

Higher Level Skills Applicant Declaration



This declaration is required to be submitted with all applications for enrolment using the Higher Level Skills subsidy. Applicants should read the following declaration carefully, initial beside each point and sign/date at the bottom. If you are unsure of anything, please contact your nearest Asset Training Australia office on 1300 731 602 or email admin@asset.edu.au. Applicants must meet ALL of these criteria and supply supporting evidence in order to receive approval for the funding subsidy.

	Initial
I understand that I am undertaking a course that is subsidised by the QLD Government Higher Level Skills program.	
I understand that I am only eligible to undertake <u>one</u> funded/subsidised qualification from the Higher Level Skills subsidy list.	
I have read and discussed the course information with staff at Asset Training Australia to ensure that this course meets my requirements. I am aware of the course entry requirements, duration, outline, outcomes and other relevant information.	
I understand that I must complete a Language, Literacy and Numeracy assessment prior to commencement of this course.	
I have access to Asset Training Australia's Student Handbook and am aware of the support services available if required.	
I understand that I must pay a co-contribution fee for this course.	
I currently live in Queensland.	
I am over 15 years of age and no longer at school.	
I am 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.	
I do not hold and am not currently enrolled in a Certificate IV or higher qualification (excluding qualifications undertaken while at secondary school).	
I am an owner, manager or employee of a small business in Queensland (for Certificate IV in Small Business Management); or an Existing Worker in a role related to the course (for other qualifications).	
I understand that I must complete a post-course survey within 3 months of completing or withdrawing from this course.	

It is an offence to make a false or misleading declaration. If necessary, Asset Training Australia may request a Statutory Declaration relating to specific clauses in this agreement where insufficient evidence has been supplied. By signing this declaration, you agree to the terms and conditions, and privacy statement.

Student Name	Student Signature	Date

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) Higher Level Skills 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 Higher Level Skills 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 Higher Level Skills is available at www.training.qld.gov.au

PRIVACY STATEMENT

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

- assessing your eligibility for the Higher Level Skills Program;
- if you are eligible to participate in the Higher Level Skills 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 Higher Level Skills Program;
- monitoring the service given by Asset Training Australia to you and your satisfaction with the Higher Level Skills Program; and
- DET generally administering the Higher Level Skills 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.