

# Certificate 3 Guarantee – Student Information Sheet

## INTRODUCTION

The Certificate 3 Guarantee program supports eligible individuals to complete their first post school certificate III level qualification with the aim to increase their skills to move into employment, re- enter the workforce or advance their career.

Under the priority skills list, the Queensland Government provides a subsidy for a range of certificate III level vocational qualifications. JB Hunter, is a Skills Assure Supplier (SAS) and approved to deliver the following qualifications under the Certificate 3 Guarantee program:

- ICT30519 Certificate III in Telecommunications Technology
- ICT30419 Certificate III in Telecommunications Network Build and Operation

## ELIGIBILITY CRITERIA

To be eligible for a subsidised training contract you must:

- Be a permanent Queensland resident, and
- Be aged 15 years and over, and no longer at school (with the exception of VET in Schools students), and
- Be an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency, and
- Not hold, or be enrolled in, a certificate III level or higher qualification (not including qualifications completed at school and foundations skills training).

## ENROLMENT INTO CERTIFICATE 3 GUARANTEE TRAINING

Students wishing to enrol in a Certificate 3 Guarantee subsidised training program will be provided with the following information:

### Pre-enrolment Information:

- A course outline with important information about the training program including UOC's and durations
- The student handbook which includes information on your rights and responsibilities, Recognition of Prior Learning (RPL) and Credit Transfer (CT), Consumer Protection, Subcontractor information (if relevant), procedures if you want to defer or discontinue training and contact details for a range of support services
- Information on obtaining a USI
- This Student information sheet containing important information on eligibility, enrolment and the fees and charges that apply to this funding.

- An online JB Hunter Registration Form

### Proof of Eligibility

- Once eligibility is confirmed you will be required to provide proof of eligibility for our records.

*This table of acceptable evidence of eligibility will assist you:*

Eligibility	Acceptable Evidence
USI (Unique Student Identifier)	USI - validity checked with Office of USI Registrar. Refer to Appendix 1 if you need to apply for a USI.
Australian or New Zealand Citizenship	Australian/NZ Birth Certificate or Passport, Green Medicare Card or Naturalisation Certificate
Permanent resident or Humanitarian Visa Holder	One of the following must be sighted: <ul style="list-style-type: none"> <li>•Certificate of Evidence of Residency Status (CERS)</li> <li>•Passport</li> <li>•Humanitarian Visa</li> </ul> Or substantiate using the The Dept. of Immigration and Border Protection's Visa Entitlement Verification Online (VEVO)
Date of birth	Drivers Licence/QLD Photo Card
Proof of QLD residency	QLD Drivers Licence

Note: the table above is not exhaustive and should you require alternative ways of confirming your eligibility, please contact student support to discuss other options.

### RPL and Credit Transfer:

If you are applying for CT or RPL, please discuss with JB Hunter prior to enrolment if possible so that any student fees can be adjusted. You can still apply after enrolment and you may be entitled to a refund.

### Enrolment Completion

Once you have completed your registration you will then receive:

- Information on Skills Tracker to enable you to log your workplace activities
- LLN Robot information - the LLN assessment will need to be completed as part of the enrolment process

Once the enrolment process is complete you will receive an email from your nominated JB Hunter Student Support Officer who will be your support person for the duration of your training. They will work with you to develop your Training Plan and schedule your training.

## FEES AND CHARGES POLICY

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.

In accordance with our contract with the Queensland Department of Employment, Small Business and Training (DESBT) and the VET Investment Programs, JB Hunter will charge a "Student Contribution Fee" to eligible students participating in any of the following qualifications being delivered in Queensland (QLD) for which JB Hunter has SAS status:

- ICT30519 Certificate III in Telecommunications Technology
- ICT30419 Certificate III in Telecommunications Network Build and Operation

## STUDENT CONTRIBUTION FEE

Student Contribution Fees are a student's contribution to the cost of their own training. Student Contribution Fees are charged in accordance with the Certificate 3 Guarantee (C3G) Policy. This fee may be paid on behalf of the student by a third party but will not be paid for or waived by JB Hunter unless it meets the exceptions detailed in the C3G Program Policy.

JB Hunter will raise an invoice for the training based on the following rates. Invoice is payable prior to the commencement of training.

### NON-CONCESSIONAL

The Non-concessional Student Contribution Fee is calculated at \$2 per unit of competency. The total Non-concessional Student Contribution Fee for:

- ICT30519 Certificate III in Telecommunications Technology is \$32.00 (16 units at \$2 per unit)
- ICT30419 Certificate III in Telecommunications Network Build and Operation is \$28.00 (14 units at \$2 per unit)

### CONCESSIONAL

For eligible students, the Concessional Student Contribution Fee is calculated at 50c per unit of competency.

The total Concessional Student Contribution Fee for:

- ICT30519 Certificate III in Telecommunications Technology is \$8.00 (16 units at 50c per unit)
- ICT30419 Certificate III in Telecommunications Network Build and Operation is \$7.00 (14 units at 50c per unit)

## ELIGIBILITY FOR CONCESSION

You may be eligible for concessional status if any of the following apply:

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

Students will receive an invoice from JB Hunter detailing their Student Contribution Fee shortly after enrolment once their Training Plan has been developed and their electives have been chosen. Payment terms are 30 days or prior to commencement of training, whichever occurs sooner. Please note that the Student Contribution Fee can be paid on behalf of the student by their employer or another third party.

**Concessional status needs to be established and in place AT THE TIME OF THE ENROLMENT.** If you feel that you fall into one of the exemption categories as outlined above, please with your JB Hunter enrolment support person to discuss. You will at a minimum need to provide supporting documentation to verify your eligibility.

Examples of supporting evidence includes:

- Copy of birth certificate or current passport when needing to verify date of birth and citizenship
- When applying for concessional status, the following evidence will assist in establishing your eligibility
  - Either a photocopy of the current concession card which has your name listed and captures the cardholders signature or image captured from Centrelink digital wallet application
  - Copy of correspondence from Centrelink or Federal Department of Human Services which has your name on it outlining your entitlement to a Health Care Card or Pensioner Concession Care

## ADDITIONAL CHARGES

JB Hunter **DOES NOT CHARGE** students any additional fees associated with their training as they relate to any of the following:

- Enrolment fees
- Administration fees
- Credit card processing fees
- The provision of materials essential to achieving competence
- The development and supply of a training plan
- The completion of the LLN assessment

- The issuance of one (1) copy of the relevant AQF Testamur or Statement of Attainment to a student upon completion or withdrawal from their training. Please note however, that where a replacement certificate is required, an upfront fee of \$27.50 including GST will apply.

## REFUND POLICY

A student is identified as “Enrolled” when they complete the online registration process or, if manually enrolled, when the student signs the JB Hunter registration form. Students then have a cooling off period of ten (10) days during which they can cancel their training contract and receive a full refund of the Student Contribution Fees. For students to exercise their right to cancel their training contract in this time, they will need to put their request in writing to JB Hunter.

Where a student commences training during the cooling off period no refund of the Student Contribution Fee will apply. Once the cooling off period has passed, no refund applies if the student chooses to cancel their training contract, move to another SAS or has a change of circumstance.

Any refund is made as a lump sum to the student no more than 28 days after the relevant state cancellation paperwork has been completed, provided the contribution fee has been paid in full.