

Certificate 3 Guarantee Eligibility Checklist

Participant First Name: _____

Participant Surname: _____

D.O.B: ___ / ___ / ___

Qualification/Course Code (circle one): CHC30113 / BSB30412 / CHC30212

As a condition of the Certificate 3 Guarantee funded program, the Department requires the RTO to obtain from each Participant, prior to processing enrolment on our data base, evidence of eligibility.

As per Contract Connector - Issue 25 received from DETE January 2014, suitable evidence is outlined below.

- ✓ **Collect all of required evidence listed below and fax to office with enrolment paperwork. Trainers must ensure that they sign each copy of evidence, stating they sighted original document. DO NOT forget to have the student complete the declaration.**
- ✓ **Retain on student file.**
- ✓ **N.B. In some cases one piece of evidence may satisfy two criteria – example Passport**

Part A – Evidence of Queensland Residency

Collect and retain on file a copy of ONE of the following:

- Letter or statement from a utility company, financial or government institution with participant name and QLD address
- QLD Driver's License
- Australian or NZ passport showing residency in QLD
- 18+ Card
- A permanent visa or formal communication from the Department of Immigration showing approval of a permanent visa subclass

Part B – Evidence of Citizenship

Collect and retain on file a copy of ONE of the following:

- Birth Certificate
- Medicare Card
- Australian or NZ passport
- A permanent visa or formal communication from the Department of Immigration showing approval of a permanent visa subclass

Part C – Evidence of No Prior Qualifications

Collect and retain on file a copy of ALL of the following:

- COMPULSORY - Apprentice Information Self Service (AISS) Check (TLC office requires DOB and full name to conduct search). A copy of results will be printed for student file.
- Current Resume
- If referred by JSA, request the client manager to send an email stating that according to their records the job seeker has no prior qualifications.

Part D - Evidence of Concession:

Collect and retain on file a copy of the following:

- Health Care or Concession Card

Participant Declaration:

I _____ (participant) declare that I understand the Certificate 3 Guarantee funding is conditional on participants meeting eligibility criteria. I acknowledge that TLC Training Solutions have advised me of my obligations to provide evidence of eligibility and as a result I have provided all documents as requested. I have not withheld any information pertaining to prior qualifications and have disclosed all prior training completed in my application. I also declare that I am not currently enrolled in a course of study that is at a Certificate III level or higher with any registered training organisation nor am I still attending secondary school.

Signed: _____

Date: ___/___/___