

HIGHER LEVEL SKILLS – Student Information Sheet

INTRODUCTION

The Higher Level Skills program provides a government subsidy to support eligible individuals to access subsidised training in selected Certificate IV or above qualifications and **priority skill sets**. The aim of this funding is to assist individuals to gain the higher level skills required to secure employment or career advancement in priority industries or transition to university to continue their study.

In accordance with our contract with the Queensland Department of Employment, Small Business and Training (DESBT). JB Hunter is approved to deliver the following Priority Skill Set under the Higher Level Skills funding.

- **ICTSS00062 ACMA Open Cabler Registration Skill Set**

It is important to note that you will no longer be eligible for a government subsidised training place under a program once you have completed a Certificate IV or higher qualification.

WHO IS ELIGIBLE TO RECEIVE TRAINING?

To be eligible for the Higher Level Skills program, you must meet the following criteria:

- Be fifteen (15) years or over?
- No longer at school?
- Permanently reside in Qld?
- Be an Australian citizen, Australian permanent resident (including humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen?
- Not hold and not be enrolled in a Certificate IV or higher-level qualification, not including qualifications completed at school and foundation skills training? and
- Be an existing worker in the Telecommunications industry?

ENROLMENT

Once eligibility has been determined you will receive an enrolment pack. It is important that you read all documents are read and understood. The enrolment pack will include:

- This Higher Level Skills Student Information Sheet providing information on eligibility, administration, fees and charges
- Higher Level Skills Student Acknowledgement form
- JB Hunter Registration form to complete
- Request to supply evidence of eligibility eg: photo ID, proof of residency, letter from employer confirming employment status in the Telecommunications industry etc
- A link to an LLN assessment which will need to be completed prior to the commencement of training
- Request to supply evidence to support concessional status if relevant
- A copy of the Student Handbook – also available on the website [Student Handbook](#)
- A copy of the Course Outline detailing the Units of Competency to be covered, the delivery modes used eg: mix of classroom and elearning, any prerequisite requirements etc

Note: In accordance with the requirements of this funded training, students are required to complete a student training and employment survey within three (3) months of completing or discontinuing the skill set.

STUDENT CONTRIBUTION FEE

JB Hunter (RTO ID 90277) is committed to the provision of a fair and equitable policy relating to the requirements around fees and charges, refunds and available exemptions. As per our contract with QLD DESBT, JB Hunter will charge a "Student Contribution Fee" for the Priority Skill Set identified above.

Student Contribution Fees are a student's contribution to the cost of their own training. Student Contribution Fees are charged in accordance with the Higher Level Skills Program Policy 2018 - 2019 and is calculated at the rate of \$8.00 for each unit of competency. Therefore, the Skill Set identified above which contains six (6) units of competency, the total Student Contribution fee would be $\$8 \times 6 = \mathbf{\$48.00}$ and is GST free.

CONCESSIONAL STUDENT STATUS

You may be eligible for Concessional student status if:

- You hold a Health Care or Pensioner Concession Card issued under Commonwealth law, or are the partner or a dependent of a person who holds a Health Care or Pensioner Concession Card and is named on the card;
- You can provide JB Hunter with an official form under Commonwealth law confirming you, your partner, or the person of whom you are a dependent, is entitled to concessions under a Health Care or Pensioner Concessions Card;
- You are an Aboriginal or Torres Strait Islander;
- You have a disability or
- You are an adult prisoner.

If you believe you are eligible for concessional student status, please supply supporting evidence at the **time of enrolment** to your student support officer.

Where concessional student status is established, a reduced Student Contribution fee of \$4.00 per unit of competency will apply. The full Student Contribution fee for the Higher Level Skill Set identified above would be $\$4 \times 6 = \mathbf{\$24.00}$

Once your enrolment pack has been completed and returned to JB Hunter, you will receive an invoice detailing your Student Contribution Fee. This fee may be paid by you or on behalf of the you by a third party unrelated to JB Hunter (such as your employer) but cannot be paid or waived by JB Hunter. Full payment is required prior to the commencement of training.

CANCELLATION, TRANSFER, NON-ATTENDANCE AND REFUND POLICY

JB Hunter reserves the right to cancel, postpone or re-schedule training courses due to low enrolment numbers or unforeseen circumstances. JB Hunter will offer a full refund or a transfer of registration, without additional charge, to the next available training course and will aim to ensure minimum disruption and inconvenience to students and customers alike.

Please note that you are allowed to transfer your training once before any fees apply if the request to transfer is made more than 24 hours before the commencement of training.

If you cancel your enrolment into the Skill Set identified above, or nominate to change to another SRTTO, you will be eligible for a 100% refund of Student Contribution Fees paid for training not undertaken if the cancellation is made in writing more than 24 hours prior to the commencement of training. If written notification is received within 24 hours of the commencement of the training, you may be eligible for a 50% refund of the Student Contribution Fee per unit of competency the enrolment relates to.

If you commence training in a unit of competency and withdraw before completion you may be eligible for a 20% refund of the Student Contribution Fee for the units in question.

Non-attendance with no written notification to JB Hunter will result in the forfeit of your Student Contribution fee in total.

Any refund is made as a lump sum within 28 days of cancellation provided the contribution fee has been paid in full.

ADDITIONAL CHARGES

JB Hunter DOES NOT CHARGE any additional fees associated with the Higher Level Skills training as they relate to any of the following:

- Enrolment fees
- Administration fees
- Credit card processing fees
- Account keeping and/or processing fees charged by external fee collection agency
- The provision of materials essential to achieving competence

For more information and to access the student factsheet, please click on the following link:

https://desbt.qld.gov.au/__data/assets/pdf_file/0026/7784/hls-student-factsheet.pdf

Should you have any questions or concerns relating to this program or any of its requirements please contact Student Support on 1800 672 933 for assistance.

Thank you again for choosing JB Hunter as your training partner.