







## HIGHER LEVEL SKILLS PROGRAM APPLICATION FORM

### Higher Level Skills - Course selection

- CHC50113 Diploma of Early Childhood Education and Care
- CHC43015 Certificate IV in Ageing Support

### Student Co-Contribution Fees

Higher Level Skills Qualification	Course Duration	Co-Contribution Fee	
		Non-Concession	Concession
CHC50113 Diploma of Early Childhood Education and Care Total 28 Units	52 Weeks	\$56.00 \$2.00 per unit	\$28.00 \$1.00 per unit
CHC43015 Certificate IV in Ageing Support Total 18 Units	39 Weeks	\$36.00 \$2.00 per unit	\$18.00 \$1.00 per unit

### Fee information

- I understand I will be charged a per unit fee for this course as above unless I can provide a Statement of Attainment or Record of Results for a Credit
- I hold a valid Health Care or Pension Card

### Declaration

I understand that on completion of this course I will no longer be eligible for a subsidised training place under the Higher Level Skills Program.  
 I am not enrolled in or have deferred from a University course.  
 I declare that the information provided above is accurate and true.  
 I have been provided information on eligibility, fees, refunds, Higher Level Skills fact sheet, complaints and appeals, and course completion.

Student signature \_\_\_\_\_

Guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Authorised person \_\_\_\_\_

Signature \_\_\_\_\_

## HIGHER LEVEL SKILLS PROGRAM APPLICATION FORM

### Evidence for application

Please note that no application will be approved without this evidence.

#### Evidence of date of birth (please provide one of the below):

- Queensland Driver Licence / Heavy Vehicle Driver Licence / Marine Licence
- Adult Proof of Age Card
- Australian or New Zealand passport
- Australian or New Zealand birth certificate

#### Evidence of residency (QLD):

Any of the following:

- Queensland Driver Licence\* / Heavy Vehicle Driver Licence\* / Marine Licence\*
- Adult Proof of Age Card\*
- Health Care Card / Pensioner Concession Card / Commonwealth Seniors Health Card
- Contract of property purchase, lease / rental document, mortgage / land ownership certificate
- Electricity, gas, telephone account or bank statement issued within the last six (6) months
- Queensland local government rates notice
- Australian Electoral Commission document (e.g. acknowledgement of electoral enrolment letter or electoral enrolment card)
- Australian Taxation Office assessment / Tax-file number confirmation notice
- Official letter from Centrelink or the Australian Government Department of Human Services

\* If back of card, showing address

#### Evidence of Australian or New Zealand Citizenship or Australian Permanent Residency (please provide one of the below):

- Medicare card
- Australian or New Zealand passport
- Australian or New Zealand birth certificate
- Australian citizenship certificate
- Permanent visa or formal communication from the Department of Immigration and Border Protection showing approval of a permanent visa subclass

#### The following documents for concession:

- Health Care Card / Pensioner Concession Card / Commonwealth Seniors Health Card
- Senior Statement issued by the Queensland Curriculum and Assessment Authority

#### EXISTING WORKER

Existing worker means a current employee who has a one month or more employment relationship with their employer and has actively fulfilled work duties for this period. The one month working relationship could be full-time or on a part-time/casual employment equivalent basis. Existing workers have access to employee entitlements and therefore do not include volunteers. Registration with a Labour Hire Company does not satisfy the 'existing worker' requirement, unless at the commencement of the training the prospective student has been engaged in employment for a period of one month or more and is currently employed. The following document/s provide evidence for CHC43015 Certificate IV in Ageing Support.

- A letter or email from current employer on company letter head including ABN showing length of employment is longer than at least one month OR
- Pay slips for paid work indicating a one month or more relationship with this employer

## HIGHER LEVEL SKILLS PROGRAM INFORMATION

Imagine Education Australia welcomes your enquiry into the Higher Level Skills program, a key initiative under the Queensland Government's five-year training reform action plan, Great skills. Real opportunities. Below you will find valuable pre-enrolment information.

**STUDENT INFORMATION FACT SHEET** The below link is a valuable student fact sheet provided by the Queensland Government on their training website, explaining about the program:

<https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>

**REQUIRED DOCUMENTATION** Students will be required to provide evidence to be eligible under this program. This evidence is outlined in Appendix 2 of the Evidence Guide. Appendix 2 outlines approved identification types.

<https://training.qld.gov.au/site/providers/Documents/funded/certificate3/pqs-evidence-guide.pdf>

**FEES** All students who enrol under the Higher Level Skills program are required to pay a student contribution fee unless they have received credit for that unit by providing a Statement of Attainment or Records of Results. Funding is not currently available for these qualifications under Year 12 Fee Free. See below.

## CO-CONTRIBUTION FEE SCHEDULE

Courses Available	Course Duration	Co-contribution Fee		
		Non-concession	Concession	Year 12 Fee Free
<i>CHC50113 Diploma of Early Childhood Education and Care Total 28 Units</i>	<i>52 Weeks</i>	<i>\$56.00 \$2.00 per unit</i>	<i>\$28.00 \$1.00 per unit</i>	<i>N/A</i>
<i>CHC43015 Certificate IV in Ageing Support Total 18 Units</i>	<i>39 Weeks</i>	<i>\$36.00 \$2.00 per unit</i>	<i>\$18.00 \$1.00 per unit</i>	<i>N/A</i>

**REFUND FOR HIGHER LEVEL SKILLS STUDENTS ONLY** If a student cancels from their course prior to the completion of the course, they are eligible for a refund of the student contribution fee for any units you have not been commenced. This is calculated by adding all unit student contribution fees for any non-commenced units. To receive the refund, students are required to complete a Refund Application Form, which is located on the Imagine Education Australia website. All refunds are processed within 28 days of receipt of refund.

**COMPLAINTS** Imagine Education Australia has a Complaints and Appeals Policy. This is available on the Imagine Education Australia website and in the Student Handbook.

**ON COMPLETION** Students will be provided with a qualification and Record of Results on successful completion of the course. Students will no longer be eligible for a government-subsidised training place under the Higher Level Skills program once they have completed this qualification. If you do not complete the whole qualification, you will be provided with a Statement of Attainment. Students will be required to complete a short survey within 3 months of completing or discontinuing their course.