



Application

CSQ Short Courses and Higher Level Skills Program 2018-2019

The Short Courses – Civil & General and Higher Level Skills Program 2018/2019 are available due to funding allocated to OHSA by Construction Skills Queensland (CSQ).

These Short Courses Programs aim to provide up-skilling and cross skilling of workers within the Building and Construction Industry in Queensland. The Higher Level Skills Program is designed to help you gain new skills and knowledge. It provides you with access to training in a range of high level vocational qualifications and is the next step on your path to success.

If you would like to enrol into any of the Short courses (General or Civil) or Higher Level Skills (HLS) courses listed on OHSA's Website, please proceed as follows:

1. Complete an **OHSA Training Registration Request Form** nominating which courses you wish to apply for as well as possible dates of availability;
2. Review thoroughly the eligibility criteria outlined in this document – specifically the definitions of an Eligible Worker, an Existing Worker, an Unemployed Eligible Worker and most importantly the definition of what duties constitutes work in the Building and Construction Industry.
3. Complete the **Eligibility Declaration & Evidence Requirements Form** ensuring you have signed and dated the document as well as ticked that you can provide the supporting required evidence;
4. Have your employer complete the attached the **CSQ Proforma Letter** on company letter head, having filled in all the required highlighted fields **OR** provide a copy of your **letter of separation** or proof of **redundancy**;
5. Provide colour scans or photos of **Documentary Evidence** listed, please note that we require copies of the front and back of your Qld drivers licence should this be one of your pieces of evidence;
6. Once you have compiled your **CSQ Application** document, your **OHSA Training Registration Request**, your **Employer's Proforma Letter** and your two pieces of evidence, please forward to either info@ohsa.com.au or PO Box 336, Elanora Qld 4221

NOTE: The funding is limited so once all the funding has been allocated there will be no further allocation. Allocations will be awarded at OHSA's discretion.

Contact our office should you have any questions on **1300 647 200** or by emailing info@ohsa.com.au

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- / DEVELOPER OF UNIVERSITY WHS CURRICULUM
- / EXPERT WITNESS

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Application Form:

Eligibility Declaration and Evidence Requirements Form

To be accepted into this funded program you will need to provide the following upon course registration. If you are unable to provide ALL of this evidence, you will not be allowed to register into these CONSTRUCTION SHORT COURSES (CIVIL / GENERAL) & HIGHER LEVEL SKILLS TRAINING PROGRAMS 2018/2019.

Name:		
Address:		
Contact Phone / Email Address: Ph: Mob: Email:		
Driver's Licence (Number) / Passport (Country and Number):		
Medicare Card Number:		
Type of Employment in Building and Construction Industry:		
Name of Current Employer in the Building and Construction Industry:		
Have you provided us with a letter from your current Employer: <input type="checkbox"/> (PLEASE TICK) YES		
Item	Evidence to be provided upon course registration	Provided
(a)	MUST be: 1. an Existing Worker in the Building and Construction Industry (see definition provided in Appendix 1); and 2. an Eligible Worker (see definition provided in Appendix 1); and 3. if an Apprentice, in the 3 rd or 4 th year of the apprenticeship (see definition provided in Appendix 1); or 4. an Unemployed Eligible Worker (see definition provided in Appendix 1); and Evidence Requirement <i>Letter from current employer stating occupation, type of employment and currency with company letterhead and signed and dated that details that you are an existing worker and current employee in the Building and Construction Industry with one month or more employment relationship with your employer. Definition of what is considered Building and Construction Industry is detailed in Appendix 1 attached to this document.</i>	<input type="checkbox"/>
		Office Use <input type="checkbox"/>
(b)	and MUST be 1. an Australian or New Zealand citizen; or 2. a permanent resident of Australia; or 3. a holder of a refugee or humanitarian visa; Evidence Requirement <i>Must provide/show documentary evidence i.e. Passport, Birth Certificate, permanent resident / citizenship certificate, Visa, Medicare Card (green only) etc.</i>	<input type="checkbox"/>
		Office Use <input type="checkbox"/>
(c)	and MUST: 1. permanently reside in Queensland; or 2. be permanently employed in Queensland Evidence Requirement <i>Must provide Qld driver's licence, utility bill (i.e. bank statement, telephone, electricity or water bill) showing applicant's name and Qld Address or letter from current employer stating permanently employed in Queensland.</i>	<input type="checkbox"/>
		Office Use <input type="checkbox"/>

(d)	<p>and MUST NOT be:</p> <ol style="list-style-type: none"> 1. an Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor); 2. currently enrolled and participating in a Queensland secondary school program (excluding a school based Apprentice or Trainee); 3. a contracted trainer or assessor or existing worker of an RTO; 4. previously funded under the Short Courses Program for more than eight (8) General Construction Short Courses, more than (3) Civil Construction Short Courses or more than (1) Higher Level Skills - General Construction Courses in the same Contract Term; 5. funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program; 6. those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement; or 7. other individuals that do not meet Participant Eligibility as prescribed above in Items (a) (b) and (c). <p>Evidence Requirement You are required to sign the following declaration and provide to OHSA upon course registration:</p> <p>I, _____, on this day __/ __/ __</p> <p>do hereby declare that I am eligible for these SHORT COURSES GENERAL CONSTRUCTION AND / OR CIVIL CONSTRUCTION AND/OR HIGHER LEVEL SKILLS (HLS) GENERAL CONSTRUCTION PROGRAMS 2018/2019 and that I do meet the abovementioned eligibility criteria. I accept that if OHSA is unable to claim the funding from Construction Skills Queensland (CSQ) for the funded course/s that I am claiming through this program and have attended and completed, due to me not being deemed eligible for these programs, I agree to pay OHSA for these courses at the usual commercial rate of OHSA's advertised public course schedule of fees available on their website at www.ohsa.com.au at the time of my attendance, or within fourteen (14) days of the date of invoice provided to me by OHSA. I also understand that if I enrol into and attend the Certificate IV Work Health and Safety or Diploma in Work Health and Safety Course and I do not successfully complete the full course program within 6 months for the Certificate IV WHS or 12 months for the Diploma WHS I am required to pay the full advertised course fee personally. Furthermore, I give my consent to Construction Skills Queensland to contact me for the purposes of, but not limited to: review, and conducting destination surveys to assist with monitoring and compliance, or for the purpose of advising me of CSQ products and services, whether current or future.</p> <p>_____ Name:</p> <p>_____ Signature:</p> <p>_____ Date:</p>	<input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/>
		Office Use <input style="width: 30px; height: 30px; border: 1px solid black;" type="checkbox"/>

APPENDIX 1 – BUILDING AND CONSTRUCTION INDUSTRY DEFINITIONS

Building and construction industry

Building and Construction Industry has the same meaning as the Building and Construction Industry (Portable Long Services Leave) Act 1991 (Qld) as amended from time to time, currently defined as:

(1) *The building and construction industry is the industry of constructing, deconstructing, reconstructing, renovating, altering, demolishing, relocating, maintaining or repairing any of the following –*

- (a) *buildings;*
- (b) *spa pools and swimming pools;*
- (c) *roads, railways, airfields or other works for the passage of anything;*
- (d) *breakwaters, docks, jetties, piers or wharves;*
- (e) *works for solid waste disposal;*
- (f) *works for subdividing or developing land;*
- (g) *works for the improvement or alteration of a harbour, river or watercourse for navigation purposes;*
- (h) *works for the storage or supply of water or for flood mitigation;*
- (i) *works for the irrigation of land;*
- (j) *works for the conveyance, treatment or disposal of sewage or of the effluent from any premises;*
- (k) *works for extracting, refining, processing or treating materials or for producing or extracting products and by-products from materials;*
- (l) *works for conveying products, by-products or materials;*
- (m) *works for the drainage of land;*
- (n) *works for the storage of liquids, other than water, or gases;*
- (o) *works for the generation, supply or transmission of electric power;*
- (p) *works for telecommunication or for the transmission of radio or television;*
- (q) *bridges, viaducts, aqueducts or tunnels;*
- (r) *chimney stacks, cooling towers, drilling rigs, gas holders or silos;*
- (s) *pipe lines;*
- (t) *navigational lights, beacons or markers;*
- (u) *pile driving works;*
- (v) *sporting or recreational facilities;*
- (w) *earthworks, other than for farming;*
- (x) *fences, other than fences on farms;*
- (y) *structures, fixtures or other works not included in paragraphs (a) to (x), but not including earthworks for farming or fences on farms.*

(2) *The building and construction industry also includes land clearing and site preparation, other than for farming.*

(3) *The building and construction industry also includes the industry of, whether on or off site –*

- (a) *constructing a thing, other than ordinary stock for sale, in accordance with working drawings; or*
- (b) *deconstructing, reconstructing, renovating, altering, demolishing, relocating, maintaining or repairing a thing, other than ordinary stock for sale, constructed in accordance with working drawings.*

(4) *The building and construction industry does not include the industry of performing maintenance or repairs of a minor nature to anything mentioned in subsection (1) or (3) for a person not substantially engaged in activity mentioned in subsection (1), (2) or (3)*

Eligible Worker

An Existing Worker who meets the definition of an Eligible Worker as identified in the [Building and Construction Industry \(Portable Long Service Leave\) Act 1991](#) as amended from time to time.

(1) *An **eligible worker** is an individual who –*

- (a) *under a contract of service is engaged to perform work in the building and construction industry for the majority of the person's ordinary hours of work; or*
- (b) *under a contract, whether or not the contract is a contract of service, or at piecework rates, is engaged to perform work in the building and construction industry, for labour only or substantially for labour only, for the majority of the person's ordinary hours of work; or*
- (c) *under a contract whether or not the contract is a contract of service, performs work in the building and construction industry for the majority of the person's ordinary hours of work, unless –*
 - (i) *The individual –*
 - (A) *is paid to achieve a state result or outcome; and*
 - (B) *has to supply all, or substantially all, of the plant and equipment or tools of trade need to perform the work; and*
 - (C) *is, or would be, liable for the cost of fixing a fault with the work performed; or*
 - (ii) *a personal services business determination is in effect for the individual performing the work under the Income Tax Assessment Act 1997*

(2) Also, **eligible worker** includes –

- (a) an individual who is engaged to perform both work and supervision of other workers in the building and construction industry, whether or not the individual is known as a supervisor, leading hand or another title; and
- (b) an individual who is appointed as a safety officer by the person conducting a business to advise the person in relation to work health and safety duties under the Work Health and Safety Act 2011, in relation to building and construction work, whether or not the individual performs or usually performs building and construction work.

When an individual is NOT an eligible worker

(1) An individual is **not** an eligible worker if –

- (a) the individual performs work in the building and construction industry –
 - (i) in a managerial, clerical, professional or ancillary capacity; or
 - (ii) under a contract of service with a partnership if the individual is a partner and participates in the management of the partnership or shares in its profits; or
 - (iii) under a contract of service with a government entity or a local government; or
- (b) the individual is engaged under a contract of service with a non-Queensland government entity; or
- (c) a regulation declares the individual is not an eligible worker because the work the individual performs is Subject to state coverage under a stated industrial instrument within the meaning of the Industrial Relations Act 2016; or
- (d) the individual performs qualifying service within the meaning of the Coal Mining Industry (Long Service Leave) Administration Act 1992 (Cwlth), section 39A(2).

(2) Also, an individual who would otherwise be an eligible worker is not an eligible worker if the individual is engaged to perform building and construction industry work by –

- (a) a government entity; or
- (b) a local government; or
- (c) Mount Isa Mines Limited ACN009 661 447; or
- (d) a person who is not substantially engaged in the building and construction industry.

Apprentice – 3rd and 4th year

A 3rd or 4th year apprentice means an apprentice in their 3rd or 4th year of studies or an apprentice studying 3rd or 4th stage units of competency. Under time-based arrangements, it means apprentices that are in their 3rd or 4th year of employment.

Authority

Any federal, state, local government, state or public authority, authorised to carry out a statutory obligation.

Existing Worker

An existing worker is a current employee in the building and construction industry who has a one month or more employment relationship with their employer. The working relationship can be built up through full-time, part-time or casual employment or engagement as a contract worker.

Indigenous Council

An Indigenous Council means one or more of the 16 councils that have been identified as Indigenous Councils by the Local Government Association of Queensland, as maybe amended from time to time.

Principal Contractor

A Principal Contractor means a person conducting a business or undertaking work that commissions building and construction work.

Unemployed Eligible Worker

An Unemployed Eligible Worker is a person who has been unemployed for a period of not greater than 6 months that would otherwise meet the requirements of an Eligible Worker.

Substantially engaged in the Building and Construction Industry

A person is considered to be substantially engaged in the building and construction industry if the person is ordinarily engaged in work in the building and construction industry as part of the person's usual business activities; or is ordinarily ready to perform, for reward, work in the building and construction industry.