

GUIDE FOR QUEENSLAND FUNDED STUDENTS

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PURPOSE

This guide provides additional information for students enrolled in Queensland Government subsidised training programs delivered by Nationwide Education ("the **RTO**").

The guide should be read together with the RTO's:

- Student Handbook; and
- relevant policies and procedures.

The RTO is approved as a Skills Assure Supplier (SAS) by Queensland's Department of Trade, Employment and Training (DTET) to deliver selected subsidised training programs to eligible students.

Queensland Government subsidised training programs are subject to eligibility, entitlement, participation, evidence, and funding requirements.

UNDERSTANDING QUEENSLAND FUNDING

Queensland Government subsidised training programs support eligible Queenslanders to gain nationally recognised skills and qualifications aligned with employment and workforce needs.

Funding availability, qualification eligibility, and student contribution arrangements are determined by DTET and may change from time to time.

CAREER START

Career Start provides individuals with the skills and support to start their career. The program provides training to help individuals find a job and supports those already employed to move into more skilled roles or full-time employment.

Career Start offers either:

- a general training pathway; or
- an employment-based apprenticeship or traineeship pathway.

What Training is Available?

Under Career Start (General Training Pathway), the Queensland Government may subsidise:

- Certificate I qualifications;
- Certificate II qualifications;
- Certificate III qualifications; and
- foundation skills training.

Subsidised qualifications are determined by DTET and listed on the Queensland Subsidised Training List (QSTL).

CAREER BOOST

Career Boost aims to take a person's career to the next level, enabling them to grow and apply their skills to existing or new job roles and to support productivity growth and workplace innovation.

Career Boost offers either:

- a general training pathway; or
- an employment-based apprenticeship or traineeship pathway.

What Training is Available?

Under Career Boost (General Training Pathway), the Queensland Government may subsidise:

- Certificate IV qualifications;
- Diploma qualifications;
- Advanced Diploma qualifications;
- selected skill sets; and
- qualifications aligned with workforce priorities.

Subsidised qualifications and skill sets are determined by DTET and listed on the Queensland Subsidised Training List (QSTL).

CAREER START AND CAREER BOOST (APPRENTICESHIPS AND TRAINEESHIPS PATHWAY)

For apprenticeships and traineeships, an individual must be employed as an apprentice or trainee. This pathway forms part of the Australian Apprenticeships system and requires all parties to sign an Apprenticeship and Traineeship Training Contract under the Further Education and Training Act 2014.

The employer must provide or arrange:

- adequate facilities;
- supervision;
- on-the-job training; and
- an appropriate range of work required by the Training Plan.

Types of Qualifications Subsidised

Eligible apprenticeship and traineeship qualifications are determined by DTET and published on the Queensland Subsidised Training List (QSTL).

SKILLING QUEENSLANDERS FOR WORK (SQW)

Skilling Queenslanders for Work (SQW) programs support eligible Queenslanders through training and support services to improve employment opportunities and workforce participation.

SQW programs may include:

- accredited training;
- employability skills;
- foundation skills;
- vocational pathway support; and
- work readiness activities.

Eligibility for Skilling Queenslanders for Work (SQW) programs is subject to DTET program requirements, approved project eligibility criteria and funding availability.

ELIGIBILITY REQUIREMENTS

CAREER START (GENERAL TRAINING PATHWAY)

To access a subsidised training place under Career Start, a student must:

- be aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- be an Australian citizen, or Australian permanent resident (including humanitarian entrant), or a temporary resident with the right visa and work permits on the pathway to permanent residency, or a New Zealand citizen;
- not already have a certificate III or higher qualification completed within the last 10 years (qualifications completed as a school student and foundation skills qualifications do not count); and
- not be enrolled in another qualification, even if it is on hold or deferred, whether funded by DTET or not (foundation skills qualifications do not count).

CAREER BOOST (GENERAL TRAINING PATHWAY)

To access a subsidised training place under Career Boost, a student must:

- be aged 15 years or older;
- not be a school student;
- permanently reside in Queensland;
- be an Australian citizen, Australian permanent resident (including humanitarian entrant), New Zealand citizen, or eligible temporary resident with the right visa and work permits on the pathway to permanent residency;
- not already have a certificate IV or higher qualification (including tertiary qualification) completed within the last 10 years (qualifications completed as a school student and foundation skills qualifications do not count); and
- not be enrolled in another qualification, even if it is on hold or deferred, whether funded by DTET or not.

Additional entry restrictions or exemptions may apply.

CAREER START AND CAREER BOOST (APPRENTICESHIPS AND TRAINEESHIPS PATHWAY)

To be eligible to receive government subsidised training, the apprentice or trainee must:

- have entered into a Training Contract for a qualification funded by DTET and be registered on DTET systems;
- if from overseas, hold a visa allowing them to work in Australia; and
- not have already completed two apprenticeship or traineeship qualifications within the last 10 years.

SKILLING QUEENSLANDERS FOR WORK (SQW)

Eligibility for SQW programs may vary depending on the approved project and DTET requirements.

Students may be required to:

- meet Queensland residency requirements;
- satisfy visa or citizenship requirements;
- demonstrate suitability for the program; and
- provide supporting documentation during enrolment.

VISA INFORMATION AND REQUIREMENTS

Temporary residents may be eligible where they hold the right visa and work permits on the pathway to permanent residency in accordance with DTET program requirements.

Students are required to provide evidence of visa status during enrolment.

Acceptable evidence may include:

- passport documentation;
- visa grant notifications;
- Department of Home Affairs correspondence;
- Medicare evidence; or
- other documents requested by the RTO.

FEES AND CHARGES

CAREER START (GENERAL TRAINING PATHWAY)

Student Co-Contribution Fee

Students enrolled in Certificate III qualifications and skill sets, and non-concessional students in lower-level qualifications, are required to contribute to the cost of training through a co-contribution fee.

The co-contribution fee:

- may be paid by an employer, family member, friend, or another organisation unrelated to the SAS;
- cannot be paid or waived by the SAS or a person connected to the SAS; and
- must represent the total cost to the student, including materials costs.

Fee Concessions

Concessional status may apply where a student:

- holds a current Health Care Card or Pensioner Concession Card issued under Commonwealth law;
- is the partner or dependant of a person who holds a Health Care Card or Pensioner Concession Card and is named on the card;
- identifies as Aboriginal or Torres Strait Islander;
- has a disability; or
- meets other approved DTET concession categories.

Students claiming concessional status must provide valid supporting evidence before enrolment.

CAREER BOOST (GENERAL TRAINING PATHWAY)

Student Contribution Fee

Students enrolled in Certificate IV or higher qualifications and approved skill sets are required to contribute to the cost of training through a co-contribution fee.

The fee:

- must be published on the SAS website;
- must represent total costs to the student;
- cannot be waived by the SAS; and
- cannot include additional post-enrolment material charges.

Fee Concessions

Concessional status may apply to eligible students enrolled under Career Boost (General Training Pathway).

A student may be eligible for concessional fees where they:

- hold a current Health Care Card or Pensioner Concession Card issued under Commonwealth law;
- are the partner or dependant of a concession card holder and are named on the card;
- identify as Aboriginal or Torres Strait Islander;
- have a disability; or
- meet other approved DTET concessional arrangements.

Students seeking concessional status must provide supporting evidence before enrolment.

CAREER START AND CAREER BOOST (APPRENTICESHIPS AND TRAINEESHIPS PATHWAY)

Student Contribution Fee

For apprenticeships and traineeships, the co-contribution fee is set at \$1.60 per nominal training hour for each unit of competency. Only DTET may adjust this fee amount.

Employers may pay the student contribution fee on behalf of the apprentice or trainee.

Partial Exemption

The SAS must charge only 40% of the standard fee where the apprentice or trainee:

- is under 17 years of age and not at school and has not completed Year 12;
- holds a Health Care Card, Veteran Card, or Pensioner Concession Card;
- is the partner or dependant of a concession card holder; or
- identifies as Aboriginal or Torres Strait Islander (First Nations people).

Full Exemption

Full fee exemptions may apply in limited circumstances approved under DTET funding arrangements.

Examples may include:

- school-based apprenticeships or traineeships;
- approved fee-free training initiatives;

- students experiencing serious financial hardship; or
- students enrolled under approved SQW fee exemption arrangements.

Supporting evidence may be required before exemptions are approved.

Free Apprenticeships

The Queensland Government may offer fee-free apprenticeship initiatives for eligible apprentices and trainees in approved qualifications and age categories.

Eligibility requirements and approved qualifications are determined by DTET and may change from time to time.

SKILLING QUEENSLANDERS FOR WORK (SQW)

Fees and charges may vary depending on the approved SQW project and funding arrangements.

REFUNDS

Refund requests are assessed in accordance with:

- the RTO's Fees, Charges and Refunds Policy;
- applicable DTET funding requirements; and
- Australian Consumer Law.

Approved refunds will generally be processed in accordance with the RTO's Fees, Charges and Refunds Policy.

CAREER START (GENERAL TRAINING PATHWAY)

Students enrolled under Career Start (General Training Pathway) may be eligible for:

- a full refund where the student withdraws prior to commencement;
- a full refund where the RTO cancels the course prior to commencement; or
- a partial refund where only some units of competency have commenced.

Refund calculations may consider:

- units commenced;
- training delivered;
- resources issued;
- administrative costs incurred; and
- applicable funding requirements.

Where training has commenced, refunds may be reduced or may not apply depending on the stage of enrolment and training delivery.

CAREER BOOST (GENERAL TRAINING PATHWAY)

Students enrolled under Career Boost (General Training Pathway) may be eligible for:

- a full refund prior to commencement;
- a partial refund where proportionate training has been delivered; or
- a refund where the RTO is unable to deliver the agreed services.

Refund assessments may consider:

- training delivered;
- resources issued;
- unit commencement status; and
- funding obligations.

Where fees relate to completed units of competency or completed assessment activities, refunds may not apply.

CAREER START AND CAREER BOOST (APPRENTICESHIPS AND TRAINEESHIPS PATHWAY)

For apprenticeships and traineeships:

- a full refund may apply where training has not commenced;
- a partial refund may apply where only some units of competency have commenced; and
- refunds will be assessed in accordance with DTET funding requirements and the RTO's Fees, Charges and Refunds Policy.

Refunds may not apply where:

- training and assessment activities have been completed;
- fees relate to completed units of competency; or
- the apprentice or trainee has withdrawn after significant training delivery.

SKILLING QUEENSLANDERS FOR WORK (SQW)

Fees and charges for Skilling Queenslanders for Work (SQW) programs are determined in accordance with approved project and funding arrangements.

Where no student contribution fees are collected, refund provisions may not apply.

Where applicable fees or charges have been paid, refunds will be assessed in accordance with:

- approved SQW funding requirements; and
- the RTO's Fees, Charges and Refunds Policy.

TRAINING

FACE-TO-FACE TRAINING

Training and assessment may be delivered at:

- approved training locations;
- workplaces;
- simulated workplace environments; or
- approved training facilities.

ONLINE AND BLENDED TRAINING

Some qualifications may include online, distance, or blended delivery components.

Students may be required to access:

- online learning systems;
- digital resources;
- electronic assessment systems; and

- communication platforms.

PRE-ENROLMENT ASSESSMENT (PEA)

The RTO conducts a Pre-Enrolment Assessment (PEA) process prior to enrolment which may include:

- LLND assessment activities;
- qualification suitability questionnaire;
- support needs review;
- vocational outcome discussions; and
- eligibility verification.

TRAINING PLANS

For apprenticeships and traineeships, the RTO is required to develop a Training Plan in consultation with the employer and apprentice or trainee.

The Training Plan outlines:

- units of competency;
- training arrangements;
- responsibilities;
- delivery schedules; and
- assessment arrangements.

TRAINING RECORD BOOK

Students undertaking apprenticeships or traineeships may be required to maintain a Training Record Book (TRB) throughout the duration of their training. The TRB is used to document workplace training activities, practical experience, formal/off-the-job training, and progression toward achieving the units of competency outlined in the Training Plan.

Purpose of the Training Record Book

The purpose of the TRB is to:

- record workplace tasks, learning activities, and practical experience completed during training;
- support communication between the student, employer, workplace supervisor, and the Supervising Registered Training Organisation (SRTTO);
- monitor progression toward competency achievement; and
- assist the RTO in reviewing workplace training and assessment progress.

How to Use the Training Record Book

Students are responsible for maintaining their TRB and ensuring it remains accurate and up to date throughout the apprenticeship or traineeship. Students may be required to record workplace activities, training tasks, and practical experience relevant to the qualification. Workplace supervisors and Trainer/Assessors may review and sign relevant sections to confirm workplace performance, progression toward competency achievement, and training progression.

The TRB must be made available during workplace visits, training sessions, or when requested by the RTO.

STUDENT PARTICIPATION REQUIREMENTS

Students are required to actively participate in training and assessment activities throughout their enrolment.

The RTO is required to retain evidence of participation and engagement in accordance with DTET funding requirements.

Failure to maintain participation or engagement may result in withdrawal from training.

EMPLOYER RESOURCE ASSESSMENT

For apprenticeships and traineeships, the RTO is required to assess employment arrangements and complete an Employer Resource Assessment to confirm the workplace can support the required training and assessment activities.

ON-THE-JOB VERIFICATION

Some apprenticeships and traineeships require on-the-job verification of workplace activities and practical skills completed in the workplace.

This may include:

- workplace observations;
- supervisor verification;
- practical demonstrations; and
- workplace evidence collection.

VOCATIONAL PLACEMENT

Some qualifications may include mandatory vocational placement or workplace learning requirements in accordance with training package requirements, assessment conditions, or DTET funding requirements.

The RTO is responsible for arranging vocational placement opportunities where required by the training product or funding requirements.

Before placement commences, the RTO may require students to:

- complete placement documentation and agreements;
- provide evidence of required licences, vaccinations, checks, or clearances;
- complete workplace inductions or mandatory training; and
- meet workplace health and safety requirements.

Students undertaking vocational placement must:

- actively participate in placement activities;
- comply with workplace policies, procedures, and professional standards;
- maintain appropriate behaviour and conduct in the workplace;
- complete required placement hours and documentation; and

- comply with workplace health and safety obligations.

The RTO may monitor student participation and progression throughout vocational placement activities in accordance with training package and funding requirements.

STUDENT OBLIGATIONS UNDER FUNDING

Students enrolled in Queensland Government subsidised training programs are required to:

- provide accurate information during enrolment;
- notify the RTO of changes to personal details;
- participate in training and assessment activities;
- provide required evidence and documentation;
- comply with funding conditions; and
- cooperate with surveys, audits, or verification activities where required.

Providing false or misleading information may affect funding eligibility or enrolment outcomes.