

FUNDING APPLICATION - APPRENTICES

Construction Skills Queensland Apprentice short course programmes provide funding to assist eligible or unemployed eligible apprentices and trainees during their apprenticeship or traineeship and in the first year following completion to undertake further skills training to assist them to be competitive in the market and gain licences essential to their future work.

There are no out of pocket costs for eligible apprentices, seeking training for courses listed below.

UNIT CODE	UNIT TITLE	TICK TO APPLY
RIIWHS202E	Enter and work in confined spaces	
RIIWHS204E	Work safely at heights	
CPCWHS1001	Prepare to work safely in the construction industry	
TLILIC0003	Licence to operate a forklift truck	
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	
CPCCLDG3001	Licence to perform dogging	
CPCCLRG3001	Licence to perform rigging basic level	
CPCCLRG3002	Licence to perform rigging intermediate level	
TLILIC0018	Licence to operate a non-slewing mobile crane (greater than 3 tonnes capacity)	
TLILIC0022	Licence to operate a slewing mobile crane (up to 20 tonnes)	
TLILIC0023	Licence to operate a slewing mobile crane (up to 60 tonnes)	
TLILIC0021	Licence to operate a slewing mobile crane (up to 100 tonnes)	
TLILIC0020	Licence to operate a slewing mobile crane (over 100 tonnes)	

- Applicants must satisfy entry requirements, as outlined within [Course Information](#)
- Applicants must satisfy the following eligibility criteria and provide supporting evidence, prior to course commencement
- Any logbook enrolments **must** be successfully completed, in full by 30th September 2022 to receive funding.

ELIGIBILITY CRITERIA

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

ELIGIBILITY REQUIREMENTS	EVIDENCE REQUIRED	YES	NO
<p>You must be a current active Apprentice or Trainee in Queensland undertaking a Recognised Apprenticeship or Traineeship; or</p> <p>An Eligible Worker or Unemployed Eligible Worker in the first year out of their Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA; or</p> <p>A cancelled Apprentice or Trainee who was undertaking a Recognised Apprenticeship or Traineeship that has been cancelled and they are currently accessing State Government funding to complete their institution-based training; or</p> <p>A current active Apprentice or Trainee in Queensland undertaking a Recognised Apprenticeship or Traineeship who is working on a Major Project; or</p> <p>An Eligible Worker in the first year out of their Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion of DELTA who is working on a Major Project.</p>	<ul style="list-style-type: none"> Confirm you are an eligible or eligible unemployed apprentice. Complete applicant details & declaration Provide apprenticeship commencement letter from the Department or other source. Download copy of commencement letter via apprentice online portal: www.desbt.qld.gov.au/training/apprentices/manage/myapprenticeship If working on a major project; letter from the principal contractor to verify. Refer <i>Appendix 1: Sample letter, Appendix 2: Definitions – Major Projects</i> Arrange current or prior employer to provide supporting letter, on letterhead, confirming employment status. Refer <i>Appendix 1: Sample Letter</i> 		
<p>You must be:</p> <ul style="list-style-type: none"> An Australian or New Zealand citizen; or A permanent resident of Australia; or The 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. 		
<p>You must be a permanent resident of Queensland OR be permanently employed in Queensland</p>	<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
<p>You must not be:</p> <p>(1) an Employee of an Authority (Employees of Local Councils are acceptable);</p> <p>(2) currently enrolled and participating in a Queensland secondary school program (school based Apprentices or Trainees are acceptable);</p> <p>(3) a contracted trainer or assessor or existing worker of an RTO;</p> <p>(4) funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;</p>			

<p>(5) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement.</p> <p>.</p>			
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APPLICANT DETAILS			
Name		Phone Number	
Qualification Name			
Occupation Title		Date of Commencement/ Completion	
EMPLOYER DETAILS (CURRENT OR MOST RECENT)			
Business Name			
Contact 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:
 - **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 *Apprenticeship Commencement Letter* from the Department
 - Copy of *Principal Contractor Confirmation* (if working on a Major Project)
 - Copy of *Apprenticeship Completion Letter* (if seeking training within 365 days from date of apprenticeship completion)

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 hello@centurytraining.com.au for processing.

APPENDIX 1 - SAMPLE LETTER

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

Date

Attn: Century Training

RE: CSQ Training Subsidy Application

Major Project – Principal Contractor Confirmation

To Whom It May Concern:

I confirm **NAME** is employed as a **JOB TITLE** and is currently working on the major project listed below.

NAME OF MAJOR PROJECT

Kind Regards

**EMPLOYEE REPRESENTATIVE
EMPLOYER POSITION
PRINCIPAL CONTRACTOR
CONTACT NUMBER**

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.

APPENDIX 3 – RECOGNISED APPRENTICESHIPS AND TRAINEESHIPS

CODE	QUALIFICATION DESCRIPTION	APPRENTICESHIP (A) or TRAINEESHIP (T)
UEE32211	Certificate III in Air-conditioning and Refrigeration	A
CPC30111	Certificate III in Bricklaying/Blocklaying	A
MSF31113	Certificate III in Cabinet Making	A
CPC30211	Certificate III in in Carpentry	A
RII30915	Certificate III in Civil Construction	T
RII30815	Certificate III in Civil Construction Plant Operations	A
RII31215	Certificate III in Civil Foundations	T
CPC31211	Certificate III in Wall and Ceiling Lining	A
CPC30318	Certificate III in Concreting	T
CPC31411	Certificate III in Construction Waterproofing	A
CPC30511	Certificate III in Dogging	T
UEE30811	Certificate III in Electrotechnology Electrician	A
CPC32813	Certificate III in Fire Protection	A
UEE31011	Certificate III in Fire Protection Control	A
MSF30818	Certificate III in Flooring Technology	A
CPC32713	Certificate III in Gas Fitting	A
MSF30418	Certificate III in Glass and Glazing	A
CPC31912	Certificate III in Joinery	A
AHC30916	Certificate III in Landscape Construction	A
CPC30611	Certificate III in Painting and Decorating	A
CPC32413	Certificate III in Plumbing	A
CPC30711	Certificate III in Rigging	T
CPC32612	Certificate III in Roof Plumbing	A
CPC30812	Certificate III in Roof Tiling	A
CPC30911	Certificate III in Scaffolding	T
CPC30116	Certificate III in Shopfitting	A
CPC31011	Certificate III in Solid Plastering	A
CPC31111	Certificate III in Steelfixing	T
CPC32313	Certificate III in Stonemasonry (Monumental/Installation)	A
RII31615	Certificate III in Trenchless Technology	T
CPC31311	Certificate III in Wall and Floor Tiling	A
CPC32513	Certificate III in Plumbing (Mechanical Services)	A