



Application Form (CSQ SCB 25_26)

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 Application Form:

- Complete ALL sections of the Enrolment/Application Form.
- Upload all required supporting documents
- Incomplete forms will delay assessment of your application
- Payment is required prior to course attendance

Short Course Building Eligibility & Conditions:

- You are eligible for a maximum of eight (8) units of competency in total from either of the CSQ Building Specific or Civil contracts during the delivery period (**not** per provider).
- All study must be completed:
 - Within the program dates within 6 months of commencement of your approved course OR before 30 September 2026 (whichever is sooner).

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, approved, enrolled and completed you will not be able to enrol under the funding contract.)

By applying and enrolling to undertake this course, I the student agree to completing the course and gaining the accredited outcome within the specified timeframe.
NOTE: CSQ Funding is for certain units of competency that are delivered holistically with other units by Volt Edge. The below costs incurred by the student will be the Student Contribution Fee and Volt Edge Fees where applicable.

CSQ: Short Course Building Contract PRICE GUIDE

Course		CSQ Funded Amount	Student Contribution Fee (SCF)	Volt Edge Fees	TOTAL FEES PAYABLE BY STUDENT
☐	High Voltage Switching	\$1,600.00	\$0.00	\$300.00	\$300.00
	UEPOPS036 Develop H.V. Switching programs	\$400.00	\$0.00		
	UEPOPS116 Operate local H.V. switchgear	\$400.00	\$0.00		
	UEPOPS117 Operate local L.V. switchgear	\$400.00	\$0.00		
	UEPOPS124 Perform switching to a switching program	\$400.00	\$0.00		
	UEPOPS021 Control permit to work operations			(see above)	
	UETDREL005 Work safely in the vicinity of live electrical apparatus			(see above)	
	UETDRIS017 Perform high voltage field switching operation to a given schedule			(see above)	
	UETDRIS023 Develop and validate high voltage distribution switching programs			(see above)	
	UETDRSB001 Perform substation switching operations to a given schedule			(see above)	
	UETDRIS032 Solve problems in network equipment			(see above)	
☐	QTP – Qualified Technical Person	\$1,200.00	\$0.00	\$550.00	\$550.00
	UEEEL0001 Apply compliance requirements to all aspects of electrical work			(see above)	
	UEEEL0002 Apply currency of safe working practices and compliance verification of electrical installations	\$350.00	\$0.00		
	UEEEL0029 Conduct compliance inspection of LV electrical installations with demand exceeding 100 A per phase	\$400.00	\$0.00		
	UEEEL0030 Conduct compliance inspection of single phase LV electrical installations	\$450.00	\$0.00		
☐	QBP – Qualified Business Person	\$1,250.00	\$300.00	\$0.00	\$300.00
	BSBESB402 Establish legal and risk management requirements of new business ventures	\$400.00	\$0.00		
	UEEEL0040 Develop compliance policies and plans to conduct an electrical contracting business	\$850.00	\$300.00		
	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace* (not required by all students pre-req)	\$250.00	\$0.00		
☐	Solar Design and Install Grid Connected Photovoltaic Systems	\$1,200.00	\$450.00	\$750.00	\$1,200.00
	UEERE0054 Conduct site survey for grid-connected photovoltaic and battery storage systems			(see above)	
	UEERE0061 Design grid connected photovoltaic power supply systems	\$650.00	\$250.00		
	UEERE0080 Install photovoltaic power conversion equipment to grid			(see above)	
	UEERE0081 Install photovoltaic systems to power conversion equipment	\$550.00	\$200.00		
☐	Solar Design ONLY	\$650	\$250.00	\$700.00	\$950.00
	UEERE0054 Conduct site survey for grid-connected photovoltaic and battery storage systems			(see above)	
	UEERE0061 Design grid connected photovoltaic power supply systems	\$650.00	\$250.00		

CSQ: Short Course Building Contract PRICE GUIDE

Course		CSQ Funded Amount	Student Contribution Fee (SCF)	Volt Edge Fees	TOTAL FEES PAYABLE BY STUDENT
☐	Solar Battery Storage	\$1,650.00	\$300.00	\$0.00	\$300.00
	UEERE0060 Design grid-connected battery storage systems	\$850.00	\$300.00	\$0.00	
	UEERE0077 Install battery storage equipment power conversion equipment to grid	\$400.00	\$0.00	\$0.00	
	UEERE0078 Install battery storage to power conversion equipment	\$400.00	\$0.00	\$0.00	
☐	Online Self-Paced – Apply WHS Regs Codes Practices - UEECD0007	\$250.00	\$0.00	\$0.00	\$0.00
	UEECD0007 Apply work health and safety regulations, codes and practices in the workplace				
☐	Online Self-Paced – Electrical Safety for Non-Electrical Workers UETDREL006	\$300.00	\$0.00	\$0.00	\$0.00
	UETDREL006 Working safely near live electrical apparatus as a nonelectrical				

PROGRAM – Short Course 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)

ELIGIBLE WORKER: Evidence MUST BE provided for the following:	
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. ☐ Copy of ABN/ACN registration showing ownership and Invoices for recent work in the industry.

What We Need from You to Apply

If you're providing an employer letter, it must:

- Be on your employer's official letterhead
- Be dated
- Be signed by your employer
- Include your employer's address

The letter must also clearly state:

- Your job role
- A detailed list of the tasks you perform that show you are actively working in the Queensland Building and Construction Industry
- These tasks must show you are directly involved in building or civil construction work (just saying you work on a construction site is not enough)
- Include **where** you did the work — this helps us check if your work is part of the Queensland Building and Construction Industry.
- Tell us if your work was on commercial, residential, or civil infrastructure projects.
- Including the exact location and name of the project helps us confirm your eligibility.

Important Notes:

- Your tasks must be specific and detailed enough to prove you are heavily involved in construction work in Queensland.

If you're providing a Statutory Declaration (Stat Dec) instead, it must:

- Include your **employer's name**
- Show the **dates you are/were employed**
- Be **signed by a Justice of the Peace (JP)**
- State your **job role**
- Provide a **detailed list of your duties** that show you were actively involved in **building or civil construction work in Queensland**
(Note: General statements like "worked on a construction site" are not enough — you must describe what tasks you performed)
- Clearly state where you did the work, including:
 - The **location of the project**
 - The **name of the project**
- Confirm whether your work was on a **commercial, residential, or civil infrastructure** project

Providing these details helps us confirm your eligibility for CSQ funding and ensures your work meets the requirements of the Queensland Building and Construction 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 a maximum of eight (8) short courses in total under the Short Course Building & Civil Program.

PAYMENT OPTIONS

Student contribution payment must be paid in full prior to course commencement. Students will be invoiced on enrolment.

Students who do not meet the funding requirements and are rejected for CSQ funding will be required to pay full student fees for training.

CERTIFICATE/SOA ISSUE/ RE-ISSUE**CSQ Funding – Certificate/SOA Issue/Re-Issue Policy:**

Upon satisfactory completion of the full Course (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:

(Digital Signatures are accepted)

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 / Do Not consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice at the end of this document. Digital signature is acceptable.

STUDENT SIGNATURE [or electronic acknowledgement] DATE

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: _____	
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: _____	