



STUDENT ACCESSING QUALIFICATIONS THROUGH QLD FUNDING

QLD Traineeships

TRAINEESHIP - CHC30113 Certificate III in Early Childhood Education and Care

TRAINEESHIP - CHC50213 Diploma of School Age Education and Care

TRAINEESHIP- CHC50113 Diploma of Early Childhood Education and Care

TRAINEESHIP – CHC30213 Certificate III in Education Support

TRAINEESHIP - BSB20115 Certificate II in Business

TRAINEESHIP - BSB30115 Certificate III in Business

Traineeships

Training is provided by flexible delivery. This means training will be delivered in a mode that best meets the individuals needs and includes a combination of: face-to-face one-one-one training sessions, online components where applicable and group classroom training sessions.

Courses are self-paced however there is a time limit when studying through a traineeship to complete assessment tasks. All dates will be agreed by all parties and documented in a training plan prior to commencement.

Access to an experienced trainer/assessor available to answer questions.

Directors, Nominated Supervisors and/or employers are supported and regularly updated throughout the traineeship on the progress of their trainee.

Training For Me has 6 year experience in Traineeships delivering Nationally Recognised Qualifications.

For Employers:

Owners/Directors contact their local Australian Apprenticeship Centre - Find your local centre at <http://www.australianapprenticeships.gov.au> to discuss the requirements of taking on a trainee and information on the financial incentives available.

- Visit the DET web site: <http://www.deta.qld.gov.au> for further information on traineeships and apprenticeships.
- Owners/Directors employ a trainee.
- A Training For Me Trainer will contact the centre to sign up a trainee, develop the training plan and provide learning materials.
- Training takes place both on and off the job. Trainees are issued with learning materials that provide them with all the information they require for self-study. Employers give trainees time off the floor each week to complete learning materials. A qualified child care worker

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from the service takes on the role as the trainee's Workplace Supervisor. The Workplace Supervisor provides support and advice to the trainee throughout the program.

- Training For Me provides support to the trainee and employer through regular visits to the workplace for training throughout the traineeship and via regular telephone communications.

ABOUT USER CHOICE TRAINING CONTRACTS

The Department of Education Training and Employment supports apprenticeships under the Vocational Education Training and Employment Act 2000. The Department is committed to improving education and care for children by assisting people to gain recognised qualifications, through the provision of the User Choice program.

The User Choice program requires the parties completing a training contract with an Australian Apprenticeship Centre to lodge a contract with Skills Queensland for registration. The State government pays Registered Training Organisations (RTOs) for training, with a nominal fee for training charged to the trainee/apprentice. An Australian traineeship or apprenticeship consists of a combination of training and paid employment, either under the National Training Wage or a workplace agreement. The Queensland User Choice program enables apprentices, trainees and their employers to select a preferred Registered Training Organisation (RTO) from a list of Pre-Qualified Suppliers for the delivery of accredited training to meet their specific needs.

The User Choice program also reflects the department's priority for supporting the creation of genuine new job opportunities, and for allowing young people the opportunity to make the transition from school to work. Further information about eligibility, rights, roles and requirements for employers, employees, parents and staff is available from the DETE web site: www.deta.qld.gov.au or by calling 1300 369 935.



CERTIFICATE 3 GUARANTEE PROGRAM – QLD ONLY

Program	<p>CHC30113 Certificate III in Early Childhood Education and Care (120 Practical hours)</p> <p>CHC30213 Certificate III in Education Support (100 Practical hours)</p> <p>BSB30115 Certificate III in Business</p>
Delivery method	<p>Training For Me will deliver this training via the flexible delivery mode. This means that the training will consist of workplace learning, distance study (reading of learning materials and submission of assessment tasks via email, e-learning portal or mail), compulsory participation in online and/or phone tutorials throughout the program and the completion of practical training.</p>
Eligibility	<p>To be eligible to receive a Government Contribution under the Certificate 3 Guarantee, prospective Participants must meet the following eligibility criteria:</p> <ul style="list-style-type: none"> - be a Queensland resident i.e. Australian citizen or Australian permanent resident residing in Queensland or New Zealand citizen permanently residing in Queensland. - 15 years of age or above and no longer at school and not hold or be currently undertaking a certificate III or higher level qualification. This does not include qualifications undertaken while at secondary school. - a participant can be unemployed, seeking work, or working on a full-time, part-time or casual basis, or self-employed - participants need to be employed in a registered service
Duration	<p>To be advised by Training For Me. The duration of the course is different for each person and should be discussed with a Training Co-ordinator. Please note: 120 hours of practicum experience is required to be completed.</p>
Cost	<p>The QLD government requires all registered training organisations to charge a student contribution fee towards the cost of their training.</p> <p>Non-concessional course fee: \$50 Concessional course fee: \$25 Year 12 school leaver: fee free</p> <p>Please note: Prices given are approximate. Exact cost depends on the electives chosen.</p>
Funding	<p>This funding is available from the QLD Government through the QLD Department of Education, Training and Employment.</p> <p>http://training.qld.gov.au/information/investing-in-skills/certificate3/</p>
Contact	<p>Training For Me-1800 222 336</p>



HIGHER LEVEL SKILLS PROGRAM – QUEENSLAND ONLY

CHC50113 Diploma of Early Childhood Education and Care (240 practical hours)

CHC50213 Diploma of School Age Education and Care (240 practical hours)

CHC40213 Certificate IV in Education Support (120 practical hours)

CHC40113 Certificate IV in School Age Education and Care (120 practical hours)

The Higher Level Skills Program is an initiative of the Queensland Government. The funding is for Queensland citizens to complete a Diploma level qualification to develop your career as a professional.

DELIVERY MODE

The Higher Level Skills Program is a self-paced program undertaken via flexible delivery and includes a combination of phone support, free on-line webinars, self-paced learning materials, practical training and RPL and workplace learning where applicable.

There are two components to the Diploma qualifications:

- On-the-job training – Practical learning in the workplace to gain skills and knowledge
- Off-the-job training – Formal training and assessment by Training For Me

Duration of the program will vary according to electives chosen and individual student skills, knowledge and experience. Training For Me will develop a training plan to suit your individual learning needs and time demands. Assessments will be a combination of written assignments, projects, observations on-the-job, oral questioning, practical demonstrations, third party reports as examples.

WHO CAN APPLY

To be eligible to receive Government funding under the Higher Level Skills Program, participants must meet the following eligibility criteria:

- 15 years of age or above and no longer at school
- a Queensland resident i.e. Australian citizen or Australian permanent resident residing in Queensland or New Zealand citizen permanently residing in Queensland.
- not hold or be currently undertaking a certificate IV or higher level qualification. This does not include qualifications undertaken while at secondary school
- can be unemployed, working full-time or part-time or on a casual basis, or be self-employed.

Note: All participants must undergo a criminal history check as stated by Education and Care Services National Law Act 2010, and be eligible for a Positive Notice 'Blue Card'.

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FEES

Non-concessional course fee: \$50

Concessional course fee: \$25

[Download the Higher Level Skills Flyer here.](#)

YEAR 12 SCHOOL LEAVERS - QUEENSLAND

Program	CHC30113 Certificate III in Early Childhood Education and Care
Delivery method	Training For Me will deliver this training via the flexible delivery mode. This means that the training will consist of distance study (reading of learning materials and submission of assessment tasks via email or mail), compulsory participation in online and/or phone tutorials throughout the program and the completion of practical training in an early childhood service (120 hours).
Eligibility	No matter where you live in QLD - rural, remote or metropolitan areas - you can become qualified to work in an early childhood service.
Duration	To be advised by Training For Me. The duration of the course is different for each person and should be discussed with the Training Coordinator. Please note: 120 hours of practicum experience is required to be completed at an early childhood service.
Cost	No fees. The QLD government, through the QLD Department of Education, Training and Employment, is funding 100% of the costs of this qualification.
Funding	This funding is available from the QLD Government through the QLD Department of Education, Training and Employment. http://www.training.qld.gov.au/information/investing-in-skills/fee-free/index.html

ALL Students are required to complete a student training and employment survey on completing or discontinuing the qualification.

Student Handbook

<https://az842883.vo.msecnd.net/t4mcdn/wp-content/uploads/2015/11/Student-Handbook-2.5.pdf>

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Student Contribution Fees

- Student Contribution Fees are a Participant's contribution to the cost of tuition.
- The PQS must detail its fees and charges policy, including full costs method of collection, refunds, and exemptions prior to enrolment and provide access to this written policy to Apprentices and Trainees.
- The PQS must retain evidence of fees collected as well as evidence of Participants who have been deemed as totally or partially exempt from the payment of Student Contribution Fees.
- Student Contribution Fees under the User Choice program in 2013 are set at \$1.60 per nominal hour for each Unit of Competency/Module to be calculated at the commencement of the Unit of Competency/Module. Student Contribution Fees are adjusted annually and all PQS will be informed by the Department of any changes to the Student Contribution Fees.
- The PQS must not charge Participants or their Parent more than the Student Contribution Fee amounts contained in this Policy except as required periodically by the Department.
- The PQS may only charge less than the Student Contribution Fee if in accordance with sections 2.6.2 or 2.6.3 of this Policy.
- When the Participant converts from a School-based Apprentice or Trainee to a full time or part time Apprenticeship or Traineeship the Participant must be charged the Student Contribution Fee for training and assessment for any Units of Competency not yet commenced.

Partial Exemption—Tuition Fees

- The PQS must charge 40 per cent of the Student Contribution Fee where the Participant falls into one or more of the following exemption categories:
- The Participant was or will be under 17 at the end of February in the year in which the PQS provides training, and the Participant is not at school and has not completed year 12;
- The Participant holds a health care card or pensioner card issued under Commonwealth law, or is the partner or a dependant of a person who holds a health care card or pensioner concession card, and is named on the card;
- The Participant issues the PQS with an official form under Commonwealth law confirming that the Participant, his or her partner or the person of whom the Participant is a dependant, is entitled to concessions under a health care card or pensioner concession card; or
- The Participant is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

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Full Exemption – Tuition Fees

The PQS may apply full exemption from the Student Contribution Fee where the Participant falls into one or more of the following exemption categories:

- Where payment of the student contribution fee would cause the Participant extreme financial hardship, then the PQS may exempt the Participant from these fees
 1. *The exemption process should be in place at the time of the Participant's enrolment.
 2. *For 2.6.3(a) of this Fees and Charges section, the PQS must have a reasonable internal process to manage an appeal from a Participant about the outcome of the Participant's application under financial hardship.

- Where the State, as represented by the Departmental officer responsible for the User Choice budget, advises in writing that fees are optional. On receipt of such advice, the PQS may exempt the Participant from the Student Contribution Fee. Any exemptions granted by the PQS do not create a liability for the Department. The PQS may not apply for reimbursement by the Department of fee revenue foregone. Refer to the User Choice 2010 – 2016

Qualification and Price List as published on the Department's training website (www.training.qld.gov.au/training-organisations/user-choice) for information on where fee exemptions are applicable. The PQS must apply full exemption from the Student Contribution Fee where the Participant falls into one or more of the following exemption categories:

- *Where credit transfer/national recognition has been applied to a Unit of Competency/Module.
- *Where the Participant is a School-based Apprentice or Trainee.



Student Declaration:

I confirm that I have been provided the following:

- Information in accessing qualifications through Queensland Funding;
- Fact sheet on the Cert 3 Guarantee
- Higher Level Skills Flyer
- Student Handbook with fees and charges policy
- Student contribution Fees under the User Choice Program
- Partial and Full Exemption of Tuition Fees
- Full cost, course delivery and Training Plan
- Refund policy

I agree that I will complete a student survey when asked to do so by Training For Me and submit it within the requested deadline.

NAME: _____

SIGNATURE; _____

DATE: _____