



KEYS
HUMAN RESOURCES

ABN 28 112 868 158
ACN 112 868 156



PO BOX 5
Nundah QLD 4012

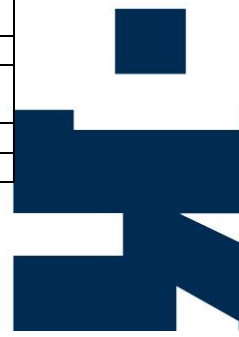
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CSQ SHORT COURSES FUNDING APPLICATION FORM
PARTICIPANT ELIGIBILITY 2022/23

PARTICIPANT NAME:		
EMPLOYER NAME & CONTACT:		_____
Please specify which short course you wish to claim funding for?		
Supervise asbestos removal (CPCDE4008)		<input type="checkbox"/>
Remove non-friable asbestos (CPCDE3014)		<input type="checkbox"/>
Remove friable asbestos (CPCDE3015)		<input type="checkbox"/>
Silica General Awareness		<input type="checkbox"/>
Construction White Card - (Prepare to work safely in the construction industry (CPCWHS1001))		<input type="checkbox"/>
I hereby declare that the following information provided by me below is TRUE and CORRECT:		
1. <u>I have a right to Work in Australia</u>		
I am an Australian or New Zealand citizen	Yes	No
OR		
I am a Permanent Resident of Australia (if not a citizen)	Yes	No
OR		
I am a Visa holder with relevant permission to work in Australia	Yes	No
2. I am an eligible worker employed in Queensland within the Queensland Building and Construction Industry (Please refer to the Building and Construction Industry (Portable Long Services Leave) Act 1991 (Qld)	Yes	No
OR		
I am a self-employed eligible worker in the Queensland Building and Construction Industry	Yes	No
OR		
I am an unemployed eligible worker in the Queensland Building and Construction Industry (unemployed for no greater than 4 years)	Yes	No
OR		
I am an apprentice/trainee , registered in Queensland, undertaking an apprenticeship or traineeship. Please contact our office to obtain a copy of CSQ approved listings.	Yes	No
3. I am NOT employed in a managerial, clerical, professional or ancillary capacity	True OR False	
4. I am NOT an employee of any Authority (federal, state government, state or public authority, authorised to carry out a statutory obligation). (Employees of Local Councils are acceptable where they are an eligible worker).	True OR False	
5. I am NOT currently enrolled and participating in a Queensland secondary school program (excluding a school-based apprentice and trainee registered in Queensland, undertaking an approved CSQ apprenticeship/traineeship)?	True OR False	
6. I am NOT a contracted trainer and assessor or an existing worker of an RTO?	True OR False	
7. I have NOT already been funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program?	True OR False	
8. I am NOT seeking a Verification of Competency (or Determination of Competency)	True OR False	
9. I am NOT undertaking more than 8 Units of Competency in the Short Courses	True OR False	



The following documentation is required to be supplied to Keys HR along with the enrolment form and retained to demonstrate CSQ funding eligibility:

Participant must be ONE of the below and provide supporting evidence:

Requirement – Right to Work In Australia	Evidence (attached)
Australian or New Zealand Citizen or Permanent Resident	<ul style="list-style-type: none"> <input type="checkbox"/> Green Medicare Card (Current) or mygov medicare snapshot OR <input type="checkbox"/> Australian or New Zealand Passport (Up to 6 months from expiry) OR <input type="checkbox"/> Australian or New Zealand Full Birth Certificate or Extract (A commemorative birth certificate will not be accepted)
A Visa holder with relevant permission to work in Australia. Note: This does not include International Student Visas	<ul style="list-style-type: none"> <input type="checkbox"/> Employer Letter (on letter head, dated and signed by the employer) confirming the participant has the right to work in the Queensland building and construction industry OR <input type="checkbox"/> Visa with conditions including right to work in the Queensland building and construction industry https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online

AND must be ONE of the below and provide supporting evidence:

Requirement – Permanently Work in Queensland	Evidence (attached)
An Eligible Worker: Employed in Queensland with the Building & Construction Industry	<ul style="list-style-type: none"> <input type="checkbox"/> QLeave Building and Construction Member Statement (current statement showing credits within the last 4 years) OR <input type="checkbox"/> Relevant current QBCC/ESO Licence (Please contact our office to obtain a copy of QBCC / ESO Licence Listing) OR <input type="checkbox"/> Employer Letter (on letterhead and signed, and dated by the employer) confirming employment, role and duties in the Building and Construction Industry OR <input type="checkbox"/> Statutory Declaration providing details of employment including role and duties within the Building and Construction Industry
Self Employed	<ul style="list-style-type: none"> <input type="checkbox"/> QLeave Building and Construction Member Statement (current statement showing credits within the last 4 years) OR <input type="checkbox"/> Relevant current QBCC/ESO Licence (Please contact our office to obtain a copy of QBCC / ESO Licence Listing) OR <input type="checkbox"/> ABN/ACN registration showing ownership AND invoices for recent work in the industry OR <input type="checkbox"/> Statutory Declaration providing details of employment including role and duties within the Building and Construction Industry
An Unemployed Eligible Worker (unemployed for a period not greater than 4 years who would otherwise meet the requirements of an Eligible	<ul style="list-style-type: none"> <input type="checkbox"/> QLeave Building and Construction Member Statement (current statement showing

Worker)	credits within the last 4 years) OR <input type="checkbox"/> Relevant current QBCC/ESO Licence (Please contact our office to obtain a copy of QBCC / ESO Licence Listing) OR <input type="checkbox"/> Statutory Declaration providing details of relevant employment including role and duties within the Building and Construction Industry
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An Active Apprentice or Trainee, registered in Queensland, undertaking an apprenticeship or traineeship as per the CSQ approved listing (attached)	<input type="checkbox"/> Employer Letter (on letter head, dated and signed by the employer) confirming apprenticeship details including the Commencement date, Registration Number and Qualification OR <input type="checkbox"/> DESBT Commencement Letter to verify Commencement Date, Registration Number and Qualification (An SRT0 notification from the AASN, A Training Contract and A Training Plan will not be accepted)
An unemployed cancelled apprentice or trainee who was undertaking a CSQ approved apprenticeship or traineeship	<input type="checkbox"/> DESBT Cancellation letter <input type="checkbox"/> DESBT Cancelled apprentice training approval advice
Workcover Participants	<input type="checkbox"/> As per eligible worker and a current Queensland Workcover Certificate of letter demonstrating Workcover for the period of training.

I also authorise Construction Skills Queensland (CSQ) to contact me for the purposes of including but not limited to: (a) a Review; (b) conducting Destination Surveys; and/or (c) advising a Participant of CSQ products and services, whether current or future.

Name: _____
 Signature: _____
 Date: _____

..... (Office use).....

Keys HR Office use only		Keys HR Office use only	
Proof of Right to Work in Australia provided	Yes No	Attendance confirmed	Yes No
Proof of employment confirmed and provided?	Yes No	RTO Signoff: _____	
Applicant approved for Funding?	Yes No		
Approved Sign Off: _____			