CITC
CONSTRUCTION INDUSTRY TRAINING CENTRE

STUDENT ENROLMENT PROCEDURE

Enrolment on to a public course delivered by the Construction Industry Training Centre (CITC) is a straightforward process. Please note that there are 2 stages to the enrolment procedure.

STAGE 1.   PRIOR TO THE COMMENCEMENT OF THE COURSE

1. Contact a CITC Enrolment Officer either by phone 8301 4500, in person at the CITC office in Regency Park or email info@citc.com.au to discuss your training needs. Please be aware that you must speak with a CITC Enrolment Officer to enrol. The CITC does have an online enrolment system also. This can be viewed at www.citc.com.au

2. The Enrolment Officer will establish the available dates* for the course you would like to enrol onto and will begin the enrolment process. Online enrolments view the course schedule and enrol and a CITC Enrolment Officer contacts you within 48 hours to confirm your enrolment.

3. You will be required to provide personal details for the relevant enrolment documentation to be forwarded to you prior to course commencement. This documentation will be forwarded either by email or by post. Enrolments online follow the same instructions and processes.

4. You are required to return all applicable documentation to the CITC office by the due date given. Required documentation includes:

   - Terms & Conditions where applicable – to be signed and returned to the CITC office by the due date given. Once the CITC office receives your signed Terms and Conditions your place on the course is confirmed.

   - Payment – required by the due date on the invoice

      o You will be assessed if you have not paid, but your High Risk Work Paperwork and certification may be withheld until payment is made. Please be advised that if you haven't paid and you have to return at a later date to undertake the assessment there may be an additional cost to you.

*N.B. Bookings that are made with 3 or less working days before the start of the course will require payment at the time of the booking. <u>This payment is non-refundable.</u>

STAGE 2.   AT THE TIME OF THE COURSE

5. Supply Photographic Identification to the trainer

6. Complete and sign the CITC Enrolment Form and where applicable add your Construction Industry Training Board (CITB) ID Number (for eligible students) and give to the trainer.

7. Complete the Student Evaluation Form at the completion of training and give this to the trainer.