

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
Short Course – Civil Specific Program				
RIIWHS202E	Enter and work in confined spaces	\$300	\$0	
RIIWHS204E	Work safely at heights	\$225	\$45	
Short Course – Building specific Program				
CPCWHS1001	Prepare to work safely in the construction industry	\$120	\$0	
TLILIC0003	Licence to operate a forklift truck (Logbook)	\$451	\$149	
TLILIC0003	Licence to operate a forklift truck (Work Ready)	\$451	\$299	
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (Logbook)	\$528	\$222	
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more) (Work Ready)	\$528	\$372	
CPCCLDG3001	Licence to perform dogging	\$964	\$1036	
CPCCLRG3001	Licence to perform rigging basic level	\$1249	\$751	
CPCCLRG3002	Licence to perform rigging intermediate level	\$1307	\$693	
TLILIC0018	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity) (Logbook)	\$1250	\$0	
TLILIC0022	Licence to operate a slewing mobile crane (up to 20 tonnes) (Logbook)	\$1418	\$0	
TLILIC0023	Licence to operate a slewing mobile crane (up to 60 tonnes) (Logbook)	\$1402	\$0	
TLILIC0021	Licence to operate a slewing mobile crane (up to 100 tonnes) (Logbook)	\$1610	\$0	
TLILIC0020	Licence to operate a slewing mobile crane (over 100 tonnes) (Logbook)	\$1610	\$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 30th September 2022 to receive funding

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

ELIGIBILITY REQUIREMENTS	EVIDENCE REQUIRED	YES	NO
You must have the right to work in Australia and is an Eligible Worker or Unemployed Eligible Worker in Queensland.	<ul style="list-style-type: none"> Confirm you are an Eligible or Unemployed Eligible Worker. Refer <i>Appendix 2: Definitions</i>. Complete applicant details & declaration Arrange current or prior employer to provide supporting letter, on letterhead, confirming employment status. Refer <i>Appendix 1: Sample Employer Letter</i> 		
You must be: <ul style="list-style-type: none"> An Australian or New Zealand citizen; or A permanent resident of Australia; or Right to work in Australia 	<ul style="list-style-type: none"> Provide one (1) of the following: Medicare card (green only), Full Birth Certificate, Passport, refugee or humanitarian visa. 		
You must be a permanent resident of Queensland OR be permanently employed in Queensland	<ul style="list-style-type: none"> Provide one (1) of the following: <ul style="list-style-type: none"> Queensland Drivers Licence (front & back); Telephone account; Bank statement; Statement from a real estate agent; Any other formal documentation stating your full name and current residential address If you do not reside in QLD however are working within QLD, a letter from your employer confirming your employment status. 		

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

ELIGIBILITY REQUIREMENTS	EVIDENCE REQUIRED	YES	NO
Applicants must not have previously received funding through Construction Skills Queensland (CSQ) for the same unit(s) applying for.			
<p>You must not be:</p> <p>(b) an Employee of an Authority (Employees of Local Councils are acceptable);</p> <p>(c) currently enrolled and participating in a Queensland secondary school program (school based Apprentices or Trainees are acceptable);</p> <p>(d) a contracted trainer or assessor or existing worker of an RTO;</p> <p>(e) funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;</p> <p>(f) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement.</p>	<ul style="list-style-type: none"> Answer no to these eligibility conditions and sign declaration 		

ALL APPLICANT / EMPLOYER DETAILS MUST BE SUPPLIED FOR APPROVAL

APPLICANT DETAILS			
Name		Phone Number	
Job Title			
Length of Service		Status	<input type="checkbox"/> Currently employed <input type="checkbox"/> Most recent position
EMPLOYER DETAILS (CURRENT OR MOST RECENT)			
Business Name			
Manager Name		Phone Number	

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 30th September 2022 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:
 - 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 hello@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;

- a. Current Q-Leave membership statement, www.qleave.qld.gov.au
- b. Payslip – **must** show name of the employer, job title of the employee, length of service with the employer, details of what duties.
- c. If self-employed, copy of a recent Tax Invoice(s) detailing work undertaken including site address(s)
- d. Relevant current QBCC Licence
- e. 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. Apprentice

Means an Employee being trained in a declared Apprenticeship under a training contract registered by the Queensland Government under the Further Education and Training Act 2014 (Qld).

2. Authority

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

3. 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.

4. 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.

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. Approved Apprentice or Traineeship

Means an identified Building and Construction apprenticeship or traineeship that is outlined in the Evidence Guide and is defined at the discretion of Construction Skills Queensland for the purpose of the Apprentice Advance Loading.