



CONSTRUCTION INDUSTRY TRAINING CENTRE

STUDENT ENROLMENT PROCEDURE

Please note that there are 2 stages to the enrolment procedure.

STAGE 1: PRIOR TO THE COMMENCEMENT OF THE COURSE

1. Contact a CITC Enrolments 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. The CITC does have an online system also. This can be viewed at www.citc.com.au
2. The Enrolments Officer will establish the available dates* for the course you would like and will begin the process. If done via our website, you will be contacted within 48 hours by an Enrolments Officer.
3. You will be required to provide personal details for the relevant course and documentation will be forwarded to you prior to course commencement. This documentation will be forwarded either by email or by post.
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
 - 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. This payment is non-refundable.**

STAGE 2: AT THE TIME OF THE COURSE

5. Supply Photographic Identification to the trainer.
6. Complete the CITC Language Literacy Numeracy and Digital (LLND) form and give it to the trainer for their perusal for suitability and if any assistance is required.
7. Complete and sign the CITC Enrolment Form and give it to the trainer.
8. CITC administration will then data entry your CITC Enrolment Form into our Student Management System to finalize your enrolment.