



This form is for job seekers registered with an Australian Government employment service provider who are to be enrolled as Category 1 participants in approved training under the Productivity Places Program.

PART A (to be completed by the employment service provider)

Jobseeker's name:

Jobseeker ID:

Centrelink Reference Number (CRN):

Placement Priority (see Section 3.3 of Guidelines): ✓tick one

- Priority 1
- Priority 2
- Priority 3—note these job seekers eligible for Cert III courses and above only

Name of ESP:

ESP Address (street address):

ESP Contact name:

Telephone number:

Email address:

Fax number:

✓ Tick preferred method of contact for advice about job seeker attendance/outcomes

Name of training provider:

Course title:

Certificate level:

Location:

Course start date:

Expected end date:

Is the course two semesters or more?

Yes No

Date and time of enrolment appointment: _____

Address: _____

RTO contact name: _____

Comments: (optional)

I certify that the applicant has been assessed as being suitable (section 3.6 of ESP Guidelines) for the course above.

Signature: _____ Date: _____

PART B (to be completed by RTO)

The applicant has been assessed by this RTO as suitable for the course and has been enrolled as described above. (Please note any changes to course start or expected completion dates).

OR

The applicant has not been enrolled for the nominated course because:

Contact name and number:

Date:

Please fax or email this advice to the ESP once assessment/enrolment has been completed and retain a copy of this form on file.