

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 | | | | |
| CPCCWHS1001 | 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 | \$536 | |
| 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 | | |

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.