

# Construction Industry Training Centre Inc.

## STUDENT ENROLMENT PROCEDURE

Enrolment on to a public course delivered by the Construction Industry Training Centre is a straightforward process.

1. Contact a CITC Enrolment Officer by phone 8301 4500, in person or email [info@citc.com.au](mailto:info@citc.com.au)
2. Establish availability of required training with the Enrolment Officer
3. Provide personal details for relevant enrolment documentation to be forwarded prior to course commencement
4. Return all required documentation to the CITC Enrolment Officer by the due date given  
This includes:
  - Terms & Conditions where applicable – to be signed and returned to the CITC Office. Once the CITC Office receives your signed Terms and Conditions your place on the course is confirmed and you will receive confirmation in writing
  - Payment
  - E-enrolment Form if required
  - If you are unable to pay by the due date, you must contact the CITC General Manager on 8301 4500 to discuss a revised date or establish a payment arrangement. As long as your Terms and Conditions have been signed and returned, your place on the course will be secure.
5. Complete and sign the Enrolment Form and/or PCRN Form on completion of the course and give to the trainer. Complete the Learner Questionnaire at the completion of training and give to the trainer.