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# **CERTIFICATE 3 GUARANTEE**

*Government Subsidised Training*

## Certificate 3 Guarantee - Instructions

This is Certificate 3 Guarantee – Instructions document provides an outline of the policies and procedures pertinent to applicants for Certificate 3 Guarantee funding with Asset Training Australia. The policies and procedures contained in this document are part of the overall quality framework that has been developed to ensure that students receive quality training and assessment services.

## Acknowledgements

Asset Training Australia would like to acknowledge the following external references used in the development of this resource:

- Pre-Qualified Supplier (PQS) Policy 2016 – 17, Department of Education and Training
- Pre-Qualified Supplier (PQS) Agreement 2016 – 17, Department of Education and Training
- Certificate 3 Guarantee Program Policy 2016 – 17, Department of Education and Training
- VET Quality Framework, Australian Skills Quality Authority
- Standards for RTO's 2015, Australian Skills Quality Authority

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## About the Certificate 3 Guarantee

The Certificate 3 Guarantee is part of the Queensland Government's VET Investment Plan.

A core element of the Queensland Government's Working Queensland jobs plan is ensuring Queenslanders have access to quality training programs that deliver effective skills to meet employment and business demands. 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.

Asset Training Australia is a Pre-Qualified Supplier (PQS) approved to deliver subsidised training under the Certificate 3 Guarantee program.

### Qualifications Available

Asset Training Australia has been approved to deliver the following qualifications under the Certificate 3 Guarantee program:

- Certificate III in Business
- Certificate III in Business Administration
- Certificate III in Customer Engagement
- Certificate III in Investigative Services
- Certificate III in Micro Business Operations
- Certificate III in Outdoor Recreation
- Certificate III in Security Operations (New Worker)
- Certificate III in Security Operations (Existing Worker)

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, 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 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 program, applicants must meet the entry requirements for the course which they are applying for. These requirements are available on our website or by requesting the pre-course information from one of our offices.

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 Asset Training Australia's head office during the application process. This is a non-refundable fee and your application will not be approved until this payment is received.

The current co-contribution fees can be found on <https://www.asset.edu.au/certificate-3-guarantee>.

## Language, Literacy and Numeracy Requirements

Anyone undertaking accredited training will need to meet the language, literacy and numeracy (LLN) entry requirements for the course. Each course has different standards based around the LLN skills required to perform the associated job role on completion of the course.

Asset Training Australia has partnered with LLN Robot, an innovative online LLN Assessment platform. Anyone enrolling in a Certificate III or higher qualification with ASSET will be required to complete this assessment prior to commencing their course. LLN Robot will generate a customised report that shows your individual skills mapped against the Australian Core Skills Framework; and if necessary it will generate customised support resources to help you improve your LLN skills before undertaking the training.

LLN Robot will also help to identify learning difficulties and provide our trainers with information about how they can assist you with your learning.

The Online LLN Assessment can be accessed at <https://asset.lln.training> or by visiting one of our offices.

## Support Services

Our goal is to ensure that all students develop the knowledge and skills needed to complete their course and achieve the desired employment outcome. In order to achieve this goal, we have a variety of support services available to students. These are outlined in our Student Handbook.



**The Student Handbook is available at  
all of our offices and on our website:**

**[www.asset.edu.au](http://www.asset.edu.au)**

## Application Process

### STEP 1 – CHOOSE YOUR COURSE

Review the Course Information to ensure that the course is appropriate for your needs. Information about our courses, entry requirements, the inclusions, outcomes, pathways, etc. can be found on our website or by contacting one of our QLD offices.



### STEP 2 – PREPARE YOUR APPLICATION

Collect the necessary evidence for your application; complete the Personal Details Form, Enrolment Form and Eligibility Declaration. Links to these documents can be found on <https://www.asset.edu.au/forms/C3G> or by contacting one of our QLD offices.



### STEP 3 – SUBMIT YOUR APPLICATION

You can submit your application and supporting documents online at <https://www.asset.edu.au/forms/C3G> or in person at one of our QLD offices. If you require assistance with submitting your application, you can contact your nearest office on 1300 731 602 or email [admin@asset.edu.au](mailto:admin@asset.edu.au).



### STEP 4 – COMPLETE THE ONLINE LLN ASSESSMENT

Complete the Online LLN Assessment at <https://asset.lln.training>. Ensure that the details you enter on the registration screen match the details on your Certificate 3 Guarantee Application. If you do not have access to a computer or require assistance you can complete the LLN Assessment at one of our offices anytime before your course starts.



### STEP 5 – PAY YOUR CO-CONTRIBUTION FEE

Once we receive your completed application, we will send you an invoice for your co-contribution fee. This can be paid by Debit/Credit Card, Bank Deposit, PayPal or in person (North Lakes and Brisbane City offices only). Payment must be received before your application is approved. Payment can be made by the applicant, Job Access Provider or Employer.



### STEP 6 – SIGN YOUR TRAINING PLAN

Once your application is approved, you will receive a training plan outlining all of the necessary details for your course. This training plan must be signed prior to commencing your course and returned to Asset Training Australia's head office or the local office where you will be attending your training.

## Completing the Online Application

**Certificate 3 Guarantee 2016-17**

Use this form to submit an application to Asset Training Australia for QLD Government funding to subsidise the cost of an approved Certificate III level qualification. Certificate 3 Guarantee is part of the QLD Government Annual VET Investment Plan 2016-17.

Do you meet the following eligibility criteria? \*

<input checked="" type="checkbox"/> 1. Aged 15 years or older
<input checked="" type="checkbox"/> 2. No longer at school <b>2</b>
<input checked="" type="checkbox"/> 3. Permanently reside in Queensland
<input checked="" type="checkbox"/> 4. Australian Citizen, Australian Permanent Resident (including humanitarian entrant), Temporary Resident (with necessary visa and work permits on the pathway to permanent residency), or a New Zealand Citizen
<input checked="" type="checkbox"/> 5. Not hold, and not be enrolled in, a Certificate III or higher level qualification (not including qualifications completed at school and foundation skills training)

**BEFORE YOU SUBMIT YOUR APPLICATION:** **1**

- [Read the Certificate 3 Guarantee Application Instructions](#)
- [Complete a Personal Details Form](#)
- [Complete an Enrolment Form](#)
- [Complete a Certificate 3 Guarantee Eligibility Declaration](#)

You will need to upload these completed documents with your application.

**3**

**1** Download and complete the relevant forms.

**2** Check and confirm each of the eligibility criteria.

**3** Select Next to continue.

**4** Enter your personal details and contact details.

**5** Enter your USI. If you do not have a USI, apply for one at [www.usi.gov.au](http://www.usi.gov.au)

**6** Select an option from the dropdown list regarding your concession status.

**7** Select your course from the dropdown list.

**8** Select the office where you wish to undertake your course.

**Certificate 3 Guarantee Application**

Name \*   Date of Birth \*  -  -

First Name Last Name Day Month Year

Previous Names (if applicable)  **4**

Phone Number \*  -  E-mail \*

Area Code Phone Number

USI \*  **5** Concession \*  **6**

Select Course \*  **7**

Select Location \*  **8**

Upload evidence to support your application below.

Personal Details Form	Enrolment Form
C3G Eligibility Declaration	Photo ID
Proof of Citizenship	Proof of QLD Residence
Concession Card (if applicable)	Other Qualifications (if applicable)

9

Additional Evidence (Asset Training Australia Staff only)

AISS Check	LLN Assessment
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10

12

Submit

Clear Form

Print Form

11

9

Upload your evidence for each of these criteria. Max. upload size 10MB per item.

10

This section is for Asset Training Australia staff only.

11

Print a copy of the application for your records.

12

Submit your application.



**Thank You!**

Your submission has been received.








You should receive an automatic response email within 24 hours to confirm that your application has been received. If you do not receive this email please check your junk email folder. If you have still not received the email please contact Asset Training Australia on 1300 731 602 to confirm that your application was received by us.






## Acceptable forms of Evidence

In order to process your application, we require evidence to be submitted against each of the eligibility criteria. The following list is a guide for evidence that can be provided.

Note: Some documents may meet the requirements for more than one of the criteria. If that is the case, please upload the document against each section. You may also submit more than one form of evidence for each criteria.

Identification type	As evidence of	Sample
Queensland Drivers Licence	Date of birth and/or Queensland residency (if back of licence, showing address, is captured).	
18+ Card	Date of birth.	
Heavy Vehicle or Marine Licence	Date of birth and/or Queensland residency (if back of licence, showing address, is captured).	
Pensioner Concession card	Eligibility for concession and Queensland residency (if showing QLD address).	
Health Care Card <i>Different classes include:</i> <i>Ex-Carer Allowance (Child)</i> <i>Foster Child</i> <i>Low Income</i>	Eligibility for concession. Queensland residency (if showing QLD address).	
Commonwealth Seniors Health Card	Eligibility for concession. Queensland residency (if showing QLD address).	
Medicare Card	A green Medicare card is sufficient evidence of Australian Permanent Residency.  A blue interim Medicare card may address eligibility requirements for students claiming temporary residency status if accompanied by the necessary Department of Immigration documentation, visa and work permits on the pathway to permanent residency.  A yellow Reciprocal Health Care card does not address eligibility requirements.	

Australian Passport	Australian citizenship.	 <p>A sample of an Australian passport with red lines pointing to various fields: Country of passport (AUSTRALIA), Passport number (MCF1832), Family name (JANE), Given names (include ALL) (JANE), Nationality (AUSTRALIAN), Date of birth (07 JUN 1979), Date of issue (23 DEC 2008), Passport expiry (23 DEC 2018), Issuing authority (MELBOURNE), and Issue authority (JANE JANE).</p>
Australian Citizenship Certificate	Australian citizenship.	 <p>A sample of an Australian Citizenship Certificate featuring the coat of arms of Australia and the text 'Certificate of Australian Citizenship'.</p>
Australian Birth Certificate	Australian citizenship and date of birth.	 <p>A sample of an Australian Birth Certificate with a large 'SAMPLE' watermark across the center.</p>
Certificate of Evidence of Residence Status (CERS)	Australian Permanent Residency.	
Certificate of Status for New Zealand Citizens in Australia (CSNZA)	New Zealand Citizenship.	

**Additional examples of evidence to support Queensland residency**

Queensland residential address documents	<ul style="list-style-type: none"> <li>• Australian Electoral Commission document (e.g. acknowledgement of electoral enrolment letter or electoral enrolment card).</li> <li>• Contract of property purchase, lease/rental document, mortgage/land ownership certificate.</li> <li>• Electricity, gas or telephone account.</li> <li>• Queensland local government rates notice.</li> <li>• Queensland vehicle registration certificate.</li> <li>• Queensland Driver Licence or Vehicle registration renewal notice.</li> <li>• Bank Statement issued within the last 6 months.</li> <li>• Official letter from Centrelink or the Department of Human Services.</li> <li>• Australia Taxation Office assessment/Tax-file number confirmation notice.</li> </ul>
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### Eligibility requirements evidence guide – Checklist (items 1-7 only)

Item Number	1	2	3	4	5	6	7	8
Category	Date of birth	Queensland residency	Australian citizenship	New Zealand citizenship	Australian permanent residency*	Australian temporary residency	Concession eligibility	Fee-free training for Year 12 graduates
Mandatory requirement for evidence	YES	YES	YES, for ONE of these categories			*	YES, if claimed	YES, if claimed
<b>EVIDENCE LIST</b>								
Driver's Licence	✓	✓✓						
18+ Card	✓							
Heavy Vehicle or Marine Licence	✓	✓✓						
Birth Certificate or Birth extract	✓		✓✓✓	✓✓✓				
Australian, New Zealand or Inter-national Passport	✓		✓✓✓	✓✓✓				
Certificate of Evidence of Residence Status (CERS)					✓			
Certificate of Evidence of New Zealand Citizens in Australia (CSNZA)				✓				
Dept of Veterans' Affairs/ Pensioner Concession Card		✓✓					✓	
Health Care Card		✓✓					✓	
Commonwealth Seniors Health Card		✓✓					✓	
Medicare Card (green only)			✓	✓	✓	✓		
Blue Medicare Card						✓✓✓✓		
Senior Statement or Statement of Results								✓

For EACH eligibility criterion that applies, the PQS must collect and retain AT LEAST ONE suitable piece of evidence.

★ Includes humanitarian permanent residency visas

Additional examples of evidence for Queensland residency are at Attachment 1.

#### Legend

✓	Suitable evidence.
✓✓	Must show a Queensland residential address if used as evidence of Queensland residency.
✓✓✓	Must be an Australian or New Zealand Birth Certificate, Birth Extract or Passport if used as evidence of Australian or New Zealand Citizenship.
✓✓✓✓	Subclass 201 and 202 Humanitarian visa holders, with visa and work permits and commencement of application for permanent residency.

This table must be read in conjunction with the Eligibility Requirements section of this Guide.

## Terms and Conditions

Applications are subject to approval by Asset Training Australia's Head Office. Submitting a completed application does not guarantee approval of funding. Training cannot commence until you have received written confirmation of your application being approved.

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 Qualification.
3. Participants must provide additional information / feedback to Asset Training Australia within three months of completing their qualification.
4. Student co-contribution fees must be paid to Asset Training Australia prior to applications being considered. These fees will be refunded for unsuccessful applications or credited in full towards another course with Asset Training Australia.
5. Student co-contribution fees may vary depending on the course location and delivery method.
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 licence 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 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.

Further information about Certificate 3 Guarantee is available at [www.training.qld.gov.au](http://www.training.qld.gov.au)

## Privacy Statement

The Queensland Government allocates funding for participants to undertake qualifications under the Certificate 3 Guarantee Program. Asset Training Australia has been approved to deliver training and assessment for qualifications which eligible participants will be entitled to undertake under the Certificate 3 Guarantee Program. The personal information you provide will be collected and used by Asset Training 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.

Asset Training 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 Asset Training Australia to you and your satisfaction with the Certificate 3 Guarantee Program; and
- DET generally administering the Certificate 3 Guarantee Program.

Asset Training Australia, DET may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.