

Enrolment Documentation Requirements:

Please note that Construction Skills Queensland requires that the following documentation be collected on enrolment. These documents will be retained by Civil Train for the duration of the contract term and for an additional period of 6 years.

Please indicate with a **X** the documentation collected on enrolment to meet contract requirements.

Documentation recording the eligibility of Participants.

(a) Copy of one of the following:

- Birth Certificate
- Passport; or
- Proof of permanent residency
- Green copy of medicare card

+

(b) Copy of one of the following:

- Queensland Drivers Licence
- Telephone account;
- Bank Statement;
- Statement from a real estate agent; or any other formal documentation stating the Participant's full name and current residential address;

+

(c) Evidence of employment status and occupation: (For example a letter from the Employer).

You are not eligible for this funding if

- (a) You are an employee of an RTO;
- (b) Currently enrolled and participating in a Queensland secondary school program;
- (c) A contracted Trainer or Assessor;
- (d) Previously funded under this program in the same Contract Term;
- (e) Funded by an Authority for delivery of the same Training being undertaken as part of this Program;