

CSQ FUNDING APPLICATION

Construction Skills Queensland (CSQ) is an independent industry funded body supporting employers, workers, apprentices and career seekers in the building and construction industry. CSQ short course subsidised training programs provide existing workers in the Queensland building and construction industry and those industry workers currently out of work or between jobs, with flexible solutions to update their skills and knowledge in specific and targeted areas. They provide opportunities to progress careers and move within the industry as well as enhance individual efficiency and business productivity.

- Applicants must satisfy entry requirements, as outlined within specific Course Information.
- Applicants must satisfy all eligibility criteria and supply supporting evidence, as outlined within application.
- Training must be successfully completed, in full by 30th Sep 2027.
- Record Keeping Notice: State on the form that records and evidence are retained by the RTO for 6 years post Program End Date (until 30 September 2033)

APPLICANT DETAILS			
Name:		Date of Birth:	
Address:			
Ph:	Mobile:	Email:	
Job Title:	☐ Employed	☐ Unemployed	
Are you undertaking an apprenticeship/traineeship? ☐ Yes ☐ No			
If YES, please specify qualification:			
Apprentices and Trainees are ineligible for CSQ Short Course funding under this program			
Driver Licence (Number):			
or			
Passport (Country and Number):			
USI:			
Type of Employment in Building and Construction Industry:			
Current/Previous Employer in the Building and Construction Industry:		Length of Service:	
Contact Name:		Contact Number:	
Current Q Leave Member? ☐ Yes ☐ No		Q Leave Membership No:	

2026/2027 CSQ SUBSIDISED COURSES – DAWSONS TRAINING

Applicant MUST tick relevant boxes to select the Program and Course Units being applied for.

☐ **001 SHORT COURSE PROGRAM – CIVIL SCC_2627 - 6323**

COURSE CODE	UNIT COURSE TITLE	AMOUNT FUNDED BY CSQ	GAP FEE OTHER	SELECT UNIT ✓
RIICOM301E	Communicate Information (G9)	\$280.00	\$70	☐
RIIRIS301E	Apply Risk Management Processes (G1)	\$280.00	\$70	☐
RIIHAN301E	Operate Elevating Work Platform (Under 11m)	\$330.00	\$0	☐
RIIWS202E	Enter And Work In Confined Spaces	\$280.00	\$0	☐
RIIWS204E	Work safely At Heights	\$280.00	\$0	☐

2026/2027 CSQ SUBSIDISED COURSES – DAWSONS TRAINING

Applicant MUST tick relevant boxes to select the Program and Course Units being applied for.

☐ **SHORT COURSES PROGRAM – BUILDING SCB_2627 6384**

COURSE CODE	UNIT COURSE TITLE	AMOUNT FUNDED BY CSQ	GAP FEE OTHER	SELECT UNIT ✓
MSMWS217	Gas Test Atmospheres	\$220	\$30.00	☐
TLILIC0005	Licence To Operate a Boom-Type Elevating Work Platform (Boom Length 11M or more)	\$660	\$190.00	☐
CPCCLDG3001	Licence to perform Dogging	\$1320.00	\$630.00	☐

Section 1 – Right to Work		
Please select one of the following:		Supporting evidence required:
I am an Australian or New Zealand Citizen or Permanent Resident	☐	<u>Please supply ONE of the following:</u> • Green Medicare Card (current) or MyGov Medicare snapshot. • Australian or New Zealand Passport (can be up to 6 months expired) • Australian or New Zealand full Birth Certificate or Extract (Commemorative birth certificate not accepted) • Australian Citizenship Certificate
I am a visa holder* with relevant permission to work and study, who has been working in the Queensland Building and Construction Industry for 6 months or more	☐	<u>Please supply ALL the following:</u> • Employer letter (must be on company letterhead, dated and signed by the employer with visa number included*) confirming: ○ the participant has the right to work in Australia and undertake study ○ the participant has been employed for 6 months or more • Copy of participant's visa documentation *Must be on the approved visa list for CSQ funding
Section 2 – Eligible Worker		
Please select one of the following:		Supporting evidence required:
I am employed and substantially engaged in the Queensland Building and Construction Industry	☐	<u>Please supply the following:</u> Including confirmation that the participant is substantially engaged in the industry, with detail of role & duties: • Letter from the employer
I am self-employed and substantially engaged in the Queensland Building and Construction Industry	☐	<u>Please supply ONE of the following:</u> • ABN/ACN Certificate of Registration showing ownership and invoices for recent work in the industry (Download from ABN Lookup or other ASIC docs NOT valid) • Statutory Declaration providing details of business registration and recent work in the industry
I am unemployed for less than 6 months from a role which would meet the employed and substantially engaged requirements of an eligible worker	☐	<u>Please supply the following:</u> Including confirmation that the participant was substantially engaged in the industry, including detail of role & duties: • Letter from former employer or Statutory Declaration outlining prior employment

Section 3 – Ineligible Conditions

If any of these statements apply, you are NOT eligible for funding through Construction Skills Queensland	I am an employee of an Authority (employees who meet the 'Eligible Worker' criteria of Local Councils are acceptable)	☐ I confirm none of the ineligibility items listed apply to me
	I am currently enrolled and participating in a Queensland secondary school program	
	I am contracted as a trainer/ assessor or an existing worker of an RTO	
	I have already completed the same or superseded unit/qualification (with the exception of CSQ approved refresher courses)	
	I am receiving funding from an Authority or other source for delivery of the same training being undertaken as part of this Program (except BERT or other funding to cover gap fees)	
	I am seeking a verification of competency	
	I am under the age of 15	
	I am undertaking in an apprenticeship / Traineeship	

Section 4 – Participant Disclaimer

I understand funding is only available when deemed competent in the unit of competency, and does not cover reassessments	☐ I agree to each of the listed conditions
I will supply the requested evidence to prove my eligibility for CSQ funding	
I am aware that if any information is found to be false or competency is not achieved, that I may be required to return the funds	
I give consent for CSQ to contact me for the purpose of, but not limited to reviews, conducting destination surveys, and advertising of CSQ products and services (whether current or future)	
I authorise 'On the Job Training' to contact my employer to validate the above information	
I understand that paying the co-contribution fee is part of the eligibility criteria for CSQ funding	

Section 5 – Maximum funding declaration and disclaimer

I understand the following with regards to CSQ short course funding during the current program period (1 Oct 2026 – 30th Sep 2027): - I am allowed a maximum of 8 funded Units of Competency, including no more than 3 HRW Licenses (excluding Asbestos Units of Competency) and no more than 3 MPO units - The funding is inclusive of all training conducted and claimed by any approved CSQ Provider - I must disclose all CSQ funded units accessed during this program period to 'On the Job Training' before applying - I accept that the dates of the current program period stated above are subject to change and be extended at any time by directive of Construction Skills Queensland	☐ I agree to each of the listed conditions
I acknowledge that should I exceed the maximum number of funded training units of competency then <u>I will be liable for the full fee incurred</u> for training of all extra units of competency above the maximum allowed.	

Signature:		Date:	
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APPENDIX 2 – Sample Employer Letter

***MUST be submitted on Company Letterhead
and all areas written in highlighted italics completed***

[DATE]

Dawson Training
50 Greenbank Road
Stratford QLD 4870

Re: Construction Skills Queensland (CSQ) Funding Application – Employer Confirmation Letter

This letter is to confirm that ***[PARTICIPANT NAME]*** is currently employed by ***[COMPANY NAME]*** and commenced employment on the ***[DATE]***. The position that this employee holds within our company is ***[POSITION TITLE]*** and is in ***[YEAR of APPRENTICESHIP of QUALIFICATION- if applicable]***.

Daily Duties & Tasks Performed:

[PARTICIPANT NAME] is actively involved in ***[for example: direct building and civil construction activities in Queensland. Their main daily hands-on duties include:]***

- ***[Describe specific trade or hands-on tasks, e.g., wall framing, installing wiring, operating 5-ton excavator, laying bricks, applying waterproofing, plasterboard fitting]***
- ***[Describe specific tools, machinery, or technical trade procedures used day-to-day]***
- ***[Describe specific construction tasks completed, e.g., site preparation, slab preparation, commercial fit-outs, rough-ins]***

Current Worksites / Active Projects:

The employee is currently performing building and construction work at the following active site(s):

- ***Project Name / Site Address: [INSERT CURRENT STREET ADDRESS & PROJECT TYPE, e.g., 123 Main St, Cairns - Residential Build]***

Should you require any further details regarding this employment confirmation, please contact me directly on ***[PHONE NUMBER]*** or via email at ***[EMAIL ADDRESS]***.

Sincerely

[Insert Signature]

[EMPLOYEE REPRESENTATIVE]

[POSITION TITLE]

[EMAIL ADDRESS]