

# Participation Eligibility and Confirmation Higher Level Skills



South West Region

The Higher Level Skills program is a key initiative under the Queensland Government's five (5) year training reform action plan, [Great skills. Real opportunities.](#) The program provides a government subsidy to support eligible individuals to access one subsidised training place in selected Certificate IV level and above qualifications, or priority skill sets.

Please complete this form and provide the applicable evidence so we can determine your eligibility for a Higher Level Skills 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 Higher Level Skills Funding, 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 Higher Level Skills subsidy. A 'Time to Pay' arrangement, or Student FEE-HELP 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 and Blue Medicare Card – color copy required as per PQS Evidence Guide	<input type="checkbox"/>
		Certificate of Evidence of Residence Status (CERS)	<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, QLD 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 IV or higher level qualification. This does not include qualifications completed while at secondary school</b>	If the student completed a Certificate IV 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"/>	<b>You do not hold or are not currently undertaking a funded Skill Set which was/is funded under Higher Level Funding.</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>		
<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>		
<b>CONCESSION ELIGIBILITY - You might be eligible to receive a higher subsidy if you are also eligible for a concession</b>			
Eligibility Requirement		Evidence Supplied	
<input type="checkbox"/>	<b>You hold a Health Care 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"/>
		Department of Veterans' Affairs/Pensioner 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"/>	If a Diploma or Advanced Diploma on the Queensland Training Subsidies list has entry requirements that necessitate the completion of <b>specific</b> units or qualifications at Certificate IV level or higher, and you have completed a qualification to meet those entry requirements, you may still be eligible for Higher Level Skills funding, provided you did not access a Queensland Training Subsidy to complete the qualification/skill set. If this applies to you, and you meet all other eligibility criteria, please supply a letter or email from the RTO you undertook your training with, confirming you did not access a Queensland Training Subsidy. <i>Please contact us if you are unsure if this applies to the qualification/skill set you will be undertaking.</i>
	<b>AMP40415 Certificate IV in Meat Processing (Quality Assurance)</b> <input type="checkbox"/> Confirmation of Employment * <i>You must be an existing worker in the Meat Processing industry</i>
	<b>AMP40516 Certificate IV in Meat Processing (Meat Safety)</b> <input type="checkbox"/> Confirmation of Employment * <i>You must be an existing worker in the Meat Processing industry</i>
	<b>CPC40110 Certificate IV in Building and Construction (Building)</b> <input type="checkbox"/> Certified copy of trade qualification to be provided <i>You must also hold a trade qualification (Certificate III) in the Construction industry</i>
	<b>CPC40912 Certificate IV in Plumbing and Services</b> <input type="checkbox"/> Certified copy of trade qualification to be provided <i>You must hold a plumbing trade (Certificate III) qualification</i>
	<b>HLT40113 Certificate IV in Aboriginal and/or Torres Strait Islander Primary Health Care</b> <b>HLT50113 Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care</b> <i>You must identify as Aboriginal and/or Torres Strait Islander</i>
	<b>UEE40411 Certificate IV in Electrical – Instrumentation</b> <input type="checkbox"/> Certified copy of trade qualification to be provided <i>You must hold an electrical trade qualification (Certificate III) and may already hold a Certificate IV or higher level qualification within the electrical industry.</i>
<b>The following qualifications require you to be an existing worker in the Community/Health Services industry:</b>	
	<b>CHC42015 Certificate IV in Community Services</b> <input type="checkbox"/> Confirmation of Employment *
	<b>CHC62015 Advanced Diploma of Community Sector Management</b> <input type="checkbox"/> Confirmation of Employment *
	<b>CHC43115 Certificate IV in Disability</b> <input type="checkbox"/> Confirmation of Employment *
	<b>CHC52015 Diploma of Community Services</b> <input type="checkbox"/> Confirmation of Employment *
	<b>CHCSS00073 Case Management Skillset</b> <input type="checkbox"/> Confirmation of Employment *
<b>The following qualifications require you to be a new worker in the Community/Health Services industry:</b>	
	<b>CHCSS00081 Industry to Disability skill set</b> <input type="checkbox"/> Confirmation of Employment**

\* Existing Worker - You must be a current employee who has a one (1) month or more employment relationship with their employer and has actively fulfilled work duties for this period. The one (1) month working relationship could be full-time or on a part-time/casual employment equivalent basis. Existing workers have access to employee entitlements and therefore do not include volunteers. Registration with a Labour Hire Company does not satisfy the 'existing worker' requirement, unless at the commencement of the training the prospective student has been engaged in employment for a period of one month or more and is currently employed.

\*\* New Worker – people recently employed within the sector eg: have been employed within the last three (3) months or have been offered a position and are about to start it once they have completed the training.

Confirmation of Employment must be a letter/email from the employer (including company logo) stating student name, position held, job description and start date confirming Employment aligned to the qualification in the relevant industry at the time of enrolment, and employer contact details.

<b>CREDIT TRANSFERS</b>	<b>Yes</b>	<b>No</b>
Have you previously completed any accredited training (e.g. a unit of competency and/or a lower level qualification)?	<input type="checkbox"/>	<input type="checkbox"/>
Certificate / Statement of Attainment / Awards Elements List provided <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>	<input type="checkbox"/>	<input type="checkbox"/>

#### **FURTHER INFORMATION**

For Further Information regarding Higher Level Skills, please visit the Training Queensland Website:

<http://www.training.qld.gov.au/individuals/subsidised-training-incentives/higher-level-skills.html>

The Student Fact Sheet available on this site provides valuable information

#### **STUDENT DECLARATION**

<input type="checkbox"/>	I understand that under Higher Level Skills, eligible individuals are only entitled to one (1) Queensland Government subsidised training place in a funded Certificate IV or above qualification, and that I will exhaust my entitlement by completing one (1) Certificate IV 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 website.

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

OFFICE USE ONLY		Yes	No	N/A
Customer Service entered Employment Details in ISAS (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate level held to be noted in the appropriate section in ISAS (if applicable)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence has been provided and attached to meet all eligibility requirements		<input type="checkbox"/>	<input type="checkbox"/>	
If the student completed a Certificate IV 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 IV qualification or higher – <b>Print out must be attached</b>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Departments Apprentice Information Self Service (AISS) system has been checked to confirm the prospective participant has not previously completed any of the units being enrolled with another provider.		<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 IV qualification or higher with TAFE Queensland		<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 prospective participant has not previously completed any of the units being enrolled 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>		