

Supplementary Handbook:

Queensland Certificate 3 Guarantee & Higher-Level Skills

The Australis College Student Handbook is applicable to all students and needs to be read in full.

This Supplementary Handbook provides additional information specific to the Queensland Certificate 3 Guarantee and Higher-Level Skills funding, to be read in conjunction with the Student Handbook.

Contents

Overview	2
Enrolment Information	2
Eligibility and Entry Criteria	2
Academic Suitability	3
Co-contribution Fees	3
Application	3
Enrolment	4
Your Obligations	4
Australis College Obligations	4
Course Progression	5
Withdrawals, Cancellations and Variations	5

Overview

To deliver courses under these programs, Registered Training Organisations (RTOs) must be a Pre-qualified Supplier with Queensland's 'Department of Employment, Small Business and Training' (DESBT).

Please refer to <https://www.australiscollege.edu.au/qld-government-subsidies/> for the qualifications and skill sets offered by Australis under these programs.

The **Certificate 3 Guarantee** provides eligible students with access to subsidised training for approved Certificate III qualifications.

Higher Level Skills provides eligible students with access to subsidised training for approved Certificate IV qualifications or priority skill sets. Some approved qualifications/skill sets under this program require you to be an existing worker or meet other eligibility criteria. Any restrictions are discussed at pre-enrolment and published on the course pages on our website.

Enrolment Information

To aid your enrolment decision please note the following information on our website:

- [Faculty and course information](#)
- [Queensland Funding Subsidy and Co-Contribution Fee Information](#)
- [Australis College Handbooks](#)
- [Policies and procedures](#) including:
 - Access and Equity.
 - Privacy.
 - Withdrawal, Cancellation and Variation.
 - Complaints, Grievances and Appeals.
 - Core Skills Assessment.
 - Enrolment.
 - Fees and Refunds.
 - Student Information Handling Procedure.
 - Student Code of Conduct.
 - Certification and Issuance.

Eligibility and Entry Criteria

To apply for these programs, you must meet the following criteria:

- Be an Australian Citizen, New Zealand Citizen or Permanent Resident.
- Permanently reside in Queensland.
- Be aged 15 years of age and above.
- No longer attending school.
- For the Certificate 3 Guarantee, you must **NOT** be currently enrolled in or have completed a Certificate 3 or higher-level qualification. This does not apply to certificate III level courses attained while at school.
- For the Higher-Level Skills program, you must **NOT** be currently be enrolled in, or have completed a Certificate IV or higher-level qualification. This does not include qualifications completed at school or foundation skills training.

IMPORTANT: Once you access funding under either of these models, you no longer qualify for any further subsidies under the same program. Please carefully consider your career and course options carefully before enrolling.

Our Course Consultants will guide you through the enrolment process and detail the evidence we are required to collect to confirm eligibility. For more details please refer to <https://www.australiscollege.edu.au/qld-government-subsidies/>.

Academic Suitability

During application your Course Consultant may request that you complete a government approved Literacy, Language and Numeracy (LLN) assessment named the 'Core Skills Profile for Adults' (CSPA).

These results from this will assist us in determining if the course you are interested in is suitable for your current learning needs. Where appropriate they may suggest modifications to your training and assessment or other courses or pathways for you to consider.

Co-contribution Fees

The funding does NOT necessarily fully cover the course tuition fees. You may be required to pay a co-contribution fee to the College, noting a third party or your employer may offer to pay these fees on your behalf.

The Co-contribution fee for each course Australis College offer under these programs is published at <https://www.australiscollege.edu.au/qld-government-subsidies/>.

Concessions to these co-contribution fees are available to students whom:

- Have a disability.
- Are Aboriginal or Torres Strait Islander.
- Are an Adult prisoner.
- Have completed Year 12 and enrol into a high priority course within 12 months of graduation within a calendar Year. *Note Australis does not presently offer courses associated with Fee-free training for Year 12 graduates.*

Should you wish to apply for a concession, you will need to provide evidence to support your concession status prior to enrolment. If evidence is unable to be supplied, the concession will be waived and co-contribution fees are payable.

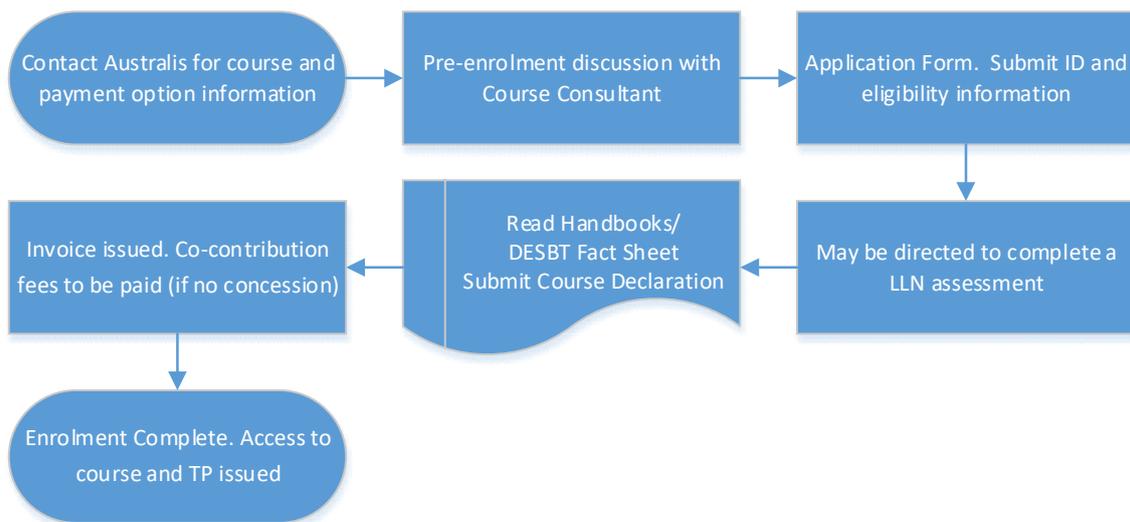
All other fees applicable to your enrolment are referred to in the Student Handbook.

Application

Course and application enquiries are handled by our Course Consultants. They will provide you with detailed information on the overall course as well as funding eligibility and academic suitability.

Application process:

1. Complete an Application Form.
2. Submit identification and any academic evidence specific to your circumstances. This includes evidence for any Credit Transfer or Recognition of Prior Learning. You may be asked to complete the LLN Assessment as well.
3. Read the relevant funding program information and Student Handbooks.
4. Read, acknowledge and submit the electronic Course Declaration you will be emailed.
5. Pay any applicable co-contribution fees if you are not eligible for the concession.
6. Once your enrolment has been processed, you will be emailed access details along with a Training Plan to sign and return.



Enrolment

Your Obligations

In addition to usual obligations detailed in the full Student Handbook, you will be required to:

- Pay co-contribution fees by the invoice due date.
- Contact your Faculty if you are unable to progress through units of competency within the timeframes specified in your training plan.
- Keep a record of your learning and assessment participation in the 'Queensland Funded Training Participation Logbook'. All activities such as Trainer contact, reading learning material, research, watching videos, engaging in online chats or forums is documented and then submitted to the faculty via iTRAIN every three months.
- Complete a training and employment outcome survey within three months of completing or withdrawing from the course. This will be issued from Student Services.

Australis College Obligations

Australis will inform Certificate 3 Guarantee and Higher-Level Skills students of:

- Course and funding eligibility and entry criteria.
- Your rights and responsibilities, terms and conditions, co-contribution fees and course details
- The study commitment and progression required to complete the course according to the training plan.

Australis is obligated to retain evidence of your training and assessment. We will provide you with:

- A training plan detailing the structure of the course, training and assessment methods. This is updated (at a minimum of every three months) according to your progression.
- A Participation Log for you to record all training and assessment activities and contact with the Faculty.
- Placement agreements and logbooks (where this is a requirement of the Training Package).

Course Progression

As you will receive Government support via these programs you are required to demonstrate genuine intent to progress through your course by:

- Accessing and completing the learning and assessment material.
- Participating in live chats and webinars.
- Recording training and assessment participation via the Training Participation Log.
- Fulfilling placement obligations (where this is a requirement of your course).

Withdrawals, Cancellations and Variations

Full details are provided in the Student Handbook.

In relation to a Queensland funding enrolment, you may withdraw from your course at any stage and for any reason, however refunds will not be processed for Certificate 3 Guarantee or Higher-Level Skills enrolments where training and assessment has commenced or learning and assessment resources have been accessed.

If you experience difficulties with any aspect of your course or face any issues that may impact your progression, please contact the Faculty straight away so options can be considered before you fall behind in your studies.

Should you choose to withdraw, a Withdrawal Form is available on our policy section of the website which you can complete and submit to student.services@australiscollege.edu.au. There is no fee to submit a withdrawal.