

# Funding Information

## Skills Assessment & Gap Training

THIS PROGRAM IS A CONSTRUCTION SKILLS QUEENSLAND (CSQ) INITIATIVE.



The Skills Assessment & Gap Training program provides a pathway for eligible individuals to have their existing skills recognised and to receive the gap training for up to 8 units, to achieve nationally recognised qualifications within the building and construction industry. CSQ are providing funding to contribute towards the costs of the Skills Assessment & Gap Training, bringing the cost down to only \$350 for eligible individuals. CSQ contributes \$1000.00 for the assessment and additional contributions for gap training, up to a maximum of \$4375.00.

To be considered for this program, please tell us in 50 words or less, how it could benefit you.

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## Funding Eligibility

To be eligible for funding under this program, you must meet the following criteria.

### (a) Employment status

You must be:

- Existing Worker** in the Building and Construction; or
- Career Seeker** who hold previous experience in the building and construction industry

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.

### (b) Citizenship

You must be:

- An Australian or New Zealand **citizen**; or
- A **permanent resident** of Australia; or
- A holder of a **refugee** or **humanitarian visa**

A **Career Seeker** is an individual with significant previous experience, skills and knowledge within the Building and Construction Industry, but is not an Existing Worker.

### (c) Residency

You must:

- Permanently reside** in Queensland; or
- Be **permanently employed** in Queensland; and

You are not eligible if you are:

- an employee of any Authority or RTO; or
- an apprentice or trainee; or
- currently enrolled and participating in a school program; or
- a contracted trainer and assessor or an existing worker of any RTO; or
- already funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program; or
- previously funded under this program, since 1<sup>st</sup> October 2015.

An **Authority** is any federal, state, local government, state or public authority, authorised to carry out a statutory obligation.

I agree that I am eligible for funding under this program, and I would like to be considered for a place in the program.  
I give consent to be contacted by CSQ for the purposes of Destination Surveys and review.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

Places are limited and prices are subject to change.

# Skills Assessment Enrolment Form

- CPC30111 Certificate III in Bricklaying/Blocklaying  
 CPC30211 Certificate III in Carpentry  
 CPC30311 Certificate III in Concreting  
 CPC31211 Certificate III in Wall and Ceiling Lining

- CPC31311 Certificate III in Wall and Floor Tiling  
 CPC31411 Certificate III in Construction Waterproofing  
Self-Assessment Process:  
 Paper-based  Online

Personal Details - (Please use BLOCK letters)

Mr  Mrs  Ms  Miss  Other  \_\_\_\_\_ (Specify)

Surname: \_\_\_\_\_

Given Names: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ P/Code: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ P/Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

ABN: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

1. Male:  Female:

2. Which city/town were you born in? \_\_\_\_\_

In which country were you born:

Australia:  Overseas:  \_\_\_\_\_

3. How well do you speak English?

Very well:  Well:  Not Well:  Not at all:

4. Are you from an Aboriginal or Torres Strait Islander background?

No :  Aboriginal:  Torres Strait Islander:

5. Do you consider yourself to have a disability?

If yes please indicate below. Yes:  No:

Hearing  Physical

Intellectual  Learning

Mental Illness  Acquired Brain Impairment

Vision  Medical Condition

Other \_\_\_\_\_

6. What is your highest school level completed?

12:  11:  10:  9:  8:

Never attended school:

7. What year did you complete your schooling? \_\_\_\_\_

8. How many years' experience do you have in the construction industry? \_\_\_\_\_

9. Do you have access to a computer? Yes:  No:

10. Are you able to use a computer for communicating via and browsing the internet? Yes:  No:

12. What qualifications have you completed?

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

Certificates other than the above

13. Employment Status:

Full Time

Part Time

Self Employed (Not Employing others)

Employer

Employed (unpaid working in a family business)

Unemployed (seeking full-time work)

Unemployed (seeking part-time work)

Not employed (not seeking employment)

14. Reason for study:

To get a job

To develop my existing business

To try for a different Career

To get a better job or promotion

A requirement of my job

I wanted extra skills for my job

To get into another course of study

Personal interest or Self-development

Other \_\_\_\_\_

15. How did you find out about the CTI training program?  
\_\_\_\_\_

16. Were you referred by a current or past student?

Yes:  No:

17. USI - Unique Student Identifier (Required)

I already have a USI

USI number: \_\_\_\_\_

(If you have forgotten your USI, please call 13 38 73.)

I do not have a USI and would like you to set one up.

I have read the information relating to the course that I am enrolling in.

I acknowledge that the information provided is true and correct and will be used for official reporting purposes only.

I acknowledge that all gap training must be completed within 3 months, or my enrolment may be withdrawn.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

# Extra Documents

To enrol in a nationally recognised training course, we require proof of your identity, address and employment.

## Identification

Please supply one of the following:

- Full Birth Certificate or Birth Certificate Extract
- Passport
- Visa
- Green Medicare Card (colour copy – black and white will not be accepted)

## Proof of address

Please supply one of the following:

- Queensland Driver License
- Telephone account
- Bank Statement
- Statement from a real estate agent
- Any other formal documentation stating your full name and current residential address

## Employment status and occupation

To prove eligibility for CSQ funding that you are an existing working in the Building and Construction industry, or a career seeking with previous experience in the construction industry, please supply evidence of your employment status and occupation.

Acceptable evidence could be:

- A letter from your employer on company letterhead
- Payslips (if you are/were an employee)
- A contract for work
- Invoice/receipt for construction work

# Payment Information

The co-contribution fee for the Skills Assessment & Gap Training is \$350 for those eligible for funding. This can be via credit card over the phone, internet banking transfer, cheque or money order, or by filling out your credit card details in the form below. Please select your payment method:



## Credit Card by Phone

To make a credit card payment over the phone:

- 1) **Call:** 1800 021 548
- 2) Enter **Biller ID:** 993014
- 3) Enter **Reference Number:** Use your date of birth in DDMMYY format
- 4) Enter the amount you would like to pay
- 5) Enter your card details

**Receipt Number:** \_\_\_\_\_

This is my chosen payment method



## Internet Banking

Use this BSB and Account number to pay directly from your bank account.

**BSB:** 014-596

**Account:** 4988-45931

**Account Name:** Construction Training Institute

**Reference:** Use your date of birth in DDMMYY format

This is my chosen payment method



## Credit Card by Form

Please complete the following details if you would like us to process your credit card for you.

This is my chosen payment method



## Post Cheques & Money orders

Cheques are to be made out to  
CONSTRUCTION TRAINING INSTITUTE

This is my chosen payment method

Name on Card: _____	Visa: <input type="checkbox"/>	MasterCard: <input type="checkbox"/>
Credit Card Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
CSC: <input type="text"/> <input type="text"/> <input type="text"/> the CSC is the last three digits in the signature area on the back of your card		
Expiry Date: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> mm/yy	Signature _____	
I, _____ authorise Construction Training Institute to debit my credit card <b>\$350.00</b> .		

# Returning Your Enrolment

Once you have completed your enrolment form and made your payment, you can return it to us along with this form and your extra documents, by one of the following methods:

## POST

Construction Training Institute  
PO Box 574  
HELENSVALE QLD 4211

## FAX

1300 859 091

## EMAIL

admin@cti.edu.au