



FTTA

Fast Track Training Australia

Enrolment Form

Thank-you for choosing FTTA and good luck with your course!
By enrolling in a Nationally Recognised Qualification, you have taken the first step towards a new and exciting career.

Before beginning the enrolment form, please ensure that you:

- Have read the student handbook
- Have obtained your free Unique Student Identifier (USI) from usi.gov.au
- Have photo identification ready to upload (you can take a photo of your ID with your phone)
- Have a photo of your concession card if applicable
- Have your bank account or credit card details available for the direct debit form

Some hints and tips:

- If you have any problems don't hesitate to contact us on 1300 858 191
- Documents can also be submitted to info@ftta.com.au
- You can take a picture of your documents (such as ID) with your phone to upload
- Concession cards holders require a valid concession card at the date of enrolling
- For quicker processing use the online enrolment form
- If you live in a regional area please contact FTTA to check current availability
- A position in a class is not confirmed until the first payment is received
- Payments can also be made to BSB: 066-130 Account: 1039 3073 Ref: Full name
- If you wish to start immediately, the first installment can be made over the phone

Happy learning!

Personal Details

Please tell us a little bit about yourself (reason for study, occupation etc.)

Title

First name

Surname

Gender

Date of birth

Mobile phone

Home phone

Email address

Confirm email address

Current workplace / position

Time in current workplace

Street address

Suburb

State

Postcode

Postal address (if different from above)

Unique Student Identifier (USI)

Students can obtain a free USI by going to usi.gov.au

Course Details

Course(s)

Mode of study (please tick one)

Class / Workshop

Distance / Online

RPL

Location and Term (If class / workshop)

Study Plan - estimated hours per week (please tick one)

Full time (26+ hrs)

Part time (15-25 hrs)

Casual (-15 hrs)

Your chosen payment plan (see fee's tab under the relevant course for available options)

For example, 54x weekly payments of \$40.

1. Have you previously enrolled with FTTA?

2. Are you able to obtain clearances to work with children (WWCC, Blue Card, etc.)?

If no, please provide details

3. Do you believe you have suitable language and literacy skills to undertake this course?

If no, please provide details

4. Are you an Australian citizen or permanent resident?

If no, please provide details

5. Are there any reasons why you may not be successful in this course (mental health issue, disability, addiction, medication, other?)

If yes, please provide details

Course Details

6. Have you previously completed or are you currently studying a nationally recognised qualification?

If yes, please provide details

7. How did you first hear about FTTA?

Emergency Contact

Given name

Surname

Phone

Relation

Statistical Survey

The following information is submitted to the Australian government (NCVER) and is used for statistical purposes only.

1. In which country were you born?

2. What is the main language spoken at home?

3. How well do you speak English?

Very well

Well

Not well

Not at all

4. Are you of Aboriginal or Torres Strait Islander Origin?

No, Neither Aboriginal nor TSI

Yes, Aboriginal

Yes, Aboriginal and TSI

Yes, Torres Strait Islander

5. Do you consider yourself to have a disability, impairment or long term condition?

No

Yes

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Hearing/Deaf

Physical

Intellectual

Learning

Mental Illness

Acquired Brain

Vision

Medical Condition

Disabled (not above)

6. What is your highest completed school year?

- Did not go to school Completed
- Year 8 or lower
- Completed Year 9 or equivalent
- Completed Year 10 or equivalent
- Completed Year 11 or equivalent
- Completed Year 12 or equivalent

7. In which year did you complete school?

8. Are you attending secondary school?

- Yes
- No
- I don't know

9. What is your highest qualification?

- No Previous Qualifications
- Bachelor degree or higher degree level
- Advanced diploma or associate degree level
- Diploma (or associate diploma) level
- Certificate IV (or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Other education (including certificates or overseas qualifications not listed above)

10. What is your current employment status?

- Full-time employee
- Part-time employee
- Self employed – not employing others
- Self employed – employing others
- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

11. What is your major reason for study?

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

Terms and Conditions

Withdrawing before the census date

1. Withdrawing before the census date (30 days) or first assessment submission, a full refund will apply.

Withdrawing after the census date

2. After 30 days or submission of the first assessment, the full course fee vests (applied & due) regardless of the amount of training completed.

3. Students have 12 months (unless otherwise specified) to complete the course including the placement. Students can apply for an extension at the end of the 12-month period.

Payment of fees

4. In the event of non-payment(s):

- A dishonour fee may be applied
- Multiple dishonours may be referred to a collections agency
- An enrolment may be suspended or cancelled

5. Confirmation of completion is only issued once all fees are paid. Fees are not transferrable to another person, course or location.

General terms

6. FTTA may use student details, video and pictures for assessment or marketing purposes (pictures/videos) unless permission is withdrawn.

7. Some courses do not have exit points and every assessment including placement must be completed to be deemed competent in any unit.

8. Students should read the Handbook especially the refund policy, complaints & appeals policy and government funding information.

9. An enrolment may be placed on hold or withdrawn after 90 days without contact.

Funded students (QLD)

10. Students should be aware that they will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee once they have completed a certificate III level vocational qualification (or Higher-Level Skills Program for eligible Certificate IV and higher qualifications). Student must complete a short post-course survey within 3 months of withdrawing or completing the course. Students should read the program fact sheets available on FTTA's website.

Privacy Notice and Student Declaration

Privacy Notice - Under the Data Provision Requirements 2012, Fast Track Training Australia is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). [Click to read more.](#)

Sign and Agree

I have read and understood this agreement, the handbook and other information. I understand that it is legally binding and I will honour this agreement. I am over the age of 18 or are the legal guardian.

Signature

Date

Direct Debit Form

Student Details

Name

Phone number

Email address

Home address

Option 1 - Bank Account

Bank transaction fee: 10c

BSB

Account number

Name on account

Option 2 - Credit Card

Card transaction fee: 1%

Card number

Expiry date

Name on card

Date of first payment

(*Bank account transactions take 2 to 5 days to process)

Payment plan (Weekly, fortnightly, monthly, x6, x2, other)

I authorise for funds to be debited from the nominated account above. I have read and agree to the Direct Debit Service Agreement on the following page.

Signature

Date

Direct Debit Service Agreement

1. By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account using the Bulk Electronic Clearing System.
2. If you are unsure of your payment schedule or want a copy of your payment schedule, please contact FTTA. You will be sent notices, schedules and other documentation on a regular basis.
3. FTTA will only debit funds that you have agreed to have debited via this agreement or via written notice provided by you (including email).
4. If you wish to make additional payments, you may contact FTTA at any stage to make alterations to your schedule of payments.
5. To defer or alter payments due to financial hardship you may contact FTTA to request an amendment to your schedule. Payments cannot be cancelled completely however in some circumstances payments can be altered temporarily. Notice must be provided in email or letter. FTTA require a minimum of 5 business days' notice in order to hold, change or cancel a payment.
6. You are responsible for informing us if you change your banking institution, lose your card or are unable to meet the scheduled payments.
7. A dishonour fee of \$2.50 is charged for every dishonour. dishonour fee is applied to your next payment. Additional fees may be applied by your financial institution.
8. You may dispute any debit by contacting FTTA. The matter will be investigated thoroughly as per the complaints and appeals policy (see student handbook). Check your account statement regularly to ensure that there are no errors.
9. Any notices are deemed to have been received 4 business days after posting or emailing to FTTA.
10. All information provided to FTTA will be securely managed as per FTTA's privacy policy (see student handbook).
11. If you are unsure of when a debit will be processed, please contact FTTA or your financial institution.
12. If there are any changes to the direct debit arrangements, FTTA will provide you with at least 14 days' notice (unless you agree or request a change such as bringing forward payments).
13. It is the responsibility of the customer to have sufficient cleared funds in the correct account by the due date (to ensure that the direct debit is processed according to the agreed schedule).
14. You are advised to check your FTTA account details on a regular basis against statements from your institution.
15. Direct Debit is not available on all bank accounts. If you are unsure of any aspect of this agreement, check with your institution.

This Declaration is used to confirm your eligibility to receive funding from the Queensland government for a nationally recognised qualification under the Certificate 3 Guarantee or the Higher-Level Skills program.

I, make the following declaration:

If enrolling in Certificate III - I have not completed a Certificate III or higher.
If enrolling in Certificate IV - I have not completed a Certificate IV or higher.
I am not currently enrolled (or I have taken steps to withdraw) in a Certificate III or IV or other nationally recognised or tertiary qualification.

This declaration is true and correct to the best of my knowledge.

Date:

Signature: