

## Enrolment guide for new Qualification and Skill Set students

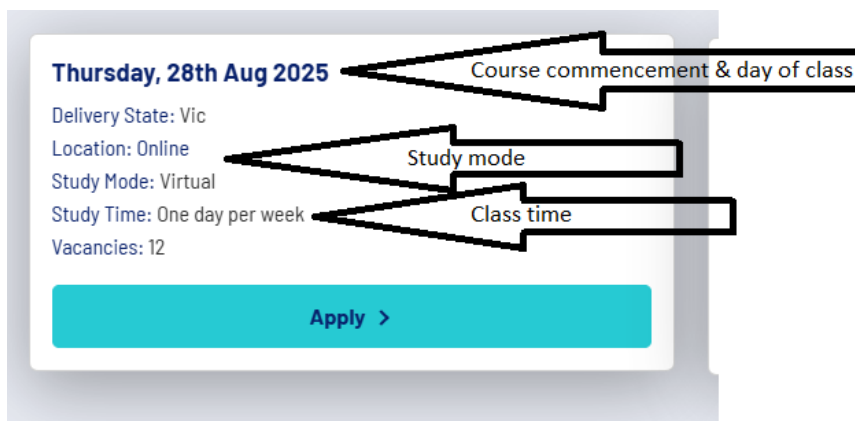
Considering studying with genU Training?

Follow this guide to apply for a Qualification or Skill Set.

### 1. Complete your application

Once you've read the course information and chosen a course, select "Apply Now" to view upcoming intakes. Use the State filter to select your location.

Each intake shows the class day, time and location as show below:



**IMPORTANT** We recommend you apply at least one week before course commencement.

Select your preferred intake by selecting "Apply" and completing the application form. The application will take approximately 20 minutes to complete. It's important you answer all the application questions fully and accurately as this helps us to understand your motivations and how studying will help you achieve your goals. Please ensure your full legal name is entered as it appears on your official ID.

Once submitted, you'll receive a confirmation email.

Need help? Call us on 1300 582 687 option 1.

### 2. Progressing your application

Once your application has been processed, if you are located outside of South Australia, you'll receive a Language, Literacy and Numeracy assessment by email, please complete ASAP. If you are based in South Australia, you'll complete the Language, Literacy and Numeracy assessment during your Pre-Training Review (PTR).

All applicants will be called to book their Pre-Training Review (PTR) this is a virtual meeting. If you miss the call, don't worry, we'll email you instructions.

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### 3. Booking your Pre-Training Review

Once you book your Pre-Training Review (PTR) you'll receive an automatic email with the Zoom link for your chosen date and time, keep this email safe. Please only book one appointment.

Before your PTR it's important to read the [learner handbook](#).

To reschedule or cancel your PTR, call 1300 582 687 option 1 or email [cstgenutraining@genu.org.au](mailto:cstgenutraining@genu.org.au).

### 4. Attending your Pre-Training Review (PTR)

The PTR assesses your suitability for the course. Be ready to join on time and we recommend you join from a laptop or desktop computer.

On the morning of your PTR, you'll receive 2 emails with enrolment documents, please **do not complete** these prior to your meeting.

If you're applying for credits transfer, you must provide evidence.

### 5. After attending your Pre-Training Review (PTR)

If you're successful, you'll receive an offer letter by email after your PTR. To secure your place, review, sign and return ASAP.

Any questions? Contact the Training Coordinator you met with.

### 6. Invoicing and making payments

It's important that you pay any invoices promptly, admin fees or 10% deposits must be paid before your course starts.

Need help? Contact your Training Coordinator, their details have been emailed to you.

### 7. Getting started in your studies

After you've returned your signed offer letter, you'll receive access to Canvas. We encourage you to visit the Student Hub.

On your course commencement date, your learning materials will become available. To join your first weekly class, use the links provided in Canvas.

Need help? Contact your Training Coordinator, their details were emailed to you.

Good luck with your studies!