

## FUNDING APPLICATION – INDUSTRY WORKERS

Construction Skills Queensland short course subsidised training programs provide eligible workers or an unemployed eligible worker in the Queensland building and construction industry and industry workers currently out of work or in-between jobs, flexible solutions to update their skills and knowledge. They provide industry workers 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	\$120	\$0	
TLILIC0003	Licence to operate a forklift truck (Logbook)	\$446	\$154	
TLILIC0003	Licence to operate a forklift truck (Work Ready)	\$446	\$304	
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (Logbook)	\$523	\$227	
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (Work Ready)	\$523	\$377	
CPCCLDG3001A	Licence to perform dogging (Logbook)	\$954	\$546	
CPCCLRG3001A	Licence to perform rigging basic level (Logbook)	\$1237	\$263	
CPCCLRG3002A	Licence to perform rigging intermediate level (Logbook)	\$1294	\$206	
TLILIC0008	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity) (Logbook)	\$1238	\$0	
TLILIC0010	Licence to operate a slewing mobile crane (up to 20 tonnes) (Logbook)	\$1404	\$0	
TLILIC0013	Licence to operate a slewing mobile crane (up to 60 tonnes) (Logbook)	\$1338	\$0	
TLILIC0014	Licence to operate a slewing mobile crane (up to 100 tonnes) (Logbook)	\$1594	\$0	
TLILIC0015	Licence to operate a slewing mobile crane (over 100 tonnes) (Logbook)	\$1594	\$0	

- Applicants must satisfy entry requirements, as outlined within [Course Information](#).
- Applicants must satisfy following eligibility criteria and provide all supporting evidence, prior to course commencement
- Any logbook enrolments **must** be successfully completed, in full by 30<sup>th</sup> September 2021 to receive funding

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

ELIGIBILITY REQUIREMENTS	EVIDENCE REQUIRED	YES	NO
You must be an <b>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 or Unemployed 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>Provide one (1) of the following: Medicare card (green only), Full Birth Certificate, Passport, refugee or humanitarian 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>Provide one (1) of the following: <ul style="list-style-type: none"> <li>Queensland Drivers Licence (front &amp; back);</li> <li>Telephone account;</li> <li>Bank statement;</li> <li>Statement from a real estate agent;</li> <li>Any other formal documentation stating your full name and current residential address</li> </ul> </li> <li>If you do not reside in QLD however are working within QLD, a letter from your employer confirming your employment status.</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.			
<p>You <b>must not be</b>:</p> <ul style="list-style-type: none"> <li>Eligible under the apprentice advance plus funding scheme;</li> <li>currently enrolled and participating in a Queensland secondary school program (excluding a school-based apprentice or trainee);</li> <li>a contracted trainer or assessor or an Eligible 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> <p><u>Short Course – General Construction program only;</u> You <b>must not be</b>:</p> <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>Answer no to these eligibility conditions and sign declaration</li> </ul>		

**ALL APPLICANT / EMPLOYER DETAILS MUST BE SUPPLIED FOR APPROVAL**

<b>APPLICANT DETAILS</b>			
<b>Name</b>		<b>Phone Number</b>	
<b>Job Title</b>			
<b>Length of Service</b>		<b>Status</b>	<input type="checkbox"/> Currently employed <input type="checkbox"/> Most recent position
<b>EMPLOYER DETAILS (CURRENT OR MOST RECENT)</b>			
<b>Business Name</b>			
<b>Manager 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 2021 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 confirm I have **not** previously received funding through Construction Skills Queensland (CSQ) for the same course I am applying for.
- I have provided:
  - o **Colour** copy of green Medicare card or other evidence to show citizenship status
  - o **Colour** copy of front and back side of driver's licence, or other evidence showing residential address
  - o 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 upon arrival 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**.

The main duties included in this role are;

- **DESCRIPTION OF DUTIES BEING UNDERTAKEN OR PREVIOUSLY UNDERTAKEN IN THE BUILDING AND CONSTRUCTION INDUSTRY**

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 SIGNATURE**  
**EMPLOYER POSITION**  
**CONTACT NUMBER**

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

- Current Q-Leave membership statement, [www.qleave.qld.gov.au](http://www.qleave.qld.gov.au)
- Payslip – **must** show name of the employer, job title of the employee, length of service with the employer, details of what duties.
- If self-employed, copy of a recent Tax Invoice(s) detailing work undertaken including site address(s)
- A statutory declaration confirming the above details will be accepted.

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

- 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.*
- 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. 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.

## **5. 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.

## **6. 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.

## **7. Unemployed Eligible Worker**

An Unemployed Eligible Worker is a person who has been unemployed for a period of not greater than 4 years that would otherwise meet the requirements of an Eligible Worker.

## **8. 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.