

SURNAME

GIVEN NAME(S)

FUNDING DETAILS

The funding provided by Construction Skills Queensland (CSQ) to the contracted RTO is a contribution to the cost of services to reduce the cost to participants. Additional fees for services and/or materials may be charged to program participants.

3 units of competency *ONLY* will be available per person under the **Civil** contract.

8 units of competency *ONLY* will be available per person under the **General Construction** contract

QLD RESIDENT/QLD EMPLOYMENT STATUS

CSQ requires that eligible participants must be either permanently residing in Queensland OR permanently employed in Queensland. Please indicate your status

I declare that I am:

<input type="checkbox"/> Permanently residing in Queensland	<input type="checkbox"/> Permanently employed in Queensland
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Please attach a **certified copy** of **ONE (1)** of the following documents to your Enrolment Application Form:

<input type="checkbox"/> Queensland Drivers Licence	<input type="checkbox"/> Telephone account/Bank statement/Utility account	<input type="checkbox"/> Real Estate statement/Lease Agreement
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BUILDING & CONSTRUCTION INDUSTRY EXISTING WORKER STATUS

In order to satisfy CSQ eligibility requirements, you must be an EXISTING WORKER in the Building and Construction Industry (as defined in the *Building & Construction Industry (Portable Long Services Leave) Act 1991 (Qld)*) and have at least one (1) month or more employment relationship with your employer. Self-employed workers are eligible if they can provide evidence of at least one (1) month employment as 'worker in the industry'. Please refer to the definition at the end of this form. Please tick relevant boxes below.

I declare that I am:

<input type="checkbox"/> Employed worker in Building & Construction Industry	<input type="checkbox"/> Self Employed worker in Building & Construction Industry
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You will **NOT** be eligible to receive this funding if one of the following applies to you:

- I am an employee of any Authority or RTO
- I am currently enrolled and participating in a Queensland secondary school program (excluding a school-based Apprentice or Trainee)
- I am a contracted trainer or assessor or existing worker of an RTO
- I have previously been funded for either three (3) units in Civil or eight (8) units in General Construction under the same contract term.
- I have been funded by an Authority or such other source for delivery of the same Training being undertaken as part of this program
- I am seeking Certification of Competency (or Determination of Competency) services under this Agreement

Please provide evidence of your Building and Construction Industry Existing Worker status by completing either Employer Certification OR Self-Employed Declaration

EMPLOYER VERIFICATION

(to be completed by EMPLOYER)

Please provide a letter on letter-head from your employer with the following information:

- Company Name and Logo;
- ABN;
- Employee Name and duration of employment; and
- Employee job title and details of what duties are being undertaken in the Building and Construction Industry

Please tick which of the below applies to your company:

<input type="checkbox"/> Micro business (0-4 FTE)	<input type="checkbox"/> Small business (5-19 FTE)	<input type="checkbox"/> Medium business (20-199 FTE)	<input type="checkbox"/> Large business (200+ FTE)
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SELF-EMPLOYED DECLARATION

If you are self-employed, we require you to produce the following documents:

- Statutory Declaration confirming your ABN, Company Name, Job Title, Duties and confirm you are self-employed in the Building and Construction Industry;
- Proof of ABN; and
- Invoice of a recent (within last 6 months) job completed to confirm industry status

EVIDENCE

Please tick the documentation you have provided to support your application.

Birth/Citizenship: provide one (1) of the following:

- Full Birth Certificate or Birth Certificate Extract
- Passport
- Medicare card (green only – colour copy)
- Visa

Residency/address: provide one (1) of the following:

- Queensland Driver's Licence
- Telephone Account
- Bank Statement
- Statement from a Real Estate Agent or
- Any other formal documentation stating your full name & current residential address

PARTICIPANT DECLARATION

(to be completed by PARTICIPANT)

In signing this declaration, I confirm that:

- I confirm the accuracy of the information provided.
- I understand I must provide evidence eligibility at the time of enrolment.
- I understand that funding is provided by CSQ. CSQ is contributing funds for my training and the full amount has been explained clearly to me at the enrolment stage
- I give my consent that CSQ may contact me directly to review my training and a conduct destination survey
- I agree to the terms and financial terms of payment required for facilitation of my enrolment (if relevant)
- I have read and understand the terms and conditions of my enrolment as stated on the Enrolment Application Form.
- I allow People and Performance Solutions (PPS) or its divisions Gold Coast Trades College (GCTC) or Flagstone Trades College (FTC) to apply for a USI on my behalf. I have completed a USI Application form and I consent to the collection, use and disclosure of my information as details in the USI Application.
- I agree to abide by the PPS Policy (available from the organisation) and acknowledge that facilities made available for my use will be used only in accordance with the principles of proper use and relevant rules

Name:

Signature:

Date:

OFFICE USE ONLY

Are you an existing employee in the Queensland Building and Construction Industry?	YES	
Have you been employed for more than one (1) month?	YES	
Are you an Australian/New Zealand Citizen, Permanent Resident or Refugee?	YES	
Are you a government employee?	NO	
Have you previously been assessed, trained or received funding in any of the listed Short Courses?	NO	
Are you an employee of any Registered Training Organisation or contractor to a Registered Training Organisation?	NO	
Are you a school or international student?	NO	

Birth/Citizenship: provide one (1) of the following:

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- Passport
- Medicare card (green only – colour copy)
- Visa

Residency/address: provide one (1) of the following:

- Queensland Driver's Licence
- Telephone Account
- Bank Statement
- Statement from a Real Estate Agent or
- Any other formal documentation stating your full name & current residential address
- Company ABN checked on ASIC or <https://abr.business.gov.au/>

DEFINITIONS

1. The **building and construction industry** is the industry of constructing, deconstructing, reconstructing, renovating, altering, demolishing, relocating, maintaining or repairing any of the following:
 - a. buildings;
 - b. spa pools and swimming pools;
 - c. roads, railways, airfields or other works for the passage of anything;
 - d. breakwaters, docks, jetties, piers or wharves;
 - e. works for solid waste disposal; [s 3AA] Building and Construction Industry (Portable Long Service Leave) Act 1991 Part 1 Preliminary Page 8 Current as at 3 July 2017 Authorised by the Parliamentary Counsel
 - f. works for subdividing or developing land;
 - g. works for the improvement or alteration of a harbour, river or watercourse for navigation purposes;
 - h. works for the storage or supply of water or for flood mitigation;
 - i. works for the irrigation of land;
 - j. works for the conveyance, treatment or disposal of sewage or of the effluent from any premises;
 - k. works for extracting, refining, processing or treating materials or for producing or extracting products and by-products from materials;
 - l. works for conveying products, by-products or materials;
 - m. works for the drainage of land;
 - n. works for the storage of liquids, other than water, or gases;
 - o. works for the generation, supply or transmission of electric power;
 - p. works for telecommunication or for the transmission of radio or television;
 - q. bridges, viaducts, aqueducts or tunnels;
 - r. chimney stacks, cooling towers, drilling rigs, gas holders or silos;
 - s. pipe lines;
 - t. navigational lights, beacons or markers;
 - u. pile driving works;
 - v. sporting or recreational facilities;
 - w. earthworks, other than for farming;
 - x. fences, other than fences on farms;
 - y. structures, fixtures or other works not included in paragraphs (a) to (x), but not including earthworks for farming or fences on farms.
2. The **building and construction industry** also includes landclearing and site preparation, other than for farming.
3. The **building and construction industry** also includes the industry of, whether on or off site—
 - a. constructing a thing, other than ordinary stock for sale, in accordance with working drawings; or
 - b. deconstructing, reconstructing, renovating, altering, demolishing, relocating, maintaining or repairing a thing, other than ordinary stock for sale, constructed in accordance with working drawings.
4. The **building and construction industry** does not include the industry of performing maintenance or repairs of a minor nature to anything mentioned in subsection (1) or (3) for a person not substantially engaged in activity mentioned in subsection (1), (2) or (3).