Queensland Government Funded Training Eligibility Guidelines

About the Certificate 3 Guarantee

The Certificate 3 Guarantee and Higher Level Skill Program is part of the Queensland Government’s VET Investment Plan.

The primary component of the Queensland Government’s Working Queensland jobs plan is ensuring Queenslanders in having access to quality training programs that deliver effective skills to meet employment and business demands. The Certificate 3 Guarantee and Higher Level Skill Program 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.

Sherwood Institute of Australia is a Pre-Qualified Supplier (PQS) approved to deliver subsidised training under the Certificate 3 Guarantee and Higher Level Skill Program.

<table>
<thead>
<tr>
<th>Sherwood Institute of Australia has been approved to deliver the following qualifications under the Certificate 3 Guarantee program:</th>
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<tbody>
<tr>
<td>Qualifications under the Certificate 3 Guarantee Program</td>
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<tr>
<td>CPP30411</td>
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<tr>
<td>CHC30113</td>
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<tr>
<td>FDF30111</td>
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<tr>
<td>Qualifications under the Higher Level Skill Program</td>
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<tr>
<td>CPC40110</td>
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<tr>
<td>SIT40416</td>
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These qualifications may be delivered at our QLD training facilities, online or at other appropriate venues for group bookings. Please note that not all courses are available at all locations.

Eligibility Criteria

To be eligible for the Certificate 3 Guarantee and Higher Level Skill Program, you must:

- Live in Queensland
- Be 15 years of age or older and no longer at school
- 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 currently undertaking a Certificate III, Certificate IV or higher level qualification. This does not include qualifications undertaken while at secondary school.

In addition to the above eligibility criteria for the Certificate 3 Guarantee and Higher Level Skill Program, applicants must meet the entry requirements for the course which they are applying for. These requirements are available on our website at [http://sherwood.edu.au/](http://sherwood.edu.au/).

If you wish to apply for this subsidy, you must be able to provide documentary evidence to show that you meet the eligibility criteria and entry requirements for the course. This will include completing an online LLN assessment prior to commencing the course.

Co- Contribution Fees

The Queensland Government subsidises the cost of undertaking an approved Qualification however all participants will be required to contribute a co-contribution fee.

The co-contribution fee must be paid directly to Sherwood Institute of Australia’s head office during the application process. This is a refundable fee and your application will not be approved until this payment is received. The current co-contribution fees can be found on our website [http://sherwood.edu.au/wp-content/uploads/updated/Statement-of-Fees.pdf](http://sherwood.edu.au/wp-content/uploads/updated/Statement-of-Fees.pdf).
TERMS AND CONDITIONS

Applications are subject to approval by Sherwood Institute of Australia's Admin Office. Submitting a completed application does not guarantee approval of funding.

1. Availability of funding is subject to change without notice at the discretion of the Queensland Government.

2. Applicants are only eligible to receive funding for one (1) Certificate III or Higher Level Skill Qualification.

3. Participants must provide additional information / feedback to Sherwood Institute of Australia after completing their training.

4. Student co-contribution fees must be paid to Sherwood Institute of Australia prior to applications being considered. These fees will be refunded for unsuccessful applications or credited in full towards another course with Sherwood Institute of Australia.

5. Student co-contribution fees may vary depending on the course.

6. Applicants who are registered Job Seekers should consult their Job Active Provider prior to submitting an application. Your Job Active Provider may be able to provide additional support services and/or pay the student co-contribution fees for eligible applicants.

7. Additional terms and conditions will be outlined on the application forms and are subject to change.

8. Participants are required to submit and pay for their own industry license applications (where applicable), these costs are not included in the student contribution fee or funding subsidy.

9. Students can only access the Certificate 3 Guarantee or Higher Level Skill Program through approved training providers (Pre-qualified Suppliers).

10. The amount of Subsidy provided will depend on the demand for skilled workers in the area of study.

PRIVACY STATEMENT

The Queensland Government allocates funding for participants to undertake qualifications under the Certificate 3 Guarantee and Higher Level Skill Program. Sherwood Institute of Australia has been approved to deliver training and assessment for qualifications which eligible participants will be entitled to commence under the Certificate 3 Guarantee and Higher Level Skill Program.

The personal information you provide will be collected and used by Sherwood Institute of Australia for the purposes of:

- assessing your eligibility for the Certificate 3 Guarantee Program;
- if you are eligible to participate in the Certificate 3 Guarantee Program, all aspects of enrolment, administration and delivery of the qualification; and
- advising your Job Active Provider and/or Employer (if applicable) of your participation and attendance in training.

Sherwood Institute of Australia may also collect and disclose your personal information to the Queensland Government Department of Education and Training (DET) and other Australian Government agencies for the purposes of:

- confirming your eligibility for participation in this program;
- informing DET that you have enrolled in an approved qualification;
- informing DET of your completion, non-completion or withdrawal from an approved qualification;
- reporting to DET's Ministers and other Members of Parliament on the Certificate 3 Guarantee Program;
- monitoring the service given by Sherwood Institute of Australia to you and your satisfaction with the Certificate 3 Guarantee Program; and
- DET may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.