

# CIT Apprentice/Trainee Enrolment Form

## If you have an enrolment enquiry:

CIT Information Line: **(02) 6207 3188** | Email: [info@cit.edu.au](mailto:info@cit.edu.au)

## CIT Student Services

**CIT Reid** – Ground Floor, A Block  
37 Constitution Avenue, Reid

**CIT Bruce** – Ground Floor, H Block  
35 Vowels Crescent, Bruce

**CIT Fyshwick** – Ground Floor, E Block  
81 Mildura Street, Fyshwick

### CIT Gungahlin

25 Gozzard Street, Gungahlin

### CIT Tuggeranong

205 Anketell Street, Tuggeranong

For CIT Student Services opening hours please visit [cit.edu.au](http://cit.edu.au)

## CIT Student Support

Services include careers advice, counselling, disability support, financial assistance, migrant support, peer tutoring, student equity, youth support, and international pastoral care.

CIT Student Support reception can be contacted on **(02) 6207 3290**.

## CIT Yurauna

CIT Yurauna supports Aboriginal and Torres Strait Islander students and can be contacted on **(02) 6207 3309**.

## CIT Student Association (CITSA)

For advice on financial support options regarding payment of fees and other study-related costs, please contact the CIT Student Association (CITSA) on **(02) 6207 3600**, email [citsa@cit.edu.au](mailto:citsa@cit.edu.au) or for office hours and locations – [citsa.com.au/citsa-office](http://citsa.com.au/citsa-office).

## Fee Payments

Your full fees must be paid by the invoice payment date to avoid cancellation of your enrolment. If you are on a payment plan, you are considered to have paid in full, as long as you are up-to-date with your instalments. If your enrolment is cancelled you will be excluded from all classes for the semester. You will not be able to enrol again at CIT until the following semester.

CIT offers fee payment options to assist students. For more information please see:

[cit.edu.au/study/course\\_fees\\_and\\_assistance](http://cit.edu.au/study/course_fees_and_assistance)

## Please complete all sections of this Enrolment Form

Please provide CIT with your full legal name on this enrolment form. To process any enrolment form, CIT needs to verify your identity with your Unique Student Identifier (USI).

If you have created your USI with a different name (for example maiden name) please indicate on the enrolment form what your name was previously.

### 1. STUDENT INFORMATION

Family Name	<input type="text"/>
Given Names	<input type="text"/>

#### Residential Address

Unit No	<input type="text"/>	Building	<input type="text"/>
Street No	<input type="text"/>	Street Name	<input type="text"/>
Suburb/Town	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

#### Mailing Address (If different from Residential Address, ie PO Box)

GPO Box ☐ PO Box ☐

Unit No	<input type="text"/>	Building	<input type="text"/>
Street No/ PO Box	<input type="text"/>	Street Name	<input type="text"/>
Suburb/Town	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

#### Usual Address (If different from above addresses)

Unit No	<input type="text"/>	Building	<input type="text"/>
Street No	<input type="text"/>	Street Name	<input type="text"/>
Suburb/Town	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

Are you a Veteran Affairs card holder? Yes ☐ No ☐

Date of Birth	<input type="text"/>
USI#	<input type="text"/>
Student ID#	<input type="text"/>

Gender	Male <input type="checkbox"/>	Female <input type="checkbox"/>	X <input type="checkbox"/>			
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Dr <input type="checkbox"/>	X <input type="checkbox"/>

#### CONTACT DETAILS

Mobile Number	<input type="text"/>
Email	<input type="text"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Emergency Name	<input type="text"/>
Emergency Number	<input type="text"/>

## 2. ENROLMENT/TRAINING DETAILS

Company Name (Employer)							
Postal Address							
Company Location							
Name of Supervisor		Phone		Mobile		Fax	
Employer Contact Email			Apprenticeship Network Provider Name				

Host Employer Name				
Postal Address				

## 3. PROGRAM ENROLMENT

<b>Attributes</b>		Stage		CIT Start Date	
<input type="checkbox"/> Trainee ACT – TACT	<input type="checkbox"/> ASBA ACT – No Attribute	AP State		CIT End Date	
<input type="checkbox"/> Apprentice ACT – AACT	<input type="checkbox"/> SBAT NSW – NSW	<input type="checkbox"/> Fast Tracked			
<input type="checkbox"/> Apprentice/Trainee NSW – ANSW	<input type="checkbox"/> Trade Recognition ACT – RACT				
<input type="checkbox"/> Existing Worker ACT – EACT	<input type="checkbox"/> Trade Recognition NSW – RNSW				

Program Code		Program Title			
Concentration/Specialisation			Student Type		
Block Code OR List Course Reference Number (CRN) for each class					

<b>WITHDRAWAL</b>	Program Code		Program Title		
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☐ Please **WITHDRAW ME** entirely from the program above (do not tick if partial withdrawal).

CRN			CRN			CRN		

Reason for withdrawal

**Teacher approval required for all additions and withdrawals**

Teacher Name		Teacher Signature		Date	/ /
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## 4. PERSONAL INFORMATION

**I have previously supplied all AVETMISS data for this semester and it remains the same.** ☐ Yes ☐ No **If no, you must complete all of section 2.**

Have you successfully completed any of the following qualifications? (tick any applicable boxes)

<input type="checkbox"/> Bachelor Degree or Higher Degree	<input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician)	<input type="checkbox"/> Certificate I
<input type="checkbox"/> Advanced Diploma or Associate Degree	<input type="checkbox"/> Certificate III (or Trade Certificate)	<input type="checkbox"/> Certificate other than above
<input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Certificate II	

Of the following, which best describes your highest qualification achievement? (tick one box only)

<input type="checkbox"/> Completed higher education (HE) post graduate qualification	<input type="checkbox"/> Completed final year of secondary education
<input type="checkbox"/> Completed HE bachelor qualification	<input type="checkbox"/> Other qualification complete or incomplete
<input type="checkbox"/> Completed HE sub-degree qualification	<input type="checkbox"/> No prior education attainment
<input type="checkbox"/> An incomplete HE qualification	<input type="checkbox"/> Completed Vocation Education (VET) qualification
What year did you achieve this qualification?	<input type="checkbox"/> An incomplete VET qualification

Of the following categories, which best describes your main reason for undertaking this program? (tick one box only)

<input type="checkbox"/> To get a job	<input type="checkbox"/> To get a better job or promotion	<input type="checkbox"/> For personal interest or self development
<input type="checkbox"/> To develop my existing business	<input type="checkbox"/> It was a requirement of my job	<input type="checkbox"/> To get skills for community/voluntary work
<input type="checkbox"/> To start my own business	<input type="checkbox"/> I wanted extra skills for my job	<input type="checkbox"/> Other reasons
<input type="checkbox"/> To try for a different career	<input type="checkbox"/> To get into another course of study	

Are you still attending secondary school? (tick one box) ☐ Yes ☐ No Are you under 18 years of age? ☐ Yes ☐ No

What is your highest completed school level? (tick one box only)

<input type="checkbox"/> Year 12	<input type="checkbox"/> Year 11	<input type="checkbox"/> Year 10	<input type="checkbox"/> Year 9	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never attended school
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In which year did you complete that school level? In which Australian state did you complete that school level?

What is the name of the school at which you completed that school level?

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, tick both YES boxes)

In which country were you born? ☐ Australia Other please specify

In what year did you arrive in Australia?

Do you speak a language other than English at home? (tick one box) ☐ Yes ☐ No – English only

Other please specify

How well do you speak English? (tick one box) ☐ Very well ☐ Well ☐ Not well ☐ Not at all

Do you think you will need help with English? ☐ Yes ☐ No

Do you consider yourself to have a disability, impairment or long-term condition? ☐ Yes ☐ No

If YES, please tick appropriate box/s

<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Acquired Brain Impairment
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Learning	<input type="checkbox"/> Autism Spectrum Disorder
<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Other

Do you require special assistance because of your disability? (tick one box) ☐ Yes ☐ No

Of the following categories, which best describes your current employment status? (tick one box only)

<input type="checkbox"/> Full-time employee
<input type="checkbox"/> Part-time employee
<input type="checkbox"/> Self-employed – not employing others
<input type="checkbox"/> Self-employed – employing others
<input type="checkbox"/> Employed – unpaid worker in the family business
<input type="checkbox"/> Unemployed – seeking full-time work
<input type="checkbox"/> Unemployed – seeking part-time work
<input type="checkbox"/> Unemployed – not seeking employment

**UNIQUE STUDENT IDENTIFIER (USI)**

If I have received an exemption from ASQA or the Student Identifiers Registrar to provide a USI to CIT, I understand that my assessment results will not appear on my authenticated VET transcript or be available to me via the USI System.

**ENROLMENT CANCELLATION**

I am aware that, in accordance with the CIT Fees Policy and at CIT's discretion, my enrolment will be cancelled if I have not paid my fees in full by the invoice due date/census date.

**CIT may refund subject fees AFTER the Census Date/Invoice due date if a student has experienced an exceptional circumstance (as per CIT policy, available at [cit.edu.au](http://cit.edu.au)) that prevents them from continuing studying at CIT. All requests for refund of fees need to be made in writing and emailed to: [infoline@cit.edu.au](mailto:infoline@cit.edu.au)**

**CIT SMS SYSTEM**

CIT will use the mobile phone number supplied by students to send messages to a student's mobile phone through the CIT SMS system. Messages may be sent in respect to an emergency situation or in instances where it is important to notify a student of a change such as a cancelled class. If students do not wish to be contacted via the CIT SMS system they should contact the CIT Information Line on **(02) 6207 3188** or at [infoline@cit.edu.au](mailto:infoline@cit.edu.au).

**RECORD KEEPING**

It is best practice for students to retain assessments, records of competencies or statements of attainment that they receive from their education provider.

**PRIVACY NOTICE**

Under the *Data Provision Requirements 2012*, CIT 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 by CIT for statistical, regulatory and research purposes. The CIT 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;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

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 and data linkage;
- 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 a 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](http://www.ncver.edu.au)).

The personal information on this form is being collected under the principles of the *Information Privacy Act 2014* (ACT) to enable: processing of your enrolment; provision of your CITCard and associated services; the coordination of CIT support services; communication with students in relation to approved CIT activities; and, if applicable, assessment of your eligibility for a concession with Centrelink. If applicable CIT may use your personal information to assess your entitlement to Commonwealth assistance; and provide your personal information for allocation of a Commonwealth Higher Education Student Support Number (CHESSN) and national reporting to the Department of Education and Training, Australian Tax Office (ATO) and the Tertiary Education Quality and Standards Agency (TEQSA) as authorised by the *Higher Education Support Act 2003* (Cth) and the *Tertiary Education Quality and Standards Agency Act 2011* (Cth). The information you provide may also be disclosed to the ACT Board of Senior Secondary Studies (ACTBSSS) as authorised by the *Board of Senior Secondary Studies Act 1997* (ACT); for CIT to apply for and verify your Unique Student Identifier (USI) with NCVER as authorised by the *Student Identifiers Act 2014* (Cth); if you are under the age of 17, for CIT to report to the Education Directorate as authorised by the *Education Act 2004* (ACT); and where required by law. If you do not provide the requested information, CIT may not be able to process your enrolment. Further information on accessing, amending or disclosure of your personal information is available from the CIT Privacy Policy – Territory Privacy Principles located on the CIT website.

**ENROLMENT RIGHTS AND RESPONSIBILITIES**

I declare that to the best of my knowledge the information supplied above is correct and complete. I have received my invoice and class timetable OR have provided an email address where I authorise for CIT to deliver them. By enrolling at CIT I agree to abide by CIT policies and student rights and responsibilities as outlined in the CIT Student Code of Conduct and listed in the Student Information Guide at [cit.edu.au/info](http://cit.edu.au/info). I am aware of the CIT Complaints and Academic Appeals process and know I am able to access information regarding all policies at <https://cit.edu.au/current/information/policies>.

**I understand that my enrolment will be cancelled if fees are not paid in full by the required date or, I have not applied for a HELP Loan, if eligible.**

**AUTHORISATION**

I authorise CIT to release details of my academic record to the Apprenticeship Network Provider, host employer indicated and to the relevant government directorate. I understand my academic records and, if necessary, information regarding outstanding student fees may be released to my employer for the purpose of monitoring my academic progress. I authorise CIT to release my academic work for the purpose of validation of assessment practices and judgements as required by the National Vocational Education and Training Regulator Act 2011 (Cth). This activity is a quality review and is not intended to be used to make adjustments or changes to assessment outcomes.

**STUDENT DECLARATION AND CONSENT**

I declare that the information I have provided to the best of my knowledge is true and correct.

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Signature [or electronic acknowledgement]

Date



Parent/Guardian Signature [or electronic acknowledgement]\*

Date



\*Parental/guardian consent is required for all students under the age of 18.

Do you expect to finish your course this semester? If so, please go to CIT Self Service ([cit.edu.au/current/services/self\\_service](http://cit.edu.au/current/services/self_service)) to check your name and address details are correct. Your qualification will be mailed to you within 30 days of your last successful result being entered into the Student Management System. If you do not receive your qualification within 30 days, please contact your teaching area.

**CIT Apprentice Concession/Hardship**Semester: Student Name: Student ID#  C  I  T      **Health Care Card/Pension Card**

Apprentices are eligible for a concession on their CIT tuition fees if they receive any Centrelink Benefit with a Health Care Card (HCC) or a Pension Concession Card (PCC). If the apprentice is under 18 years of age this rule will apply if their parent/guardian holds one of the above cards. The only evidence required is the HCC Number or PCC Number.

HCC/PCC Number:  Expiry Date:  /  / Concession applied to account by:  Date:  /  / *Student Services staff member name***For applications for Hardship the CIT Apprentice Concession/Hardship Checklist must be completed and approved by Student Services Team Leader**Approved for Hardship ☐ Yes ☐ No**New CIT Students**

All new students must confirm their identity by providing 3 forms of ID. At least 1 photo ID and at least 1 that displays the student's date of birth. It is preferable that 1 form of ID confirms citizenship status. If citizenship ID is not possible then the student must at least be identified as a Domestic Student.

**Continuing Students**

Any change to a student's citizenship status must be updated in Banner. All students on a Visa other than Permanent Residents must confirm citizenship and provide 1 form of photo ID when re-enrolling. All other students, whose citizenship is confirmed in Banner, must provide 1 form of photo ID when re-enrolling.

**Citizenship Identity Documents Sighted****Australian Citizen**

- ☐ Australian passport  
☐ Australian birth certificate  
☐ Australian citizenship certificate

**New Zealand Citizen**

- ☐ New Zealand passport  
☐ New Zealand birth certificate  
☐ Certificate New Zealand citizenship

**Permanent Resident**

- ☐ Certificate of Evidence of Resident Status  
☐ Permanent resident Visa No.

**Permanent Humanitarian Visa**

- ☐ Visa subclass No.

**Identity Documents Sighted****Confirms Domestic Student (AU Citizen/NZ Citizen/Perm Res)**

- ☐ Green Medicare Card  
☐ Notification of Business

**Accepted Photo ID**

- ☐ CIT Card  
☐ Drivers Licence  
☐ Proof of Age/High School or College ID Card  
☐ Employee ID from Government authority or Public Service Agency  
☐ Working With Vulnerable People Card  
☐ Yurauna Letter  
☐ Other

Student Citizenship &amp; Identity checked by:

/ /

**Other Accepted form of ID in Student's Name**

- ☐ Phone/Bank/Rates/Utilities bill or statement  
☐ Credit/debit card  
☐ Health Care/Pension Card  
☐ Other

Registration details and AVETMISS Data entered by:

/ /

TRIM Container/Content number:

Entered into TRIM by:

/ /

Second verified by:

/ /