

# Participation Eligibility and Confirmation Certificate 3 Guarantee



South West Region

The Certificate 3 Guarantee is a key initiative under the Queensland Government's five (5) year training reform action plan, [Great skills. Real opportunities.](#) The Certificate 3 Guarantee provides a government subsidy to assist eligible Queenslanders who do not have a post school qualification higher than a Certificate II, to obtain a Certificate III level qualification.

Please complete this form and provide the applicable evidence so we can determine your eligibility for a Certificate 3 Guarantee subsidy and ensure you understand your obligations as a participant when accessing this funding.

Please keep in mind that if you do not meet the eligibility requirements for Certificate 3 Guarantee, that does not mean you are not eligible to enroll and complete your course - it simply means you will not be eligible to receive the Certificate 3 Guarantee subsidy. A 'Time to Pay' arrangement may be available should you be unable to pay for your course upfront.

Eligibility Requirement		Evidence supplied	
<ul style="list-style-type: none"> <li>Please tick the checkbox to confirm you meet the eligibility requirement</li> </ul>		<ul style="list-style-type: none"> <li>Only one form of evidence is required for each eligibility requirement.</li> <li>Please tick the checkbox to confirm which form of evidence you have supplied</li> </ul>	
<input type="checkbox"/>	<b>You are 15 years or over at the time you will commence this course</b>	Driver's License or Adult Proof of Age Card (18+ card)	<input type="checkbox"/>
		Australian, New Zealand or International Passport	<input type="checkbox"/>
		Birth Certificate or Birth Extract	<input type="checkbox"/>
<input type="checkbox"/>	<b>You are no longer at school (VET in Schools students are an exception)</b>		
<input type="checkbox"/>	<b>You are an Australian or New Zealand Citizen, an Australian Permanent Resident (including humanitarian entrants), or you are a temporary resident with the necessary visa and work permits on the pathway to permanent residency</b>	Australian or New Zealand Passport	<input type="checkbox"/>
		Birth Certificate or Birth Extract	<input type="checkbox"/>
		Medicare Card (green Medicare card only)	<input type="checkbox"/>
		Certificate of Status for New Zealand Citizens in Australia (CSNA)	<input type="checkbox"/>
		Visa or formal communication from the Department of Immigration showing approval of visa subclass	<input type="checkbox"/>
		VEVO printout (this may be sourced from the Department of Immigration and Border Protection website)	<input type="checkbox"/>
<input type="checkbox"/>	<b>Permanently reside in Queensland i.e. must reside in Queensland for the duration of the course</b>	Queensland Driver's License, Heavy Vehicle or Marine License (where held)	<input type="checkbox"/>
		Health Care Card showing a Queensland residential address	<input type="checkbox"/>
		Department of Veterans' Affairs / Pensioner Concession Card showing a Queensland residential address	<input type="checkbox"/>
		Commonwealth Seniors Health Card showing a Queensland residential address	<input type="checkbox"/>
		Other (examples include; Electricity, gas or telephone account, rates notice, bank statement issued within the last 6 months etc.)	<input type="checkbox"/>
<input type="checkbox"/>	<b>You do not hold or are not currently undertaking a Certificate III or higher level qualification. This does not include Certificate III qualifications completed school and foundation skills training.</b>	If the student completed a Certificate III or higher level qualification at school, evidence provided of the qualification issued along with the student's Queensland Certificate of Education or School Graduation Certificate including ALL the units of competency and any other information that will show that the qualification was completed whilst at school. The students' units and completion date MUST be the same year they attended school.	
<input type="checkbox"/>	<b>You do not hold an overseas qualification that has been recognised as meeting registration or licensing requirements e.g. electrical qualification</b>		
<input type="checkbox"/>	<b>You are not currently "deferring" study at a University (to be eligible for funding you would need to be withdrawn and provide evidence that you have been formerly withdrawn)</b>		

## CONCESSION ELIGIBILITY - You might be eligible to receive a higher subsidy if you are also eligible for a concession

Eligibility Requirement		Evidence Supplied	
<input type="checkbox"/>	<b>You hold a Health Care concession card or DVA/Pensioner concession card or you are the partner or a dependant of a person who holds one, and are named on the card</b>	Health Care Card	<input type="checkbox"/>
		Pension Concession Card	<input type="checkbox"/>
		Commonwealth Seniors Health Card	<input type="checkbox"/>
		Official form confirming you are entitled to concessions under a health care or pensioner concession card	<input type="checkbox"/>
<input type="checkbox"/>	<b>You are an Aboriginal or Torres Strait Islander</b>		
<input type="checkbox"/>	<b>You have a disability</b>	Pensioner Concession Card or other documentation verifying the holder has disability	<input type="checkbox"/>
<input type="checkbox"/>	<b>You are an adult prisoner</b>	Formal signed confirmation from the place of incarceration	<input type="checkbox"/>

<b>STUDENT ELIGIBILITY</b> -Additional evidence required – please indicate which program you are enrolling in and supply corresponding evidence	
<input type="checkbox"/>	<b>HLT30113 Certificate III in Aboriginal and/or Torres Strait Islander Primary Health Care</b> <i>You must identify as Aboriginal and/or Torres Strait Islander</i>
<input type="checkbox"/>	<b>TLI31216 Certificate III in Driving Operations</b> <i>You must hold an existing and current Queensland Open Driver's Licence</i>

<b>CREDIT TRANSFERS</b>				
<b>Have you previously completed any accredited training (e.g. a unit of competency and/or a lower level qualification)?</b>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<b>Certificate / Statement of Attainment / Awards Elements List provided</b> <i>This evidence is only required if you answered 'Yes' to the previous question. Providing this evidence will allow us to determine if you are eligible for Credit Transfers (this evidence may not be required if you completed your training with TAFE Queensland)</i>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

<b>FEE-FREE TRAINING FOR YEAR 12 GRADUATES</b>	
<i>You are only required to complete this section if you are applying for Year 12 Graduate Fee-Free Training (please proceed to the next section if this is not applicable)</i>	
<i>Fee Free Training for Year 12 Graduates only applies to Certificate III level qualifications identified as <b>high priority</b> by the Queensland Government.</i>	
Eligibility Requirement	Evidence Supplied
<input type="checkbox"/> <b>You completed year 12 in Queensland and hold a Senior Certificate issued by the QCAA (or equivalent certification)</b>	Senior Statement or Statement of Results issued by the Queensland Curriculum and Assessment Authority (QCAA) <input type="checkbox"/>
<input type="checkbox"/> <b>You are commencing this course by the end of the calendar year following your completion of year 12</b>	

<b>STUDENT DECLARATION</b>	
<input type="checkbox"/>	I understand that under the Certificate 3 Guarantee, eligible individuals are only entitled to one (1) Queensland Government subsidised training place in a funded Certificate III qualification, and that I will exhaust my entitlement by completing one (1) Certificate III or above qualification.
<input type="checkbox"/>	I understand that a requirement of accessing this subsidy is that I complete a Training and Employment Survey within three (3) months of completion or withdrawal from this course.
<input type="checkbox"/>	I am aware of/have been provided with the Student Contribution Fee for enrolment into this course
<input type="checkbox"/>	I have been provided with the TAFE Queensland Refund Policy, or am aware it can be accessed on the TAFE Queensland South West's website.

<b>Full Name</b>			
<b>Signature</b>		<b>Date</b>	

<b>FURTHER INFORMATION</b>
For Further Information regarding the Certificate 3 Guarantee, and Year 12 Fee-Free Training (including the list of High Priority Qualifications), please visit the Training Queensland Website <a href="http://www.training.qld.gov.au/individuals/subsidised-training-incentives/certificate3/index.html">http://www.training.qld.gov.au/individuals/subsidised-training-incentives/certificate3/index.html</a> . The Student Fact Sheet available on this site provides valuable information.

<b>OFFICE USE ONLY</b>	Yes	No	N/A
Evidence has been provided and attached to meet all eligibility requirements	<input type="checkbox"/>	<input type="checkbox"/>	
If the student completed a Certificate III or higher level qualification at school, evidence provided of the qualification issued along with the student's Queensland Certificate of Education or School Graduation Certificate including ALL the units of competency and any other information that will show that the qualification was completed whilst at school. The students units and completion date MUST be the same year they attended school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Department's Apprentice Information Self Service (AISS) system has been checked to confirm the prospective participant does not hold and is not enrolled in a post-school AQF Certificate III qualification or higher – <b>Print out must be attached</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the prospective participant has studied with TAFE Queensland previously, their Academic Transcript has been checked to confirm the participant does not hold, and is not enrolled in a post-school AQF Certificate III qualification or higher with TAFE Queensland	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential Credit Transfers have been identified and referred to the appropriate teacher for consideration and submission (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As far as can be reasonably determined, the participant meets all eligibility requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Full Name</b>			
<b>Signature</b>		<b>Date</b>	