

## FUNDING APPLICATION

Construction Skills Queensland short course subsidised training programs provide existing workers in the Queensland building and construction industry and those industry workers currently out of work or between jobs, with flexible solutions to update their skills and knowledge in specific and targeted areas.

They provide opportunities to progress careers and move within the industry as well as enhance individual efficiency and business productivity.

COURSE CODE	COURSE TITLE	AMT FUNDED BY CSQ	OUT OF POCKET COST	TICK TO APPLY
<b>Short Course – Civil Construction Program</b>				
RIIWHS202D	Enter and work in confined spaces	\$300	\$0	
RIIWHS204D	Work safely at heights	\$225	\$45	
<b>Short Course – General Construction Program</b>				
CPCCWHS1001	Prepare to work safely in the construction industry	\$70	\$0	
TLILIC0003	Licence to operate a forklift truck	\$225	From \$375	
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	\$225	From \$525	
CPCCLDG3001A	Licence to perform dogging	\$600	\$900	
CPCCLRG3001A	Licence to perform rigging basic level	\$600	\$800	
CPCCLRG3002A	Licence to perform rigging intermediate level	\$225	\$1175	
TLILIC0008	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)	\$938	\$162	
TLILIC0010	Licence to operate a slewing mobile crane (up to 20 tonnes)	\$938	\$262	
TLILIC0013	Licence to operate a slewing mobile crane (up to 60 tonnes)	\$938	\$362	
TLILIC0014	Licence to operate a slewing mobile crane (up to 100 tonnes)	\$938	\$462	
TLILIC0015	Licence to operate a slewing mobile crane (over 100 tonnes)	\$938	\$562	

- Applicants must satisfy entry requirements, as outlined within [Course Information](#).
- Applicants must satisfy all eligibility criteria and supply supporting evidence, as outlined within application.
- Training **must** be successfully completed, in full by 30<sup>th</sup> September 2020.

## ELIGIBILITY CRITERIA

Applicants **must** answer **YES** to the following criteria.

ELIGIBILITY REQUIREMENTS	EVIDENCE REQUIRED	YES	NO
You must be an <b>Existing, Eligible</b> or <b>Unemployed Eligible Worker</b> within the Building and Construction Industry.	<ul style="list-style-type: none"> <li>Confirm you are an eligible worker. Refer <i>Appendix 2: Definitions</i>.</li> <li>Complete applicant details &amp; declaration</li> <li>Arrange current or prior employer to provide supporting letter, on letterhead, confirming employment status. Refer <i>Appendix 1: Sample Employer Letter</i></li> </ul>		
You must be: <ul style="list-style-type: none"> <li>An Australian or New Zealand citizen; or</li> <li>A permanent resident of Australia; or</li> <li>A holder of a refugee or humanitarian visa</li> </ul>	<ul style="list-style-type: none"> <li>Complete applicant details &amp; declaration</li> <li>Provide evidence of your current citizenship status i.e. green Medicare card, birth certificate, passport, visa.</li> </ul>		
You must be a permanent resident of Queensland <b>OR</b> be permanently employed in Queensland	<ul style="list-style-type: none"> <li>Complete applicant details &amp; declaration</li> <li>Provide a copy of your front and reverse side of driver's licence, telephone account, bank statement, statement from a real estate agent or any other formal documentation stating your full name and current residential address.</li> <li>If you are not employed in Queensland, confirm employment status in Queensland within employer letter</li> </ul>		

Applicants **must** answer **NO** to the following criteria.

ELIGIBILITY REQUIREMENTS	EVIDENCE REQUIRED	YES	NO
Applicants must <b>not</b> have previously received funding through Construction Skills Queensland (CSQ) for the same unit(s) applying for.	<ul style="list-style-type: none"> <li>Complete applicant details and declaration</li> </ul>		
Prior to this application, you must <b>not</b> have been previously funded under the <u>CSQ Short Courses: Civil Construction</u> program for five (5) or more short courses between 1 <sup>st</sup> October 2019 and 30 <sup>th</sup> September 2020. Note - no more than three (3) mobile plant operation (MPO) units can be included in the maximum units undertaken within the contract period.	<ul style="list-style-type: none"> <li>Complete applicant details and declaration</li> </ul>		
Prior to this application, you must <b>not</b> have been previously funded under the <u>CSQ Short Courses: General Construction</u> program for eight (8) or more short courses in the same program between 1 <sup>st</sup> October 2019 and 30 <sup>th</sup> September 2020.	<ul style="list-style-type: none"> <li>Complete applicant details and declaration</li> </ul>		
You <b>must not be</b> : <ul style="list-style-type: none"> <li>eligible under the CSQ Apprentice Advance+ program</li> <li>currently enrolled and participating in a school program;</li> <li>a contracted trainer or assessor or an existing worker of an RTO;</li> <li>already funded by an authority or other such source for delivery of the same training being undertaken</li> <li>seeking a VOC (or determination of competency) service</li> </ul> <u>Short Course – General Construction program only;</u> You <b>must not be</b> : <ul style="list-style-type: none"> <li>an employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor)</li> </ul>	<ul style="list-style-type: none"> <li>Complete applicant details &amp; declaration</li> </ul>		

APPLICANT DETAILS			
<b>Name</b>		<b>Phone Number</b>	
<b>Job Title</b>		<b>Status</b>	<input type="checkbox"/> Employed <input type="checkbox"/> Un-employed
EMPLOYER DETAILS (CURRENT OR MOST RECENT)			
<b>Business Name</b>			
<b>Contact Name</b>		<b>Phone Number</b>	

### Applicant Declaration

I am aware of all requirements of the course as outlined within the relevant Course Information. I confirm I have reviewed all eligibility criteria and declare the information I am providing is true and correct. I understand if I'm found to be in-eligible for funding due to misleading information, I will be invoiced the full cost of training. I acknowledge I will complete training in full by 30<sup>th</sup> September 2020 or will be invoiced the full cost of training. I authorise Century Training to pass on my contact details to Construction Skills Queensland should they need to contact me regarding a review of my training program, conducting surveys and/or current or future CSQ products and services.

\_\_\_\_\_

Name Signature Date

### CHECKLIST

- I have completed application, in full.
- I have provided:
  - **Colour** copy of green Medicare card or other evidence to show citizenship status
  - **Colour** copy of front and back side of driver's licence, or other evidence showing I reside in Queensland
  - Copy of *Q-Leave Membership Statement* or other evidence linking to industry

All supporting evidence **must** be provided prior to course commencement.

If you are unable to provide, you will be required to pay the full rate of training and will be refunded the CSQ funded amount, once evidence is provided and application has been approved.

Please return this document to [bonnie@centurytraining.com.au](mailto:bonnie@centurytraining.com.au) for processing.

## APPENDIX 1 - SAMPLE EMPLOYER LETTER

(Letter **must** be on company letterhead)

Date

Attn: Century Training

### RE: CSQ Training Subsidy Application

To Whom It May Concern:

I confirm **NAME** is employed **EMPLOYMENT TYPE** with **COMPANY NAME** as a **JOB TITLE**.

I confirm the above mentioned has been employed within this role for at least one month.

The main duties included in this role are;

- **DESCRIPTION OF DUTIES**

These duties are directly related to building and construction sites;

- **CONSTRUCTION SITE NAME & ADDRESS**
  - Must include at least 1 site address
  - Employer address is not acceptable

COMPANY NAME **is / is not** a Small to Medium Enterprise employing 19 people or less.

Kind Regards

**EMPLOYEE REPRESENTATIVE**  
**EMPLOYER POSITION**  
**CONTACT NUMBER**

### Evidence of employment can also be verified by supplying;

- a. Current Q-Leave membership statement, [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au)
- b. Payslip showing name of the employer, job title of the employee, length of service with the employer, details of what duties are being undertaken in the Building and Construction Industry.
- c. If self-employed, copy of a recent Tax Invoice detailing work undertaken for a client including site address
- d. A statutory declaration confirming the above details will be accepted.

### Evidence required if un-employed for a period less than 4 years;

- a. Separation certificate / letter from past employer including *name of employer, job title of employee, length of service with employer, details of duties undertaken to verify employment in the Building and Construction industry.*
- b. A statutory declaration confirming the above details

## **APPENDIX 2 – DEFINITIONS**

### **1. Authority**

Any federal, state, local government, state or public authority, authorised to carry out a statutory obligation.

### **2. Building and Construction Industry**

The Building and Construction Industry is as identified in clause 3AA of the [Building and Construction Industry \(Portable Long Service Leave\) Act 1991](#) as amended from time to time.

### **3. Eligible Worker**

An Eligible Worker has the same meaning as identified in Sections 3A and 3B of the [Building and Construction Industry \(Portable Long Service Leave\) Act 1991](#) as amended from time to time.

### **4. Existing Worker**

An existing worker is a current employee in the building and construction industry who has a one month or more employment relationship with their employer. The working relationship can be built up through full-time, part-time or casual employment or engagement as a contract worker.

### **5. Indigenous Council**

An Indigenous Council means one or more of the 16 councils that have been identified as Indigenous Councils by the Local Government Association of Queensland, as may be amended from time to time.

### **6. Principal Contractor**

A Principal Contractor means a person conducting a business or undertaking that commissions building and construction work, is the principal contractor for the building and construction work.

### **7. Small to Medium Size Enterprise (SME)**

A SME in the building and construction sector is defined as an organisation that employs 0 to 19 employees in congruence with Australian Bureau of Statistics (ABS) definitions. This definition incorporates the micro and small business definitions.

### **8. Unemployed Eligible Worker**

An Unemployed Eligible Worker is a person who has been unemployed for a period of up to, but not greater than, four years that would otherwise meet the requirements of an Eligible Worker.

### **9. Apprentice Advance+ Program**

The aim of this program is to provide access to fully subsidised short courses and higher level skills training to apprentices and trainees during their apprenticeship / traineeship and in the first year following completion of their apprenticeship / traineeship to assist them to be competitive in the market, complete their apprenticeship / traineeship and gain licenses essential to their future work. This will allow apprentices / trainees to undertake further skills training in addition to those units of competency funded by DESBT through the apprentice / trainee training plan.