



## CERTIFICATE 3 GUARANTEE & HIGHER LEVEL SKILLS

The Certificate 3 Guarantee and Higher Level Skills programs are key initiatives under the Queensland Government's five-year training reform action plan, *Great skills Real opportunities*.

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career. Foundation skills and lower-level vocational qualifications may also be delivered based on the learning needs of the student or identified job outcomes. The program also supports Queensland's Year 12 graduates to transition to employment by providing fee-free training in high-priority qualifications.

A certificate III is the first level of post-school qualification shown to have a significant impact on a person's employment and earnings. It is also the level of qualification usually required to get a job in industries like aged care, child care, hospitality, small business management and automotive technology.

The Higher Level Skills aims to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university.

### Qualifications:

Qualifications subsidised under the **Certificate 3 Guarantee** program offered by NECT

- **AUR20412 Certificate II in Automotive Electrical Technology**
- **AUR20512 Certificate II in Automotive Servicing Technology**
- **AUR20712 Certificate II in Automotive Vocational Preparation**
- **CHC30113 Certificate III in Early Childhood Education and Care**
- **CHC30212 Certificate III in Aged Care**
- **BSB30112 Certificate III in Business**
- **BSB30412 Certificate III in Business Administration**
- **SIT30713 Certificate III in Hospitality**
- **10362NAT Certificate I in Spoken and Written English** (foundation skill)

Qualifications subsidised under the **Higher Level Skills** program offered by NECT

- **SIT50313 Diploma of Hospitality**
- **TLI41810 Certificate IV in Warehousing Operations** (student must be an existing worker in the Warehousing industry)
- **BSB40407 Certificate IV in Small Business Management** (Student must be the owner, manager or employee of a small business in Queensland)

### To be eligible you must:

- not hold or be currently undertaking a certificate III or higher level qualification (this does not include qualifications completed at school and foundation skills training);
- be aged 15 years or above, and no longer at school (with the exception of VET in School (VETiS) students)
- be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and on the pathway to permanent residency.

Together with the eligibility requirement for funding, student will need to satisfy standard entry requirements for the course of study.



**Important Note:** As you can only access the Certificate 3 Guarantee or Higher Level Skills subsidy once, it is important you choose the right course for you to take full advantage of this opportunity. Make sure that you take the time to consider and compare your training options and costs, before signing an enrolment form or committing to a course of study which will use up your entitlement.





## Co-contribution Fees

Although the majority of the training costs are subsidised by the Queensland Government, there is an amount of essential costs that students will need to contribute towards their training. These are known as "Co-contribution Fee". Co-contribution Fee include tuition fees, services fees, materials fees and all other costs associated with delivering the training and awarding your qualification. These are outlined below:

**CHC30113 and CHC30212:** Co-contribution fee is **\$99** per qualification for both concessional and non-concessional participants

All other qualifications:

- **Non-Concession: \$15** per unit of competency
- **Concession\*: \$10** per unit of competency

\* Concessional student status applies when:

- the student holds a Health Care concession card or Pensioner concession card issued under Commonwealth law, or is the partner or a dependant of a person who holds a health care concession card or pensioner concession card, and is named on the card
- the student provides the PQS with an official form under Commonwealth law confirming that the student, his or her partner, or the person of whom the student is a dependant, is entitled to concessions under a health care or pensioner concession card
- the student is an Aboriginal or Torres Strait Islander
- the student is a school student and is enrolled in a VETiS program (may include youth in detention)
- the student has a disability
- the student is an adult prisoner.

Students are required to make payment for Co-contribution fee for at least 2 units of competency at the start of their enrolment and pay the remaining co-contribution fee as soon as they finish each unit of competency.

Participants of the following categories are exempted from paying co-contribution fees: Community Learning participants, Queensland Year 12 graduates, VETiS students. Please contact us to confirm your eligibility.

**More information available at**

<http://www.training.qld.gov.au/resources/training-organisations/pdf/c3q-factsheet-student.pdf>

<http://www.training.qld.gov.au/resources/training-organisations/pdf/hls-factsheet-student.pdf>

## What you can expect from us...

- Relevant and up-to-date training resources
- Trainers with current industry knowledge
- Constant attention to your training needs
- Ongoing student services and supports available
- Nationally Recognised Qualification

## 4 steps to complete your program

### Step 1 Submit an Expression of Interest form

Submit it by email to [info@nect.qld.edu.au](mailto:info@nect.qld.edu.au) so we can assess your eligibility. You can download the form from

[http://www.nect.qld.edu.au/detail\\_forms.html](http://www.nect.qld.edu.au/detail_forms.html)

### Step 2 Attend a sign up meeting

Meet with one of our Business Development Consultants to determine how, when and where training will occur. They will also explain everything you need to know about the course requirements, funding and Co-contribution fees.

### Step 3 Start your training

Whether its face to face, at your workplace or via recognition of prior learning, your trainer will be there to assist you and guide you towards the end of your program. We will also help you find a vocational placement which will give you a great opportunity to obtain practical experience and grow your network.

### Step 4 Complete your training

Upon completion of your Nationally Recognised Qualification, you will be granted a Certificate and Statement of Attainment. If you have partially completed your qualification, you will only be granted a Statement of Attainment. Students are required to complete a student employment survey within 3 months of completing or discontinuing the qualification.

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