

PART A – INTENDED COURSE
Please select your intended course:
☐ CPC40120 – Certificate IV in Building and Construction (Building)

☐ CPC50220 – Diploma of Building and Construction (Building)

☐ CPC30620 – Certificate III in Painting and Decorating

☐ CPC30220 – Certificate III in Carpentry

Preferred Start Month
Preferred Start Year
** Please refer to entry requirements for your chosen course at: skillsclick.edu.au*
PART B – PERSONAL DETAILS
Title
☐ Mr.

☐ Mrs.

☐ Ms.

☐ Dr.

☐ Other

First Name
Middle Name(s)
Family Name (Surname)
Gender
☐ Male

☐ Female

☐ Non-binary

☐ Prefer not to say

Date of Birth (DD/MM/YYYY)
Country of Birth
Passport Number (if applicable)
Passport Expiry Date
Email Address
Alternative Email
Mobile Number
Home Phone
Supporting Documents Required

Please attach certified copies of the following as supporting documents with this application:

☐ Previous Educational Qualifications (certificates, transcripts)

☐ Passport (photo ID page)

☐ Visa Copy (if applicable)

☐ Other relevant documents

Are you of Aboriginal or Torres Strait Islander origin?
For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.
☐ No

☐ Yes, Aboriginal

☐ Yes, Torres Strait Islander

☐ Yes to both

Do you speak a language other than English at home?
☐ No, English only

☐ Yes

If yes, specify:
Which BEST describes your current employment status? (Tick ONE box only)
For casual/seasonal/contract/shift work: 35+ hrs/week = full-time; less than 35 hrs/week = part-time.
☐ Full-time employee

☐ Part-time employee

☐ Self employed – not employing others

☐ Self employed – employing others

☐ Employed – unpaid worker in family business

☐ Unemployed – seeking full-time work

☐ Unemployed – seeking part-time work

☐ Not employed – not seeking employment

Which BEST describes the main reason you are undertaking this course? (Tick ONE box only)
☐ To get a job

☐ To develop my existing business

☐ To start my own business	☐ To try for a different career
☐ To get a better job or promotion	☐ It was a requirement of my job
☐ I wanted extra skills for my job	☐ To get into another course of study
☐ For personal interest or self-development	☐ To get skills for community/voluntary work
☐ Other reasons	

PART C – RESIDENTIAL ADDRESS

Residential Address in Australia				
Unit/Flat & Street Number				
Street Name				
Suburb		State/Territory		Postcode
Postal address same as above?				☐ Yes ☐ No
Postal Address (if different)				
Unit/Flat & Street Number				
Street Name				
Suburb		State/Territory		Postcode

PART D – EMERGENCY CONTACT

Full Name		Relationship	
Address			
Phone Number		Email	

PART E – DISABILITY, IMPAIRMENT OR LONG-TERM CONDITION

Do you consider yourself to have a disability, impairment or long-term condition?	☐ Yes ☐ No
If Yes – please indicate area(s) of disability (you may select more than one):	
☐ Hearing/Deaf	☐ Physical
☐ Learning	☐ Mental Illness
☐ Vision	☐ Medical Condition
	☐ Intellectual
	☐ Acquired Brain Impairment
	☐ Other

If you have a disability, discuss course suitability with our Student Support team before enrolment is accepted.

PART F – CITIZENSHIP & RESIDENCY STATUS

Current status:			
☐ Australian Citizen	☐ Australian Permanent Resident	☐ New Zealand Citizen	☐ Other (specify below)
If Other – specify visa type and subclass			
Visa Subclass		Visa Expiry Date	

PART G – EDUCATION BACKGROUND

What is your highest COMPLETED school level? (Tick ONE box only)		
☐ Never attended school	☐ Year 8 or lower	☐ Year 9 or equivalent
☐ Year 10 or equivalent	☐ Year 11 or equivalent	☐ Year 12 or equivalent

Are you still attending secondary school?		☐ Yes	☐ No
Year completed			

Have you successfully completed any of the following qualifications? (Tick all that apply)

☐ Certificate I	☐ Certificate II
☐ Certificate III	☐ Certificate IV
☐ Diploma / Associate Diploma	☐ Advanced Diploma / Assoc. Degree
☐ Bachelor Degree or Higher	☐ Other (incl. overseas qualifications)

Enter Prior Education identifier: A = Australia | E = Australian Equivalent | I = International

PART H – RECOGNITION OF PRIOR LEARNING / CREDIT TRANSFER

 Do you wish to apply for RPL, Recognition of Current Competence (RCC) or Credit Transfer? ☐ Yes – contact student support ☐ No

PART I – UNIQUE STUDENT IDENTIFIER (USI)

 You must have a USI to receive a nationally recognised VET qualification. Apply at: www.usi.gov.au/students/create-your-usi/

Enter your USI (if you already have one)

PART J – HOW DID YOU HEAR ABOUT SKILLS CLICK?

☐ Advertisement	☐ Current Student	☐ Friend / Family	☐ Social Media
☐ Website	☐ Agent	☐ Google Search	☐ Other

PART K – PRIVACY NOTICE
Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a VET course with us. Failure to provide your personal information, SKILLS CLICK will not be able to enrol you as a student.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the NVET Act 2011) to disclose personal information to the National VET Data Collection kept by NCVER. We are also authorised to disclose your information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) and the NVET Act. Your personal information may be used and disclosed by NCVER for purposes including: populating VET transcripts; administration of VET; research and statistics; and understanding the VET market.

The NCVER is authorised to disclose information to DEWR, Commonwealth authorities, and State/Territory authorities for purposes including administration of VET, facilitation of statistics and research, and understanding how the VET market operates.

DEWR is authorised by law to collect, use and disclose your personal information. For more information refer to the DEWR VET Privacy Notice at: www.dewr.gov.au/national-vet-data/vet-privacy-notice

For more information on NCVER's privacy handling visit: www.ncver.edu.au/privacy

Surveys

You may receive a student survey run by a government department, NCVER, or an authorised agency. You may opt out at the time of being contacted.

Contact information

Contact SKILLS CLICK at any time to: request access to your personal information; correct your personal information; make a complaint; or ask a question about this Privacy Notice. Full Privacy Policy: www.skillsclick.edu.au | (03) 9995 2359 | info@skillsclick.edu.au

PART L – STUDENT DECLARATION

By signing and submitting this Application Form, I acknowledge that:

- I declare that the information submitted with this application is true and complete.
- I acknowledge that failure to provide any document or disclose my academic record may result in Skills Click PTY LTD revoking an offer or terminating my studies at any stage.
- I authorise Skills Click PTY LTD to seek verification of my academic and professional qualifications and work experience.
- I understand that at the time of enrolment I will be required to supply originals of all documents used to support this application.
- I acknowledge that Skills Click PTY LTD reserves the right to alter any course, subject, admission requirement or fee without prior notice.
- I understand that the personal information I have provided may be released to government agencies as required by law.
- I undertake to update Skills Click PTY LTD of any address or contact detail changes within 5 working days in writing.
- I acknowledge that I have read and understood the description of the course(s) I am applying for on the Skills Click website.
- I agree to pay the applicable tuition fees as set out in my letter of offer and agree to be personally liable for any fees owing.
- I have read and understood Skills Click PTY LTD's fees and refund policy as set out in the Student Handbook.

Student Full Name	Student Signature	Date (DD/MM/YYYY)

Guardian Details (to be completed where applicant is under 18 years of age):

Guardian Full Name	Guardian Signature	Date (DD/MM/YYYY)

FOR OFFICE USE ONLY

Received By		Date Received		Application Status	
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Additional Comments / Notes
