



## PPP Enrolment Instructions

Thank you for registering your interest in undertaking a free course under the Productivity Places Program. We can not guarantee that you will definitely get into a free course. However to maximise your chance you need to do the following:

1. Complete the enrolment form please.
2. Sign the Statutory Declaration section of the registration form in the presence of an appropriate person which could include:
  - A person who is currently licensed or registered under a law to practise in one of the following occupations:
    - Chiropractor, Dentist, Legal practitioner, Medical practitioner, Nurse, Optometrist, Pharmacist, Physiotherapist, Veterinary surgeon
  - a person who is in the following list:
    - Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
    - Bank, Building Society or Credit Union officer with 5 or more continuous years of service
    - Clerk of a court Commissioner for Affidavits Commissioner for Declarations
    - Employee of the Australian Trade Commission who is:
      - Justice of the Peace Magistrate
      - Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
      - Police officer
      - Teacher employed on a full-time basis at a school or tertiary education institution
3. Please sign Privacy Notice and Applicant Declarations in the enrolment form.
4. As proof of your residency, please get a photocopy of one of the following: your Australian Birth Certificate, Australian Passport, Naturalisation Certificate, green Medicare Card or Visa. **Attach the copy to the enrolment form**
5. As proof of your age, please get a photocopy of one of the following: Current drivers Licence or Proof of Age Card, passport or birth certificate. **Attach the copy to the enrolment form**
6. If you are an income support recipient or an unemployed job seeker- please provide a photocopy of an income statement from Centrelink **and** your CRN. **Attach the copy to the enrolment form**
7. If you are a CDEP participant, please provide a photocopy of some correspondence from CDEP or your CRN. **Attach the copy to the enrolment form**
8. If you are not studying or in the workforce, but intending to seek paid employment then please sign the Statutory Declaration in the enrolment form.
9. Please then mail your completed enrolment form and photocopies of the appropriate documentation using the self-addressed reply paid envelope supplied as soon as possible.

If you have any problems or questions please call 1800 010 411

Thank you for your assistance.

J2S Group

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