Areas - Electrical:	Student Co-Contribution Fees (Must be paid prior to course commencement)
		☐ \$500.00
UEE42622 Certificate IV in Hazardous Areas – Electrical *Students must hold an unrestricted electrical licence or completed Certificate III in Electrotechnology		CSQ Funding
UEECD0010	Compile and produce an energy sector detailed report	\$400.00
UEECD0024	Implement and monitor energy sector WHS policies and procedures	\$400.00
UEECD0027	Participate in development and follow a personal competency development plan	\$400.00
UEERE0015	Implement and monitor energy sector environmental and sustainable policies and procedures	\$400.00
UEEHA0004	Enter a classified hazardous area to undertake work related to electrical equipment	\$400.00
UEEHA0022	Determine the explosion-protection requirements to meet a specified classified hazardous area	\$400.00
Electives		
UEECO0017	Source and purchase material/parts for installation or service jobs	\$400.00
UEEHA0020	Conduct detailed inspection of electrical installations for hazardous areas	\$400.00
UEEHA0025	Install explosion-protected equipment and associated apparatus and wiring systems	\$400.00
UEEHA0026	Maintain equipment associated with hazardous areas	\$400.00
UEEHA0029	Plan electrical installations for hazardous areas	\$400.00
UEEHA0038	Conduct visual and close inspection of electrical installations for hazardous areas	\$400.00

By applying and enrolling to undertake this course, I the student agree to completing the full course and gaining the UEE42622 Certificate IV in Hazardous Areas – Electrical qualification within the specified timeframe.

PROGRAM – 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:	
RIGHT TO WORK:	
Australian or New Zealand Citizen or Permanent Resident	☐ Green Medicare Card (Current) or My.gov Medicare snapshot OR ☐ Australian or New Zealand Passport (Up to 6 months after the expiry date) OR ☐ Australian or New Zealand Full Birth Certificate or Extract* OR ☐ Australian Citizenship Certificate
A valid Visa holder and been employed in the Queensland Building and Construction Industry for 6 months or more	☐ Valid Visa Holder Employer letter on letterhead, dated and signed by the employer which confirms: a) the participant has the right to work in Australia and b) the visa number and c) length of employment.
A commemorative birth certificate is not accepted An International Student Visa is <u>not</u> eligible	
Must:	☐ eligible worker in Queensland building and construction industry.
Must be: (one of the following)	☐ Employed or Self-employed in the Queensland Building & Construction Industry ☐ An unemployed eligible worker (unemployed for a period not greater than 6 months)

Evidence MUST BE provided for the following:	
ELIGIBLE WORKER:	
Employed and substantially engaged in the Queensland Building and Construction Industry.	☐ Employer letter on letterhead, dated and signed by the employer which confirms: a) the role of the participant; and b) the duties being undertaken by the participant that demonstrate substantial engagement in the Building and Construction Industry.
OR	
Unemployed for less than 6 months, in a role which would meet the employed and substantially engaged requirements of an Eligible Worker.	☐ Statutory Declaration providing details of employment which would ordinarily be on the employer letter.
OR	
Self Employed and substantially engaged in the Queensland Building and Construction Industry	☐ Statutory Declaration providing details of business registration and recent work in the industry.

STUDENT CONTRIBUTION REFUND POLICY

*CSQ Funded Student Co-Contribution refunds must be requested in writing within seven days from course enrolment and three days prior to course commencement. 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 the Student 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 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 1 qualification in total under the Higher Qualifications Building Program.

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:**

Upon satisfactory completion of the full Qualifications (including in class and online component) will be issued within 21 Days to your nominated email address. If you have not received your certificate 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 (i.e. Employer), a copy of your certificate(s) will be emailed to your 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?	☐ Website ☐ Employer ☐ Referral/Word of Mouth ☐ Facebook ☐ Instagram ☐ LinkedIn ☐ Email ☐ Other (please specify):
Why Volt Edge?	☐ Cost of Course ☐ Quality of Training ☐ Experience of Trainers ☐ Locations of Training Suited ☐ First Company I Found ☐ Course Date/s Suited ☐ Other (please specify):

AVETMISS INFORMATION		
Which best describes your current employment		
☐ Full-time employee ☐ Part-time employee ☐ Self-employed – not employing others ☐ Employer ☐ Employed – unpaid worker in family business ☐ Unemployed – seeking full-time work ☐ Unemployed – seeking part-time work ☐ 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>	☐ Australia ☐ New Zealand ☐ Other – please specify: _____	
In which Town/City were you born?		
What is your citizenship status?	☐ Australian Citizen ☐ New Zealand Citizen ☐ International Study Visa ☐ Visa – please specify: _____	
Are you of Aboriginal or Torres Strait Islander origin?	☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander	
Do you speak a language other than English at home?	☐ No, English only ☐ Yes, other – please specify: _____	
Do you require assistance with English during your training?	☐ Yes ☐ 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.)	☐ Yes ☐ No ☐ Hearing / Deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness ☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other – please specify: _____	
SCHOOLING		
Are you still attending secondary school?	☐ Yes ☐ No	If yes, you are not eligible to attend this course.
What is the highest COMPLETED school level?	☐ Year 12 or equivalent ☐ Year 9 or equivalent ☐ Year 11 or equivalent ☐ Year 8 or below ☐ Year 10 or equivalent ☐ Never attended school	

Have you SUCCESSFULLY completed any of the following qualifications?	☐ No ☐ Yes, tick any that apply ☐ 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 ☐ Other education: _____
Of the following categories, which BEST describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only.)	☐ To get a job ☐ To develop my existing business ☐ To start my own business ☐ To try a different career ☐ To get a better job or promotion ☐ It was a requirement of my job ☐ To get into another course of study ☐ For personal interest or self-development ☐ 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 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