



Harness are excited to announce that funding is available for certain courses for the 2019-20 period. This funding comes via Construction Skills Queensland (CSQ) and for this reason it is only available to certain Queensland-based individuals or companies in the building and construction industry that meet certain eligibility criteria.

**AM I ELIGIBLE?**

## Who is CSQ?

Construction Skills Queensland (CSQ) is an independent industry-funded body supporting employers, workers, apprentices and career seekers in the building and construction industry. CSQ can help you connect with the skills and training you need.

## What is CSQ's subsidised training?

CSQ's subsidised training assists in building the workforce capacity of the building and construction industry through targeted skills investment. CSQ programs provide funding to eligible RTOs to deliver building and construction qualifications and short courses to new entrants, existing workers and those who are currently under-employed or out of work in the building and construction industry. The programs are:

- Short Courses
- Higher Level Skills

**Applicant Name:**

**DOB**

## Fee Matrix | 1 October 2019 - 30 September 2020

### Short Courses - General *You can choose up to eight (8) short courses in this funding round (1 Oct 2019 - 30 Sept 2020)*

| Short Course Code | Short Course Title                                     | IF CSQ ELIGIBLE, Only Pay: |
|-------------------|--------------------------------------------------------|----------------------------|
| CPCCLDG3001A      | Licence to Perform Dogging                             | \$525.00                   |
| CPCCLRG3001A      | Licence to Perform Rigging - Basic Level               | \$900.00                   |
| CPCCLRG3002A      | Licence to Perform Rigging - Intermediate Level        | \$1,275.00                 |
| UETDRRF06B6       | Perform Rescue from a Live LV Panel                    | \$40.00                    |
| HLTAID003         | Provide First Aid                                      | \$60.00                    |
| MSMENV172         | Identify and Minimise Environmental Hazards            | \$5.00                     |
| MSMWHS217         | Gas Test Atmospheres                                   | Fully Funded               |
| TLID3035          | Operate a Boom Type Elevating Work Platform            | \$119.00                   |
| TLILIC0003        | Licence to Operate a Forklift Truck                    | \$265.00                   |
| TLILIC0005        | Licence to Operate a Boom Type Elevating Work Platform | \$370.00                   |
| WHSQHSRNCB01      | Health and Safety Representative (HSR)                 | \$510.00                   |

### Higher Learning - Qualifications *You can only complete one (1) Higher Learning Qualification in this funding round (1 Oct 2019 - 30 Sept 2020)*

| Qualification Code | Qualification Title                    | IF CSQ ELIGIBLE, Only Pay: PER QUALIFICATION |
|--------------------|----------------------------------------|----------------------------------------------|
| BSB41415           | Certificate IV in Work Health & Safety | Fully Funded                                 |

**Am I Eligible?**

**To be eligible for CSQ's subsidised training funding students must be:**

- an existing worker of the building and construction industry; **and**
- an eligible worker (see eligibility requirements below); **or**
- an unemployed eligible worker.

**and must be:**

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

**and must:**

- permanently reside in Queensland; **or**
- if an existing worker, be permanently employed in Queensland.

**Required Evidence**

PARTICIPANTS ARE REQUIRED TO PROVIDE DOCUMENTATION FROM EACH OF THE FOLLOWING SECTIONS (#1, 2 AND 3) AS EVIDENCE OF THEIR ELIGIBILITY:

**1. Evidence for an eligibility in the construction industry:**

**Option 1: An EMPLOYED Eligible Worker:**

A person who 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.

- Letter of reference from employer; **or**
- Payslip from the past month.

**Option 2: a SELF-EMPLOYED Eligible Worker**

- Self-employment confirmation letter on company letterhead with ABN and role title; **and**
- Invoice of recent work conducted as evidence of work completed within the last month.

**Option 3: an UNEMPLOYED Eligible Worker**

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.

- Separation certificate; **or**
- Letter of termination; **or**
- Statutory Declaration; **or**
- QLeave Membership Statement.

**Non-eligible participants**

You are not eligible for CSQ funding if you fall into the following categories:

- (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 worker of an RTO;
- (e) previously funded under this Program for eight (8) Short Courses – General Construction in the same Contract Term; OR one (1) Higher Level Skills - Qualification;
- (f) funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;
- (g) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement (short courses only); or
- (h) other individuals that do not meet Participant Eligibility as prescribed on this page under *Am I Eligible?*

**Need Assistance?**

[View Definitions on CSQ](#)

Contact Harness for more information and assistance call 1800 HARNES or [training@harnessenergy.com.au](mailto:training@harnessenergy.com.au)

**2. Additional Evidence for Australian Residency:**

- Full Birth Certificate or Birth Certificate Extract; **or**
- Australian / New Zealand Passport; **or**
- Australian / New Zealand Citizenship Certificate; **or**
- Foreign Passport showing Humanitarian/Refugee Visa Status/ Permission to reside in Australia permanently; **or**
- Medicare Card (green only)

**3. Additional Evidence for Queensland residence:**

- Queensland Driver's Licence; **or**
- Telephone account; **or**
- Bank statement; **or**
- Statement from a real estate agent; **or**
- Any other formal documentation stating the participants full name and current residential address.

**Applicant Declaration:**

I \_\_\_\_\_ (applicant) declare that I understand the CSQ funding is conditional on participants meeting eligibility criteria. I acknowledge that Harness Training has advised me of my obligations to provide evidence of eligibility and as a result I have provided all documents as requested. I have not withheld any information pertaining to prior qualifications and have disclosed all prior training completed in my application. I also declare that I am not currently enrolled in a course of study that is CSQ funded with any registered training organisation nor am I still attending secondary school.

**Applicant Signature**

**Date**

**Internal Office Use Only**

*NOTE: Save this form together with the applicant's evidence in the learner file*

ADMINISTRATOR

Name

Date

ELIGIBILITY CONFIRMED

CSQ Criteria Met  Yes  No

QLD Residency Criteria Met  Yes  No

**Course Information**

COURSE / QUALIFICATION NAME

START DATE

**Student Information**

FIRST NAME

MIDDLE NAME

LAST NAME

COMPANY NAME

DATE OF BIRTH

JOB ROLE

PHONE

EMAIL

ADDRESS LINE 1

ADDRESS LINE 2

SUBURB

POST CODE

STATE

GENDER  MALE  FEMALE  OTHER

**Harness Internal** *not for AVETMISS entry*

COMPANY ADDRESS

SUBURB

STATE

POSTCODE

DRIVERS LICENSE

ISSUING STATE

**Application Statistics** *These are compulsory questions and must be completed as part of your enrolment*

COUNTRY OF BIRTH  Australia  Other:

DO YOU CONSIDER YOURSELF TO HAVE A DISABILITY, IMPAIRMENT OR LONG TERM CONDITION?

Yes  No

IF YES:

Vision  Physical  Acquired Brain Impairment

Learning  Hearing/Deaf  Intellectual

Mental Illness  Medical Condition

Other:

DO YOU IDENTIFY AS AN ABORIGINAL OR TORRES STRAIGHT ISLANDER ORIGIN?

No

Yes, Aboriginal

Yes, Torres Straight Islander

Yes, Aboriginal AND Torres Straight Islander

OF THE FOLLOWING CATEGORIES, WHICH BEST DESCRIBES YOUR CURRENT EMPLOYMENT STATUS?

Full time employee

Part time employee

Self employed - not employing others

Employed - unpaid worker in a family business

Unemployed - seeking full time work

Unemployed - seeking part time work

Unemployed - not seeking employment

Employer

HAVE YOU SUCCESSFULLY COMPLETED ANY OF THE FOLLOWING QUALIFICATIONS?

Bachelor Degree or Higher Degree

Advanced Diploma or Associate Degree

Diploma [or Associate Diploma]

Certificate IV [or Advanced Certificate / Technician]

Certificate III [or Trade Certificate]

Certificate II

Certificate I

Other Education [incl. certificates of overseas qualifications not listed above]

Please list here:

DO YOU SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME?

No

Yes:

\*OPTIONAL NCVET SURVEY AGREEMENT

Yes - I would like to participate

No - I am not interested

\*NCVET - National Centre for Vocational Education Research Ltd

WHAT IS YOUR HIGHEST COMPLETED SCHOOL LEVEL?

Year 8 or equivalent  Year 11 or equivalent

Year 9 or equivalent  Year 12 or equivalent

Year 10 or equivalent  Never attended school

Year Completed:

USI - UNIQUE STUDENT IDENTIFIER

No - I don't have one yet, but will apply immediately

\*As of January 2018, it is mandatory for all students to hold a USI. Harness Training will not issue a Statement of Attainment/Certificate if this requirement is not met.

**Emergency Contact Details**

NAME   
PHONE

RELATIONSHIP

**Course Enrolment Information Entry**

WHICH OF THE FOLLOWING BEST DESCRIBES YOUR MAIN REASON FOR UNDERTAKING THIS COURSE?

|                                                                    |                                                                     |                                                             |
|--------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> To get a job                              | <input type="checkbox"/> To develop my existing business            | <input type="checkbox"/> To start my own business           |
| <input type="checkbox"/> To try a different career                 | <input type="checkbox"/> To get a better job or promotion           | <input type="checkbox"/> It is a requirement of my job      |
| <input type="checkbox"/> I want extra skills for my job            | <input type="checkbox"/> To get into another course of study        | <input type="checkbox"/> Other reason: <input type="text"/> |
| <input type="checkbox"/> For personal interest or self-development | <input type="checkbox"/> To get skills for community/voluntary work |                                                             |

**Confidentiality & Privacy** NCVER Data Provision Requirements 2012 - <https://www.employment.gov.au/privacy-notice>

**Privacy Notice NCVER**

Under the *Data Provision Requirements 2012*, Harness Pty Ltd is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER). Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by Harness Pty Ltd for statistical, administrative, regulatory and research purposes. Harness Pty Ltd may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988 (Cth)*, the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at [www.ncver.edu.au](http://www.ncver.edu.au)).

I understand that Harness Pty Ltd may use third party software for various operating requirements and I hereby authorise my data to be used within the parameters of the Harness Privacy Policy. Furthermore, I authorise the issuing of my Certificate or Statement of Attainment to the Organisation or Individual whom organised my training. You can find a copy of our Privacy Policy here: <https://www.harnessenergy.com.au/privacy-policy/>

**Physical Condition**

I acknowledge that the Harness Training course involves practical work with height safety, confined space and rescue equipment as well as physical exertions in conditions that can be mentally and physically stressful.

I do not suffer from any of the above disorders or any condition that could inhibit my participation during the conduct of this course. I further acknowledge that in admitting me to the course that Harness Training does not assess my physical or mental condition or preparedness for the course but relies on my statement above.

**Personal Release**

I hereby give my consent for Harness, its representatives and employees the right to take photographs of me in connection with training. I agree that Harness may use such photographs of me with or without my name and for any lawful purpose, including but not limited to for example such purposes as printed material, advertising and web content.

**Student Handbook**

Please make sure you read and understand all parts of this Student Handbook. If there is any aspect with which you are unsure, please contact Harness for clarification. After you have finished reading this Handbook, please complete the section below, sign your name. Please visit <https://www.harnessenergy.com.au/terms-conditions/> | Then click on “Download the student handbook - Harness RTO40521”

I have received access to the Harness Student Handbook. I acknowledge it is my responsibility to read, understand and follow the terms and conditions it sets out. I understand this does not cancel my rights as applicable according to state and/or federal law. I can confirm that all the information provided is true and correct to the best of my knowledge.

**Student Signature**

**Date**