

CSQ FUNDED HIGHER LEVEL SKILLS - GENERAL

2019/2020 CONTRACT



// ABOUT CIVIL TRAIN

Civil Train is Queensland's market leader in delivering training to the civil construction industry. As a Registered Training Organisation (RTO: 5708) and the training division of CCF QLD, Civil Train is well positioned to provide high-quality, industry specific training solutions to civil contractors throughout Queensland. Civil Train Queensland's vocational programs and corporate training solutions are developed by highly qualified and experienced staff in close consultation with industry to ensure best practice.

Civil Train delivers professional development courses including non-accredited and accredited short courses and accredited qualifications. From small local operators to major national contractors, Civil Train has built a reputation for innovation and excellence in program development, delivery and management.

// FUNDING SECURED

Civil Train Queensland has secured funding from Construction Skills Queensland (CSQ) for the Higher Level Skills - General program which provides funding for career seekers and existing workers in the building and construction industry to access subsidised recognition of prior learning (RPL) and gap training to gain a select trade qualification.

// UPSKILLING WORKERS

The Higher Level Skills Program includes Certificate IV and Diploma training and is targeted to existing workers in the building and construction industry to assist in career development and is designed to help you gain new skills and knowledge. It provides you with access to training in a range of high level vocational qualifications and is the next step on your path to success.

// FUNDING AND FEES

QUAL CODE	QUALIFICATION NAME	CSQ MAX CONTRIBUTION	CLIENT CONTRIBUTION FEE
BSB41419	Certificate IV in Work Health and Safety	\$2,700.00	\$500
RII51415	Diploma of Project Management	\$2,565.00	\$500

V1 – Current as at September 2019



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// ELIGIBILITY

For the purposes of eligibility, Participants under this Agreement must meet the following criteria:

Eligible Participant means:

- a. An Existing Worker; and
- b. an Eligible Worker, including relevant clerical, administration and professional staff; or
- c. an Unemployed Eligible Worker.

AND MUST BE:

- a. an Australian or New Zealand citizen; or
- b. a permanent resident of Australia; or
- c. a refugee and humanitarian visa holder.

AND MUST:

- a. permanently reside in Queensland; or
- b. be permanently employed in Queensland.

An **Existing Worker** is a current Employee in the Building and Construction Industry who has a one month or more employment relationship with their Employer. The working relationship can be built up through full-time, part-time or casual employment or engagement as a contract worker.

An **Eligible Worker** has the same meaning as the [Building and Construction Industry \(Portable Long Services Leave\) Act 1991 \(Qld\)](#) as amended from time to time.

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..

NON Eligible Participant under this Agreement are:

- a. an Employee of Any Authority (excluding employees of an Indigenous council that is a Principal Contractor);
- b. eligible under the Apprentice Advance Plus Program as:
 - i. a current active apprentice or trainee in Queensland as defined in the Act undertaking a Recognised Apprenticeship or Traineeship; or
 - ii. an existing worker or unemployed eligible worker in the first year out of their Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA; or
 - iii. a cancelled apprentice or trainee who was undertaking a Recognised apprenticeship or Traineeship that has been cancelled and they are currently accessing State Government funding to complete their institution-based training.
- c. Currently enrolled and participating in a Queensland secondary school program (excluding a school based Apprentice or Trainee);
- d. A contracted trainer or assessor or existing working of an RTO;
- e. Previously funded under this Program in the same Contract Term;
- f. Funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;
- g. Other individual that do not meet Participant Eligibility as prescribed in Item 1 of Schedule 3.

// DOCUMENTATION REQUIRED FOR ELIGIBILITY

CSQ 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 six years (from the contract end date)

- a copy of one of the following: birth certificate, extract of birth certificate; passport; working visa; or coloured copy of their Green Medicare card; and
- a copy of one of the following: Queensland Driver's license; a telephone account; bank statement; a statement from a real estate agent; or any other formal documentation stating the participant's full name and current residential address; and
- evidence to verify participants meet the **Existing** and **Eligible Worker** criteria for employment in Building Construction Industry: for example letter from the employer. pay-slips, contract for work, separation certificate