

■ CONFIDENTIAL ■

ITECA College of Vocational Education Professionals

ITECA Form M2.4 —
Certified Vocational Education Manager Application



PART 1

Title — First Name — Surname —
Position —
Organisation —
Telephone — Mobile —
Email Address —
Postal Address —
Suburb — State — Postcode —

Guidance Note —

Congratulations on taking the next step in your career as a manager in the vocational education and training sector.

The information contained on this form is used to verify the credentials of the applicant applying for admission to the ITECA College of Vocational Education Professionals.

In order for an application to be processed all form fields must be completed and all supporting documentation attached at the time of making an application. An application will be assessed on its merits and a failure to supply the supporting documentation at the time of making an application may lead to a decision to decline the application.

Applicants are advised to read the Admission information prior to completing this form to ensure that they understand what's required.

We wish you well in your application.

PART 2

Management Responsibility —
[...] The applicant warrants that they are current engaged to manage the following providers.
PROVIDER 1: Business / Organisation Name — Reg. Code —
PROVIDER 2: Business / Organisation Name — Reg. Code —
PROVIDER 2: Business / Organisation Name — Reg. Code —

ATTACHMENT REQUIRED

[...] I confirm that a current curriculum vitae is attached.

PART 3

Management Trainer & Assessor Qualification/s —

An CVEM applicant must hold one or more of the qualification/s in training and assessment (or their successors):

- TAE40116 Certificate IV in Training and Assessment or its successor.
- TAE40110 Certificate IV in Training and Assessment.
- Diploma or higher level qualification in adult education

 ATTACHMENT
REQUIRED

I confirm that completion
evidence is attached.

PART 4

QUALIFICATION 1: Business Management Qualification —

e.g. Diploma of Business Management, Master of Business Administration, etc.

QUALIFICATION 1: Institution —

QUALIFICATION 1: Year Awarded —

 ATTACHMENT
REQUIRED

I confirm that completion
evidence is attached.

QUALIFICATION 2: Business Management Qualification —

e.g. Diploma of Business Management, Master of Business Administration, etc.

QUALIFICATION 2: Institution —

QUALIFICATION 2: Year Awarded —

PART 5

Professional Membership —

e.g. Australian Institute of Company Directors, CPA Australia, etc.

Grade —

Year Admitted —

 ATTACHMENT
REQUIRED

I confirm that evidence of
membership is attached.

PART 6

CVEM Managers' & Directors' Fit & Proper Person Test —

A CVEM applicant must meet the eligibility criteria and if they are unable to do so they are ineligible for membership. Please confirm that the applicant:

- Has not been listed by ASIC as a banned director at any time in the past seven years; and
- Has not been a Director of, or manager [2] of, a company placed into administration or liquidation in the past seven years; and
- Has not been convicted of fraud in the past seven years; and
- Has not been a Director of, or manager [3] of, a provider that ASQA, TEQSA (or another jurisdiction) has cancelled the registration of in the past seven years; and
- Is an Australian resident or citizen.

PART 7

Managers' Professional Development —

[...] The applicant is able to demonstrate than in the past year they have participated in professional development activities equating to at least twenty hours per year on matters relevant to the management of an Registered Training Organisation (RTO). Proof of professional development may be requested at any time.

 ATTACHMENT
REQUIRED

[...] I confirm that evidence of participation is attached.

PART 8

Written Referees —

[...] Two two colleagues at Chief Executive Officer, Managing Director level and/or CEMs have provided written statements attesting to the applicant's professionalism and demonstrated competency as a manager.

 ATTACHMENT
REQUIRED

[...] I confirm that letters from referees are attached.

First Referee's Name —

Second Referee's Name —

APPLICATION FEE PAYMENT

Payment —

[...] Application Fee †; plus
Annual fee if approved ‡

Method Of Payment —

[...] Visa [...] Mastercard
[...] Amex [...] Cheque [ENCLOSED]

Name On Card —

Card Number —

Signature —

Expiry Date —

Applicant's Declaration

The applicant warrants that the information made in this application and supporting documentation is correct.

The applicant also warrants to comply with the professional standards and associated rules associated with college membership.

Signature —

Name —

Date —

† The application fee is \$85 (GST Included)

‡ The annual fee is \$247.50 (GST included) for employees of ITECA Corporate members; or
The annual fee is \$302.50 (GST included) for others.

Membership of the ITECA College of Vocational Education Professionals is for a calendar year.
The annual fee will be calculated through to the following 31 December. If an application is submitted after 1 October the annual fee will be calculated through to 31 December the following year.