

# APPLICATION FOR ENROLMENT

## VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VETiS)

Before completing this form applicants are required to read the VETiS Program Information which can be viewed at [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis). Please complete this form using a blue or black pen and block letters. A new VETiS form is required to be completed for each year of study.

**PLEASE NOTE:**

**ALL SECTIONS ARE MANDATORY** and must be completed. Otherwise the form **WILL BE RETURNED** for amendment.



Please note, students are only funded under the VETiS Queensland Government subsidy for one (1) VETiS qualification. If you have previously completed a VETiS course funded by the Queensland Government, any additional VETiS enrolments will incur course fees (see note 1). For more information, visit: [www.training.qld.gov.au/resources/individuals/pdf/vetis-fact-sheet.pdf](http://www.training.qld.gov.au/resources/individuals/pdf/vetis-fact-sheet.pdf).

### 1. ENROLMENT DETAILS

All VETiS students commencing study with CQUniversity are required to complete a pre-enrolment literacy and numeracy assessment. This assessment takes place using an online assessment and resource program called bksb (basic key skill builder). When your application is received you will be sent an email with a link to the bksb assessment, information and how to log on.

\*\* Your enrolment into your chosen VETiS qualification will not occur until the bksb assessment is completed (see note 2).

**Please enter the course you would like to study.**

**Course code and name**

Are you a continuing VETiS student in this course?  Yes  No

Is this VETiS course delivered on-campus (face-to-face)?  Yes  No

(If Yes which campus? If No, tick distance education.)

**Campus of attendance** (tick one box)

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> CQUniversity Biloela          | <input type="checkbox"/> CQUniversity Bundaberg   | <input type="checkbox"/> CQUniversity Cairns               | <input type="checkbox"/> CQUniversity Emerald |
| <input type="checkbox"/> CQUniversity Gladstone City   | <input type="checkbox"/> CQUniversity Mackay City | <input type="checkbox"/> CQUniversity Mackay Ooralea       | <input type="checkbox"/> CQUniversity Noosa   |
| <input type="checkbox"/> CQUniversity Rockhampton City | <input type="checkbox"/> CQUniversity Townsville  | <input type="checkbox"/> CQUniversity Yeppoon Study Centre | <input type="checkbox"/> Distance Education   |

**Have you previously been a VETiS student at CQUniversity?**  Yes  No

If YES, please provide your CQUniversity student number (if known)

### 2. PERSONAL DETAILS

**Title**  Mr  Miss

**Date of birth**

**Gender**

Male

Female

X

Family name

Previous family name

Given names

Home address

State

Postcode

Mailing address (if different)

State

Postcode

Telephone number (day)

After hours

Mobile

Personal email address

Facsimile

**IMPORTANT:** Please note this is the email address the outcome of your application will be sent to.

**Learning Unique Identifier (LUI)**

(See note 3)

Current year level

Year 11

Year 12

Other

**Unique Student Identifier (USI)**

If you do not have a USI, you need to create one at [www.usi.gov.au](http://www.usi.gov.au)

**IMPORTANT:** Please note, your enrolment cannot be processed without a USI and LUI.

**Are you of Aboriginal or Torres Strait Islander descent?** (tick one box)

Aboriginal

Torres Strait Islander

Both Aboriginal and Torres Strait Islander

None of these

**Citizenship status during the term** (tick one box)

Australian citizen (including Australian citizen with dual citizenship)

New Zealand citizen

Permanent resident of Australia

Holder of a Permanent Humanitarian Visa

In what country were you born?

If not Australia, in which year did you arrive?

**Do you speak a language other than English at home?**

Yes

No

If 'yes' what is the main non-English language spoken at your permanent home residence?

**Do you have a disability, injury, illness or medical condition which may impact on your studies?**

Yes  No

If 'yes' please indicate the area(s) of impairment

Acquired Brain Injury  Hearing  Learning  Medical  Mobility  
 Mental Health Condition  Neurodevelopmental  Physical  Vision  Other

### 3. PARENT/GUARDIAN DETAILS

**Title**  Mr  Mrs  Ms  Miss  Dr  Other

Name		
Home address		
State		Postcode
Mailing address (if different)		
State		Postcode
Telephone number (day)	After hours	Mobile
Email address		Facsimile

**IMPORTANT:** As the listed parent/guardian you will receive an email with the outcome of this application, to the email nominated above.

- I declare that I understand the pre-enrolment requirement for my child/dependant to complete bksb, literacy and numeracy assessment prior to enrolment.
- I agree to my child/dependant's involvement in the VETiS program for the course listed.
- I declare that I have read the VETiS program information available at [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis).
- I agree to pay full fees for this qualification if the course is not a subsidised (fee free) course (see note 1).
- I have provided a copy of my child/dependant's birth certificate.

**Parent/guardian's signature**

**Date**   /   /

### 4. SCHOOL DETAILS

School currently attending	
Address	
Postcode	
Nominated school contact (See note 4)	
Email address	Phone

**IMPORTANT:** As the nominated school contact you will receive an email with the outcome of this application, to the email listed above.

**Principal's declaration:** I declare that I have read the VETiS program information which can be viewed at [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis). On behalf of the school, I certify that the applicant is a Year 10, 11 or 12 student capable of, and committed to undertaking tertiary study with CQUniversity in the VETiS program, including the pre-enrolment completion of bksb literacy and numeracy assessment. I also certify that the correct student full name, date of birth and address details have been provided, birth certificate has been sighted and included with this application.

**Principal/delegate's signature**

**Date**   /   /

## 5. DECLARATION

**You must sign this declaration otherwise your application will be returned to you.**

- I understand that my enrolment will not be processed until I have completed the pre-enrolment, literacy and numeracy assessment that will be emailed to my nominated email address.
- As a student of CQUniversity I agree to abide by the rules of CQUniversity, as an extension of my current rules with my High School.
- I understand that all misbehaviour or misconduct will be reported back to my High School for follow-up.
- I agree to advise my CQUniversity teacher of any absences and will provide parental consent for absences to the University.
- I understand that all absences will be reported to my high school for follow-up.

I declare that to the best of my knowledge the information supplied herein is correct and complete.

I acknowledge that the submission of incorrect or incomplete information may result in a cancellation of enrolment at any stage.

I recognise that it is my responsibility to provide all necessary documentary evidence of my qualifications, studies and experience and hereby authorise CQUniversity to obtain further information where necessary.

I understand that CQUniversity reserves the right to collect, store and disclose information concerning any acts of record falsification or other irregular acts in relation to a student. I hereby also give written consent to CQUniversity to provide details of my enrolment to the Department of Education and Training or other government agencies.

I declare that I have read the VETiS program information at [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis).

**Applicant's signature**

**Date**

 /  / 

## 6. CHECKLIST

- |   |  |
|---|--|
| <input type="checkbox"/> Completed <b>ALL</b> sections of the application form                                | <input type="checkbox"/> Parent/guardian has signed the declaration and read the VETiS program information |
| <input type="checkbox"/> Applicant has signed the declaration and read the VETiS program information          | <input type="checkbox"/> Emailed application to <a href="mailto:vetis@cqu.edu.au">vetis@cqu.edu.au</a>     |
| <input type="checkbox"/> Principal/delegate has signed the declaration and read the VETiS program information | <input type="checkbox"/> Copy of Birth Certificate has been provided with the application.                 |

**If you have any queries please contact us, call 13 27 86.**

## 7. WHAT HAPPENS NEXT?

On completion of pre-enrolment bksb, literacy and numeracy assessment, your application will be processed. After the application has been approved, the student will be enrolled in their course and a Confirmation of Enrolment (COE) will be emailed to the three contact points of: (1) the student; (2) the parent/guardian; and (3) the school contact. If fees are payable for the course, a tax invoice will also be emailed to the student for the nominated course/units.

## NOTES

- You will be enrolled in the required units of study. If fees apply to your chosen course a payment plan option may be available for you. Fees can be found at [www.cqu.edu.au/vetis](http://www.cqu.edu.au/vetis).
- The pre-enrolment bksb literacy and numeracy assessment tool allows CQUniversity to:
  - » provide students with advice around an appropriate qualification or course of study;
  - » identify if a student requires literacy and numeracy support.
- Learning Unique Identifiers (LUI) are allocated to secondary school students in the year before they turn 16 years of age. The University requires your LUI to transfer credits to your Queensland Certificate of Education (QCE) if courses are successfully completed. If a LUI is not provided, your application cannot be processed.
- The nominated school contact will receive ongoing communication in relation to students currently enrolled in the VETiS program, as well as information regarding the VETiS program in general (including promotional material). The school contact is generally the Guidance Officer or VET Coordinator at your school.

## OFFICE USE ONLY

Student number	Parent code	Availability created <input type="checkbox"/> Yes <input type="checkbox"/> No
VETiS funded	Campus	Liability Category
Mode		
Units to enrol		

Accept (A)/Reject (R) Assessor  Date  /  /

Comments

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