



## Application

### CSQ Short Courses General / Civil Program 2020/2021

The Short Courses General / Civil Program 20/21 is 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.

If you would like to enrol into any of the Short Courses listed on OHSA's Website, please do the following:

1. Decide if you would like to complete any of the funded Short Courses being conducted by OHSA;
2. Ensure you meet the eligibility criteria outlined in this document – specifically A. *Eligibility*, B. Whether you are 'An Existing Worker'; and C. Whether you are 'Performing Work in the Building and Construction Industry';
3. Complete the attached **OHSA Training Registration Request Form** and send into us;
4. Complete the attached **Eligibility Declaration & Evidence Requirements Form** and send into us;
5. Provide all the Required **Documentary Evidence** Listed and send into us;
6. Funding is **NOT** available for any Short Courses:
  - (i) previously completed by a Participant
  - (ii) funded by an Authority or such other source

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

Contact our office if you have any questions on **1300 647 200**



- / 23+ YEARS EXPERIENCE
- / 50,000+ STUDENTS
- / 1,500+ CLIENTS / 100+ COURSES
- / REAL INDUSTRY EXPERTS
- / MULTIPLE EXCELLENCE AWARDS
- / DEVELOPER OF UNIVERSITY WHS CURRICULUM
- / EXPERT WITNESS

Stay in the loop     



**1300 OHSA 00**

[www.ohsa.com.au](http://www.ohsa.com.au)

## 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 SHORT COURSES 20/21 training programs.

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)	<b>MUST be:</b> 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.an Unemployed Eligible Worker (see definition provided in Appendix 1); and  <b>Evidence Requirement</b> <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"/>
		<b>Office Use</b> <input type="checkbox"/>
(b)	<b>and MUST be</b> 1. an Australian or New Zealand citizen; or 2. a permanent resident of Australia; or 3. a holder of a refugee or humanitarian visa;  <b>Evidence Requirement</b> <i>Must provide/show documentary evidence i.e. Passport, Birth Certificate, permanent resident / citizenship certificate, Visa, Medicare Card (green only) etc.</i>	
		<b>Office Use</b> <input type="checkbox"/>
(c)	<b>and MUST:</b> 1. permanently reside in Queensland; or 2. be permanently employed in Queensland  <b>Evidence Requirement</b> <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"/>
		<b>Office Use</b> <input type="checkbox"/>

<b>(d)</b>	<p><b>and MUST NOT be:</b></p> <ol style="list-style-type: none"> <li>1. an Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor);</li> <li>2. Eligible under the Apprentice Advance Plus Program (see definition provided in Appendix 1);</li> <li>3. currently enrolled and participating in a Queensland secondary school program (excluding a school based Apprentice or Trainee);</li> <li>4. a contracted trainer or assessor or existing worker of an RTO;</li> <li>5. previously funded under the Short Courses Program for eight (8) Short Courses - General Construction and five (5) Short Courses - Civil Construction Programs in the same Contract Term;</li> <li>6. funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;</li> <li>7. other individuals that do not meet Participant Eligibility as prescribed above in Item (1).</li> <li>8. A Participant that has previously received funding for any Short Course</li> </ol> <p><b>Evidence Requirement</b>          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 this SHORT COURSES GENERAL CONSTRUCTION AND / OR CIVIL CONSTRUCTION PROGRAMS 20/21 and that I do meet the abovementioned eligibility. 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 <a href="http://www.ohsa.com.au">www.ohsa.com.au</a> at the time of my attendance. I agree to pay this fee within fourteen (14) days of date on the OHSA invoice provided to me by OHSA.</p> <p>_____          Name:</p> <p>_____          Signature:</p> <p>_____          Date:</p>	<div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>
		<p><b>Office Use</b></p> <div style="border: 1px solid black; width: 30px; height: 30px; margin: 0 auto;"></div>

## APPENDIX 1 – BUILDING AND CONSTRUCTION INDUSTRY DEFINITIONS

### Apprentice Advance Plus Program

- I. A current active apprentice or trainee in Queensland as defined in the Act who is undertaking a Recognised Apprenticeship or Traineeship; or
- II. An existing worker or unemployed eligible worker in the first year out of the Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date in DELTA; or
- III. A cancelled apprentice or trainee who was undertaking a Recognised Apprenticeship or Traineeship that has been cancelled and are currently accessing State Government funding to complete their institution-based training.

### Authority

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

### 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

(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 stated result or outcome; and
    - (B) has to supply all, or substantially all, of the plant and equipment or tools of trade needed 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 (Cwlth), section 87-60.

(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.

**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.

**Small to Medium Size Enterprise (SME)**

A SME in the building and construction sector is defined as an organisation that employs 0 to 19 employees in congruence with Australian Bureau of Statistics (ABS) definitions. This Definition incorporates the micro and small business definitions.

**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, is the principle contractor for the building and construction work.

**Unemployed Eligible Worker**

An Unemployed Eligible Worker is a person who has been unemployed for a period of no greater than 4 years that would otherwise meet the requirements of an Eligible Worker.

-