

FORM C

TRAINING COURSE REGISTRATION FORM 2020-2021

This form is to be completed to provide details of each course you wish to deliver in the 2020-2021 ATP. Please save each file as **Form C Organisation** where 'Organisation name' is an identifier for your organisation. **A separate form for each course must be completed. Please email completed forms along with a Course Outline or Marketing Flyer of the course to CITB at citb@citb.org.au**

TRAINING PROVIDER DETAILS						
Organisation Name:						
THIRD PARTY ARRANGEMENTS ONLY						
You will need to complete and submit a Form B						
Name of Training Provider						
COURSE DETAILS						
Course description/title:				Service ID:		
Unit of Competency:	Unit Code:	Unit Name:				
Proposed course fees:	Full course Fees:	\$	Course fee with CITB funding \$	\$		
This course is:	Accredited	Yes <input type="checkbox"/>	Non-Accredited	Yes <input type="checkbox"/>		
Does this course attract any other funding? Eg. WorkReady	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, please describe the type of funding			
Is this course an update from a previous course?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, what was the CITB Service ID?			
Does the course articulate with other courses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, what other courses?			
Pre-requisites:				Total Hours		
Course objectives:						
Learning outcomes						
Course delivery:	online only <input type="checkbox"/>	face-to-face only <input type="checkbox"/>	blended (online and face-to-face)			
If blended learning, please indicate the total number of hours this course is offered online?						
Target group						
Industry sector	Housing <input type="checkbox"/>	Commercial <input type="checkbox"/>	Civil <input type="checkbox"/>			
Anticipated number of CITB eligible workers to be trained for the 2020/2021 financial year						
FOR NEW COURSES NOT CURRENTLY OFFERED BY CITB						
What will the Trainer to Participant ratio be for this course	Trainer		to	Participants		
What is the theory to practical ratio percentage for this course	Theory:	%	to	Practical:	%	
What is the total cost of learning resources including consumables per participant	Below \$25 <input type="checkbox"/>	Between \$25 and \$75 <input type="checkbox"/>	Above \$75 <input type="checkbox"/>			
What is the total plant and equipment costs for training and assessing this course?	Below \$10,000 <input type="checkbox"/>	\$10,000 - \$50,000 <input type="checkbox"/>	Above \$50,000 <input type="checkbox"/>			
I have included a course outline and/or marketing flyer for this course	Yes <input type="checkbox"/>	No <input type="checkbox"/>				

FOR CITB ADMINISTRATION ONLY					
Course type:	A <input type="checkbox"/>	B <input type="checkbox"/>	C <input type="checkbox"/>	D <input type="checkbox"/>	E <input type="checkbox"/>
Approved:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Entered into TALAS:	<input type="checkbox"/> Yes	Date: No
Name:			Date and Signature		