

## CSQ FUNDING APPLICATION

Construction Skills Queensland (CSQ) is an independent industry funded body supporting employers, workers, apprentices and career seekers in the building and construction industry. CSQ short course subsidised training programs provide existing workers in the Queensland building and construction industry and those industry workers currently out of work or between jobs, with flexible solutions to update their skills and knowledge in specific and targeted areas. They provide opportunities to progress careers and move within the industry as well as enhance individual efficiency and business productivity.

### CSQ APPROVED COURSES – DAWSONS TRAINING

- APPRENTICE ADVANCE PLUS - SHORT COURSES PROGRAM 2019/2020 - All courses fully subsidised  
 SHORT COURSES GENERAL CONSTRUCTION PROGRAM 2019/2020 - CSQ contribution outlined below\*

COURSE CODE	UNIT COURSE TITLE	*AMOUNT FUNDED BY CSQ (with 25% location loading applied)	SHORT COURSES PROGRAM OUT OF POCKET COST	TICK TO APPLY
CPCWHS1001	Prepare to work safely in the construction industry	\$150.00	NIL	
CPCCLDG3001A	Licence to perform dogging	\$750.00	\$450.00 (Logbook) \$750.00 (Work Ready)	
TLILIC0003	Licence to operate a forklift truck	\$281.25	\$318.00(Logbook/Exp) \$468.00(Work Ready)	
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	\$281.25	\$318.00(Logbook/Exp) \$468.00(Work Ready)	
HLTAID003	Provide first aid	\$100.00	\$25.00	
MSMWHS217	Gas test atmospheres	\$252.50	NIL	
UETTDRRF06B	Perform rescue from a live LV panel	\$62.50	\$12.00	

- Applicants must satisfy entry requirements, as outlined within specific Course Information.
- Applicants must satisfy all eligibility criteria and supply supporting evidence, as outlined within application.
- Training must be successfully completed, in full by 30th September 2020.

### APPLICANT DETAILS

Name:		Date of Birth:	
Address:			
Ph:	Mobile:	Email:	
Job Title:	<input type="checkbox"/> Employed	<input type="checkbox"/> Unemployed	
Are you undertaking an apprenticeship/traineeship? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES, please specify qualification:			
Driver Licence (Number) or Passport (Country and Number):			
Medicare Card Number:			
Type of Employment in Building and Construction Industry:			
Current/Previous Employer in the Building and Construction Industry:			Length of Service:
Contact Name:		Contact Number:	
Current QLeave Member? <input type="checkbox"/> Yes <input type="checkbox"/> No		QLeave Membership No:	

## ELIGIBILITY DECLARATION AND EVIDENCE REQUIREMENTS

To be accepted into the funded program you **must** provide the following evidence upon course registration.

**All applicants must answer YES to the following criteria.**

PLEASE TICK	ELIGIBILITY REQUIREMENTS	EVIDENCE REQUIREMENTS	OFFICE USE ONLY
<input type="checkbox"/> YES	A) You must be an Existing, Eligible or Unemployed Eligible Worker within the Building and Construction Industry. (Refer to Appendix 1: Definitions)  *One month or more employment relationship also applies.	<ul style="list-style-type: none"> <li>• Arrange current or prior employer to provide supporting letter, on letterhead, confirming employment details (Refer to Appendix 2: Sample Employer Letter.) NOTE: If self-employed, a copy of an invoice detailing work undertaken for a client including site address must be supplied <b>OR</b></li> <li>• Copy of payslip with employer details and job title <b>OR</b></li> <li>• Current QLeave membership statement</li> <li>• If applicable, provide evidence of unemployment for a period <b>less than 4 years</b> (e.g. separation certificate, termination letter or statutory declaration with the details as per Appendix 2.)</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> YES	B) You must be: <ul style="list-style-type: none"> <li>• An Australian or New Zealand citizen; or</li> <li>• A permanent resident of Australia; or</li> <li>• A holder of a refugee or humanitarian visa</li> </ul>	<ul style="list-style-type: none"> <li>• Provide evidence of your current citizenship status i.e. green Medicare card, birth certificate, passport, visa.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/> YES	C) You must be: <ul style="list-style-type: none"> <li>• A permanent resident of Queensland or</li> <li>• Permanently employed in Queensland</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a copy of front and reverse side of driver licence, telephone account, bank statement, statement from a real estate agent or any other formal documentation stating your full name and current Queensland residential address.</li> </ul> <p>NOTE: If you do not reside in Queensland, confirm employment status in Queensland within Employer Letter.</p>	<input type="checkbox"/>

**All applicants must answer NO to the following criteria.**

PLEASE TICK	ELIGIBILITY REQUIREMENTS
<input type="checkbox"/> NO	Applicants must <b>not</b> have previously received funding through Construction Skills Queensland (CSQ) for the same unit(s) applying for.
<input type="checkbox"/> NO	Prior to this application, you must <b>not</b> have been previously funded under the CSQ Short Courses: General Construction program for eight (8) or more short courses in the same program between 1st October 2019 and 30th September 2020.
<input type="checkbox"/> NO	You must <b>not</b> be: <ul style="list-style-type: none"> <li>• an employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor)</li> <li>• currently enrolled and participating in a QLD secondary school program (excluding a school based Apprentice or Trainee;</li> <li>• a contracted trainer or assessor or an existing worker of an RTO;</li> <li>• already funded by an authority or other such source for delivery of the same training being undertaken</li> <li>• seeking a Verification Of Competency (or determination of competency) services</li> </ul>



## APPENDIX 1 – Definitions

### 1. Authority

Any federal, state, local government, state or public authority, authorised to carry out a statutory obligation.

### 2. Building and Construction Industry

The Building and Construction Industry is as identified in clause 3AA of the Building and Construction Industry (Portable Long Service Leave) Act 1991 as amended from time to time.

### 3. Eligible Worker

An Eligible Worker has the same meaning as identified in Sections 3A and 3B of the Building and Construction Industry (Portable Long Service Leave) Act 1991 as amended from time to time.

### 4. Existing Worker

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.

### 5. Indigenous Council

An Indigenous Council means one or more of the 16 councils that have been identified as Indigenous Councils by the Local Government Association of Queensland, as may be amended from time to time.

### 6. Principal Contractor

A Principal Contractor means a person conducting a business or undertaking that commissions building and construction work, is the principal contractor for the building and construction work.

### 7. Unemployed Eligible Worker

An Unemployed Eligible Worker is a person who has been unemployed for a period of up to, but not greater than, four years that would otherwise meet the requirements of an Eligible Worker.

### 8. Apprentice Advance Plus Program

The aim of this program is to provide access to fully subsidised short courses and higher level skills training to apprentices and trainees during their apprenticeship / traineeship and in the first year following completion of their apprenticeship / traineeship to assist them to be competitive in the market, complete their apprenticeship / traineeship and gain licenses essential to their future work. This will allow apprentices / trainees to undertake further skills training in addition to those units of competency funded by DESBT through the apprentice / trainee training plan.

### 9. Major Project

A Major Project means a whole of company contract being undertaken by the Principal Contractor at all Queensland Major Projects that have been or may be awarded to the Principal Contractor.

## APPENDIX 2 – Sample Employer Letter

***MUST be submitted on Company Letterhead  
and all areas written in highlighted italics completed***

***[DATE]***

Dawson Training  
50 Greenbank Road  
Stratford QLD 4870

### Re: Construction Skills Queensland (CSQ) Funding Application

This letter is to confirm that ***[PARTICIPANT NAME]*** is currently employed by ***[COMPANY NAME]*** and commenced employment on the ***[DATE]***. The position that this employee holds within our company is ***[POSITION TITLE] and is in [YEAR of APPRENTICESHIP of QUALIFICATION- if applicable]***.

The main duties in this role are:

- ***[description of work performed by the employee in the building and construction industry]***.

These duties are directly performed within the building and construction industry.

- ***[include at least 1 site address of work performed by the employee in the building and construction industry]***

Should you require any further details, I can be contacted on ***[PHONE NUMBER]***.

Sincerely

***[Insert Signature]***

***[EMPLOYEE REPRESENTATIVE]***

***[POSITION TITLE]***

***[EMAIL ADDRESS]***

## APPENDIX 3 – Sample Major Project Confirmation Letter

***MUST be submitted on Company Letterhead  
and all areas written in highlighted italics completed***

***[DATE]***

Dawson Training  
50 Greenbank Road  
Stratford QLD 4870

**Re: Construction Skills Queensland (CSQ) Funding Application: Major Project – Principal Contractor Confirmation**

This letter is to confirm that ***[PARTICIPANT NAME]*** is employed as ***[POSITION TITLE]*** and currently working on the major project:

***[NAME OF MAJOR PROJECT and LOCATION]***

Should you require any further details, I can be contacted on ***[PHONE NUMBER]***.

Sincerely

***[Insert Signature]***

***[EMPLOYEE REPRESENTATIVE]***

***[POSITION TITLE]***

***[PRINCIPAL CONTRACTOR]***

***[EMAIL ADDRESS]***

## APPENDIX 4 –Approved CSQ Apprenticeships and Traineeships

Code	Qualification Description	Apprenticeship (A) or Traineeship (T)
UEE32211	Certificate III in Air-conditioning and Refrigeration	A
CPC30111	Certificate III in Bricklaying/Blocklaying	A
MSF31113	Certificate III in Cabinet Making	A
CPC30211	Certificate III in Carpentry	A
RII30915	Certificate III in Civil Construction	T
RII30815	Certificate III in Civil Construction Plant Operations	A
RII31215	Certificate III in Civil Foundations	T
CPC31211	Certificate III in Wall and Ceiling Lining	A
CPC30318	Certificate III in Concreting	T
CPC31411	Certificate III in Construction Waterproofing	A
CPC30511	Certificate III in Dogging	T
UEE30811	Certificate III in Electrotechnology Electrician	A
CPC32813	Certificate III in Fire Protection	A
UEE31011	Certificate III in Fire Protection Control	A
MSF30818	Certificate III in Flooring Technology	A
CPC32713	Certificate III in Gas Fitting	A
MSF30418	Certificate III in Glass and Glazing	A
CPC31912	Certificate III in Joinery	A
AHC30916	Certificate III in Landscape Construction	A
CPC30611	Certificate III in Painting and Decorating	A
CPC32413	Certificate III in Plumbing	A
CPC30711	Certificate III in Rigging	T
CPC32612	Certificate III in Roof Plumbing	A
CPC30812	Certificate III in Roof Tiling	A
CPC30911	Certificate III in Scaffolding	T
CPC30116	Certificate III in Shopfitting	A
CPC31011	Certificate III in Solid Plastering	A
CPC31111	Certificate III in Steelfixing	T
CPC32313	Certificate III in Stonemasonry (Monumental/Installation)	A
RII31615	Certificate III in Trenchless Technology	T
CPC31311	Certificate III in Wall and Floor Tiling	A
CPC32513	Certificate III in Plumbing (Mechanical Service)	A