

Funding details

The funding provided by 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.

PARTICIPANT DETAILS		
Name:	DOB:	Email:
Address:	Post Code:	
Phone:	USI:	

LANGUAGE AND CULTURAL DIVERSITY

Country of Birth Australia other, please specify _____

Are you of Aboriginal or Torres Strait Islander origin? No Yes (if yes tick the applicable below)

Aboriginal Torres Strait Islander Both Aboriginal and Torres Strait Islander

Do you speak a language other than English at home?

English only If yes, please specify other language: _____

SCHOOLING

What is your highest completed school level?

- | | |
|--|--|
| <input type="checkbox"/> Year 12 or equivalent | <input type="checkbox"/> Year 9 or equivalent |
| <input type="checkbox"/> Year 11 or equivalent | <input type="checkbox"/> Year 8 or equivalent |
| <input type="checkbox"/> Year 10 or equivalent | <input type="checkbox"/> never attended school |

What year did you complete that level? _____

CITIZENSHIP/VISA HOLDER STATUS

In order to satisfy eligibility requirements for Construction Skills Queensland (CSQ) funding you must meet citizenship or visa requirements. Please indicate your status.

I declare that I am:

- Australian or New Zealand humanitarian Permanent resident of Australia Refugee

Please attach a certified copy of **ONE** of the following documents to your enrolment form:

- Birth Certificate or Medicare Card Passport Visa

QUEENSLAND RESIDENT/QUEENSLAND 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:

- permanently residing in Queensland permanently employed in Queensland

Please attach a certified copy of **ONE** of the following documents to your enrolment form:

- Queensland Driver Licence Telephone account/Bank Statement Real estate statement

BUILDING AND CONSTRUCTION INDUSTRY EXISTING WORKER STATUS

In order to satisfy CSQ eligibility requirements, I declare that I am;

- Existing Workers/Eligible Worker Unemployed eligible worker

**Unemployed eligible worker is a person who has been unemployed for a period of no greater than 6 months and must have been an worker in the Building and Construction Industry prior to unemployment. Evidence to be supplied for both.*

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 under this program for eight short courses in 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 a Verification 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 Verification or Self-Employed Declaration.

EMPLOYER VERIFICATION

(to be completed by EMPLOYER)

For Existing/Eligible Workers

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

1. Company Name and Logo;
2. ABN;
3. Employee Name and Duration of Employment;
4. Employee Job Title and details of what duties are being undertaken in the Building and Construction Industry.

For Unemployed Eligible Worker

Please provide one or more of the following:

1. Separation Certificate and/or
2. Letter of Termination and or
3. Statutory Declaration

My previous employment was with(employers name)

My role was(job title)

I was employed from.....to.....

Please tick which of the below applies to your company:

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

Is your employer paying for this course: YES / NO

SELF-EMPLOYED DECLARATION

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

1. Statutory Declaration confirming your ABN, Company Name, Job title, Duties and confirm you are self-employed in the Building and Construction Industry
2. Proof of ABN
3. Invoice of a recent job completed to confirm industry status

EVIDENCE

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

Birth/citizenship: provide one of the following:

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

Residency/address: provide one of the following:

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

Unit/s I will be completing (maximum of three to be chosen):

- RIIHAN309E Conduct telescopic materials handler operations
- RIIMPO317E Conduct roller operations
- RIIMPO318E Conduct civil construction skid steer loader operations
- RIIMPO319D Conduct backhoe/loader operations
- RIIMPO320E Conduct civil construction excavator operations
- RIIMPO321E Conduct civil construction wheeled front end loader operations
- RIIMPO323D Conduct civil construction dozer operations
- RIIMPO324E Conduct civil construction grader operations
- RIIMPO326D Conduct civil construction water cart operations
- RIIMPO337D Conduct articulated haul truck operations
- RIIMPO338D Conduct rigid haul truck operations

- RIICOM301D Communicate information
- RIIRIS301D Apply risk management processes

- RIIWHS202D Enter and work in confined spaces
- RIIWHS204D Work safely at heights

PARTICIPANT DECLARATION

(to be signed by PARTICIPANT)

In signing this declaration, I confirm that;

- The information provided and any supporting documentation attached is true and correct to the best of my knowledge
- I have read the Participant Handbook and all information regarding the CSQ subsidised program, including costs owed by me and the contribution by CSQ.
- I have read and understand that CSQ funding is a contribution to my or my employer's cost of training and assessment services and the value of funding is to be passed on in full to the me or my employer.
- I confirm NHST has given me the full details about the program including but not limited to course information, fees to be paid by me or my employer, CSQ website information and contact details and fact sheets available which I have viewed at www.nhst.com.au.
- ***I have not completed 3 x CSQ Short Courses*** or previously held the unit of competency I am enrolling in. I declare I will be responsible for paying fees where false information has been given.

Name: _____ Signature: _____

Date: _____

TERMS AND CONDITIONS

(to be signed by PARTICIPANT)

Full terms and conditions including our refund policy and LLN information can be viewed/read in our Participant Handbook located at <https://www.nhst.com.au/about-us/forms-publications1> or by contacting (07) 4927 0666.

Privacy: All data collected on this form is confidential and NHST only collects this information for the purposes of training and assessment, reporting, administration and evaluation of the program. NHST will only disclose information of the contractors or agents of Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE), Department of Education and Training (DET), Innovation and Business Skills Australia (IBSA –Industry Skills Council), E-Oz Energy Skills Australia Industry Skills Council) as relevant to this program. DET or the industry Skills Council may also disclose personal information to another party without consent where authorised or required by law.

- I hereby acknowledge and accept the terms and conditions of enrolment and cancellation.
- I certify that all information that I have provided is true and correct. I consent to release of my personal information for the purposes outlined under the Privacy paragraph above.
- I consent to allow Construction Skills Queensland to contact me for the purpose of including but not limited to, Review and Surveys.
- I would like to receive information from NHST.

Participant Signature: _____

Date: _____

**USI number: From 1 January 2015, students undertaking nationally recognised training may need to provide their USI to their registered training provider before they can receive their training records and results. You will continue to use your USI for any future nationally recognised training you undertake.*

Please visit the USI website: www.usi.gov.au –create your USI and record it in a safe place and write in on the enrolment form.

Please return this completed form along with any other required documents to admin@nhst.com.au or fax it to (07) 4927 0699

OFFICE USE ONLY:		
Are you an existing employee in the Queensland Building and Construction Industry?*	YES	
Have you been employed for more than one 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 an Registered Training Organisation	NO	
Are you a school or international student?	NO	

Birth/citizenship: provide one of the following:

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

Residency/address: provide one of the following:

- Queensland Driver's License
- Telephone Account
- Bank Statement
- Statement from a Real Estate Agent or
- Any other formal documentation stating your full name and current residential address
- Company ABN checked on ASIC

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;
- 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 land clearing 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).