

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 trainer and assessor 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

Practice Currency —
[...] The applicant warrants that they are current engaged to provide training and assessment services with the following provider/s.
PROVIDER 1: Business / Organisation Name — Reg. Code —
PROVIDER 2: Business / Organisation Name — Reg. Code —
PROVIDER 2: Business / Organisation Name — Reg. Code —

PART 3

Trainer & Assessor Qualification/s —

The applicant must hold one or more of the following qualification/s in training and assessment as required by ASQA:

- [...] TAE40116 Certificate IV in Training and Assessment or its successor;
- [...] TAE40110 Certificate IV in Training and Assessment and TAELN411 Address adult language, literacy and numeracy skills or its successor;
- [...] TAE40110 Certificate IV in Training and Assessment and TAELN401A Address adult language, literacy and numeracy skills and one of the following: TAEASS502 Design and develop assessment tools or its successor; or TAEASS502A Design and develop assessment tools.
- [...] TAEASS502B Design and develop assessment tools.
- [...] Diploma or higher level qualification in adult education

 ATTACHMENT
REQUIRED

[...] I confirm that completion evidence is attached.

PART 4

QUALIFICATION 1: Vocational Qualification —

QUALIFICATION 1: Institution —

QUALIFICATION 1: Year Awarded —

QUALIFICATION 2: Vocational Qualification —

QUALIFICATION 2: Institution —

QUALIFICATION 2: Year Awarded —

 ATTACHMENT
REQUIRED

[...] I confirm that completion evidence is attached.

PART 5

Vocational Experience —

[...] The applicant has a minimum three years' experience in Australia that provides current industry skills, directly relevant to their teaching discipline.

EMPLOYER 1: Primary Trade / Profession —

EMPLOYER 1: Primary Employer Name —

Start Date —

EMPLOYER 2: Primary Trade / Profession —

EMPLOYER 2: Primary Employer Name —

Start Date —

 ATTACHMENT
REQUIRED

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

PART 6

Applicant's Professional Development —

The applicant must be able to demonstrate that in the past twelve months they have participated in:

- Professional development activities equating to at least ten hours on matters relating to training and assessment; and
- Professional development activities equating to at least ten hours per year on matters relating to the discipline/s they are working in.

 ATTACHMENT
REQUIRED

I confirm that evidence of participation is attached.

PART 7

Working With Minors / Vulnerable People Registration —

The applicant has a current registration that deems them suitable to work with minors / vulnerable people in their jurisdiction.

State / Territory Issued —

Expiry —

 ATTACHMENT
REQUIRED

I confirm that registration evidence is attached.

PART 8

Written Referees —

Two supervisors and/or CVEM have provide a statement attesting to the applicants professionalism and competency as a trainer and assessor.

First Referee's Name —

Second Referee's Name —

 ATTACHMENT
REQUIRED

I confirm that letters from referees are attached.

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 \$203.50 (GST included) for employees of ITECA Corporate members; or
The annual fee is \$258.50 (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.