



STUDENT GUIDE FOR QUEENSLAND FUNDED PROGRAMS

The following information is only for students applying for Queensland State funding.

Please note: This is a supplementary document and will be sent along the domestic student handbook.

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SECTION 1 UNDERSTANDING QUEENSLAND FUNDING

The Queensland Government invests in training based on industry advice to provide Queenslanders with the skills they need to gain meaningful and sustainable employment through the provider of their choice.

Government funding is directed to minimise skills shortages, focus on training for jobs that are in demand in our critical industries, and increase the number of Queenslanders with formal post-school qualifications.

The funding schemes in QLD that Human Resource Training is approved for:

- Certificate 3 Guarantee
- User Choice (apprenticeship and traineeship funding)

1.1 CERTIFICATE 3 GUARANTEE (C3G)

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

The program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing free training in high priority qualifications.

1.1.1 Type of qualifications that are subsidised:

Under the Certificate 3 Guarantee, the Queensland Government provides a subsidy for a range of certificate III level vocational qualifications.

Foundation skills training and lower-level vocational qualifications may also be subsidised in certain circumstances.

1.2 USER CHOICE

The User Choice program provides a public funding contribution towards the cost of training and assessment for eligible Queensland apprentices and trainees.

The program provides flexibility for apprentices, trainees and their employers to select a preferred training provider (registered training organisation or RTO) from a list of Skills Assure suppliers (SAS) for the delivery of accredited training to meet their specific needs. SAS are training providers who have contracted with the Department of Employment, Small Business and Training to deliver funded training.

1.2.1 Apprenticeships/ Traineeships

Apprenticeships and traineeships combine training with working in a real job, for a real boss, with a real wage. Apprentices and trainees complete a nationally recognised qualification while learning valuable skills at work and under the guidance of a training organisation.

- Apprenticeships and traineeships combine work with structured training.
- Apprenticeships and traineeships can be full-time, part-time, or school-based - where some of the training is undertaken while the apprentice or trainee is in high school.
- Existing employees may undertake an apprenticeship or traineeship.
- Apprenticeships and traineeships require employers to enter into a training contract with the apprentice or trainee.
- Employers work with a training organisation and the apprentice or trainee to draw up a training plan.
- Training options must be negotiated and outlined in the training plan. Aspects of training that are open to negotiation (subject to training package requirements) include: selection, content and sequencing or competency units, timing, location and mode of delivery, and the trainer or facilitator.

1.2.2 Type of qualifications that are subsidised:

Under the User Choice, the Queensland Government provides a subsidy for a range of vocational qualifications. However, not all apprenticeships and traineeships attract government funding, for more information visit: <https://desbt.qld.gov.au/training/providers/funded/userchoice/resources>

SECTION 2 ELIGIBILITY REQUIREMENTS

2.1 CERTIFICATE 3 GUARANTEE (C3G)

To be eligible for the Certificate 3 Guarantee you must meet the following criteria:

- be a Queensland resident
- be aged 15 years or over, and no longer at school (with the exception of VET in Schools students)
- be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency
- not hold, or be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundation skills training).

In addition to the standard eligibility requirements, specific restrictions and/or exemptions may apply to participation in certain subsidised qualifications. Any additional eligibility requirements will be based on industry advice or requirements under the relevant national training package and will be detailed in the Priority Skills List.

Further information on the Certificate 3 Guarantee (C3G) Program can be located here: <https://desbt.qld.gov.au/training/providers/funded/certificate3>

2.2 USER CHOICE

To be eligible to receive a government contribution, the apprentice or trainee must:

- have entered into a Training Contract for a qualification that is funded by the department
- be registered on DELTA with a commencement date or recommencement date on or after 1 July 2021
- select a training provider that holds SAS status for their nominated qualification and
- they are registered in the department's registration system DELTA, and
- their visa allows them to work in Australia.

Further information on User Choice program can be located here: <https://desbt.qld.gov.au/training/providers/funded/userchoice>

2.3 VISA INFORMATION AND REQUIREMENTS

The following information is to assist you in determining your VISA class eligibility to study with us.

Australian permanent residents, which includes humanitarian entrants, and temporary residents of Australia with visa and work permits on the pathway to permanent residency, may be entitled to subsidised training through funded programs under the Queensland VET Investment Program.

To ensure your eligibility for training (including subsidised training) and make sure you understand and comply with your visa conditions, please visit the following websites for further information;

- Department of Home Affairs Website: <https://immi.homeaffairs.gov.au/>
- Department of Employment, Small Business and Training. (DESBT):
<https://desbt.qld.gov.au/training/providers/inclusive/visa-eligibility>

To ensure study eligibility with us, we will require evidence of your VISA status upon your enrolment. These can be any of the following:

- Your permanent visa label on your passport and/or documents from the Department of Home Affairs showing approval of a permanent visa subclass.
- Copies of your temporary residency visa and work permits along with copies of correspondence to and from the Department of Home Affairs indicating progress toward permanent residency
- Copy of your current Medicare card in colour (green Medicare card)

SECTION 3 FEE AND CHARGES

3.1 CERTIFICATE 3 GUARANTEE (C3G)

3.1.1 Student Co Contribution Fee

For the students, undertaking certificate III level training and non-concessional students undertaking lower-level vocational training are required to contribute to the costs of their training through a co-contribution fee.

The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party but cannot be paid or waived by the training provider.

However, during the enrolment process, an RTO'S representative will conduct an induction session during which you will be advised of the contribution fees. You will also receive a qualification factsheet detailing information on your contribution fees at the unit level, delivery modes, proposed timeframes in which it is expected that you should complete the training and other information to help you make an informed decision.

Student contribution fees for the qualification are invoiced upon commencement of training and only once your enrolment has been confirmed. The schedule below provides an overview of contribution fees for concessional and non-concessional students.

3.1.2 Fee Concession

Concessional student status applies when:

- the student holds a Health Care or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and is named on the card;
- the student provides the SAS with an official form under Commonwealth law confirming that the student, their partner or the person of whom the student is a dependant is entitled to concessions under a Health Care or Pensioner Concession Card;

- the student identifies as Aboriginal or Torres Strait Islander;
- the student is a school student and is enrolled in a VETiS program (may include young people in detention);
- the student has a disability; or
- the student is an adult prisoner

For more information refer to the Certificate 3 Guarantee student factsheet: https://desbt.qld.gov.au/_data/assets/pdf_file/0018/8145/c3g-factsheet-student.pdf

3.2 USER CHOICE

3.2.1 Student Co Contribution Fee

Student Co-contribution Fees are an apprentice's contribution to the cost of tuition. As an apprentice under the User Choice funding program, it is mandatory to pay Student co-contribution Fees. Student co-contribution Fees are currently set at \$1.60 per nominal hour for each unit of competency [as set by the Department of Employment, Small Business and Training. (DESBT)]. These fees may change at the discretion of the Department. The apprentice's employer may pay the student co-contribution fee on behalf of the apprentice.

3.2.2 Fee Exemption

Apprentices may be eligible for a partial or full exemption from these fees if they provide evidence, they are eligible for concession – please get in touch to find out more.

A. Partial Exemption – Tuition Fee (apprentice must pay 40% of Student Contribution Fee)

- If you are or will be under 17 at the end of February in the year training is provided, and you are not at school and did not complete year 12;
- If you hold a health care card or pensioner card issued under Commonwealth law, or are the partner or dependent of a person who holds a health care card or pensioner concession card, and are named on the card;
- If you have an official form under Commonwealth law confirming that you, your partner or the person of whom you are a dependent, is entitled to concessions under a health care card or pensioner concession card; or
- If you are an Aboriginal or Torres Strait Islander person

B. Full Exemption – Tuition Fee

- If you would be caused extreme financial hardship, you may be exempt from the Co-contribution fees;
- If you are a school-based apprentice;
- If you are undertaking a qualification as part of the Skilling Queenslanders for Work – Work Skills Traineeship program.
- Specific business rules aligned to the suite of fee-free training programs offered by the Department since 1 January 2014 and inclusive of current programs targeting apprentices aged 25 years and under.

Student contribution fees apply for all units of competency (including any which are achieved by recognition of prior learning) unless you have previously achieved the unit of competency (either the same unit(s) name and code or deemed equivalent) and provide a Statement of Attainment as evidence.

Student contribution fees are payable prior to commencing training in the unit of competency. You may apply for exemption at any time for fees that have not yet been charged.

C. Free apprenticeships for under 21s and under 25s

➤ Free apprenticeships for under 21s

To be eligible, an apprentice or trainee must be under 21 years of age and commence in a Training Contract on or after 1 July 2019 in a designated Free apprenticeship qualification specified on the department's User Choice Price List. Other eligible apprentices or trainees are those:

- enrolled in a qualification under the Year 12 Fee Free initiative prior to 1 July 2019 and will continue their qualification under Free apprenticeships.
- under 21 years of age from 30 June 2019 and commenced in a Training Contract prior to 1 July 2019 in a designated Free apprenticeship qualification. Free apprenticeships will apply to units of competency/modules commencing on or after 1 July 2019.

➤ Free apprenticeships for under 25s

To be eligible, an apprentice or trainee must be aged between 21 years and under 25 years of age and commence in a Training Contract on or after 1 January 2021 in a designated Free apprenticeship qualification specified on the department's User Choice Price List. Other eligible apprentices or trainees are those:

- aged between 21 years and under 25 years from 31 December 2020 and commenced in a Training Contract prior to 1 January 2021 in a designated Free apprenticeship qualification. Free apprenticeships will apply to units of competency/modules commencing on or after 1 January 2021. These apprentices must also not be claiming under the Free apprenticeships for under 21s initiative.

For more information refer to the User Choice resources:
<https://desbt.qld.gov.au/training/providers/funded/userchoice/resources>

SECTION 4 REFUNDS

4.1 CERTIFICATE 3 GUARANTEE (C3G)

A full refund will be paid for Student Co-Contribution Fees charged for training delivery that has not commenced at the time of the cancellation of enrolment.

Where a student has withdrawn from a Unit of Competency and training has commenced, a refund will not apply.

4.2 USER CHOICE

A full refund will be paid to apprentices for Student Co-Contribution Fees charged for training delivery that has not commenced at the time of the cancellation of enrolment.

Where an apprentice has withdrawn from a Unit of Competency and training has commenced, a refund will not apply

SECTION 5 TRAINING

5.1 FACE TO FACE TRAINING

Training and assessment are conducted in a training room approved by the College or at a campus. Training will be undertaken by a combination of lectures, practical sessions, individual activities and group activities and Trainer/Assessor moderated discussion on assigned projects.

Training and assessment are conducted using simulated workplace environments. Our locations have skills workshops that assimilate a real workplace environment with state-of-the-art equipment. Written tasks and practical tasks/projects are completed and submitted for assessment.

Each classroom is equipped with a projector and whiteboard. In addition, other resources are accessed on a need's basis. Computers are available for student use. We also encourage you to access your community libraries for an array of resources.

For Apprenticeships/ Traineeships students there will be combined training with working in a real job, with a real boss, for a real wage. Apprentices and trainees work towards the completion of a nationally recognised qualification while learning valuable skills at work and under the guidance of a training organisation. Face-to-face training will be undertaken in your workplace or on our campus.

5.2 TRAINING PLAN

The training plan is the guide to your learning and assessment and is developed and implemented for all qualifications funded under the Apprenticeships/ Traineeships. It provides you with your information about where, what and when you will study and who will deliver the training and conduct the assessment. A copy of the training plan will be provided to you once it has been signed.

It is important that you are part of developing and maintaining your Training Plan. The Training Plan will be used as part of any review of training arrangements and will be negotiated between RTO, yourself and your employer. The training plan will provide you with duration and expected start and completion dates for each unit of competence.

It is also important that your employer provides the range of work and the facilities and resources necessary for you to complete your apprenticeship or traineeship. During the induction process an RTO's representative will undertake an assessment to ensure that the facilities and resources are available for the duration.

If amendments to your training plan are required, for example, you want to change a unit of study, it will be necessary to develop a new training plan and have the training plan signed again by all three parties.

5.3 TRAINING RECORD BOOK

For apprentices/trainees after you have signed your Training Plan you will receive your training record book, to record evidence of progression of training.

You must:

- hold the training record and produce it to your employer, RTO or the department, when requested
- take it with you if you change employers. The Record Book will show what has been completed and where your training should recommence.

Your trainer and employer must, at regular intervals, request you to produce the training record book to inspect or record completed training. Ensuring this is done on a regular basis allow parties the opportunity to discuss training and ensure you are progressing or receive the assistance your need to progress satisfactorily.

5.3.1 The Training Record Book is used to:

- Record the results of observing the demonstration of skills and comment on the progress of the apprentice
- Track progress by demonstrating work evidence from the workplace

Upon completion of each unit of competency, the training record book will be signed by all parties:

- The employer's signature supports that you are competent in the workplace, industry and company standards.
- Your signature supports that you agree you have the ability to competently perform the workplace tasks.
- RTO's representative signature supports that successful completion of on-the-job training in the underpinning knowledge and skills.

5.3.2 How to use the training record book

Demonstrating or achieving tasks should be completed as part of your routine work and not as a special activity. When you successfully complete a task and provide the required work evidence, your employer/supervisor initials and dates each performance criteria and signs and dates the bottom of each unit. This certifies that you have undertaken all of the tasks listed.

Important notes

- Each unit of competency must be signed and dated by you, your employer and your trainer
- You must bring your Training Record Book to work each day so that records can be kept up to date
- You must bring your Training Record Book to every training session