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.

_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________
_______________________________________________________________________________________________________________

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

(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

(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 1st October 2015.

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.

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.

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.

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

Acknowledgement:
Skills Assessment Enrolment Form
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

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**Name on Card:** _________________________________

**Credit Card Number:** ________________________________________________

**CSC:** [___ ___ ___] the CSC is the last three digits in the signature area on the back of your card

**Expiry Date:** [___ ___] mm/yy     **Signature:** __________________________

I, _________________________________ authorise Construction Training Institute to debit my credit card $350.00.

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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