



***Certificate 3 Guarantee  
Enrolment Pack***



## CERTIFICATE 3 GUARANTEE PROGRAM INFORMATION

Civil Safety welcomes your enquiry into the Certificate 3 Guarantee 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/training/incentives/certificate3>

### Required documentation

You will be required to provide evidence to be eligible under this program. This evidence is outlined in Appendix 2. Appendix 2 outlines approved identification types. You will need your documented proof when you complete

### Fees

All students who enrol under the Certificate 3 Guarantee program are required to pay a student contribution fee unless you have received credit for that unit by providing a Statement of Attainment or Record of Results; or you are a Queensland year 12 graduate who enrol and commence training within 12 months of completing year 12 (that is, by the end of the calendar year following completion of year).

### Refund for certificate 3 guarantee students only

If you cancel from your course prior to the completion of the course, you are applicable for a refund of the student contribution fee for any units you have not 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 will be emailed to you on request. All refunds are processed within 28 days of receipt of the refund.

### Complaints

Civil Safety has a Complaints and Appeals Policy. This is available on the Civil Safety website (located in the Student Handbook).

### On completion

On successful completion of the course, you will be provided with a qualification and Record of Results. You will no longer be eligible for a government-subsidised training places once you complete this qualification. If you do not complete the whole qualification, you will be provided with a Statement of Attainment.

## Eligibility Requirements Evidence Guide










Eligibility requirements evidence guide – Checklist (items 1-7 only)								
Item Number	1	2	3	4	5	6	7	8
Category	Date of birth	Queensland residency	Australian citizenship	New Zealand citizenship	Australian permanent residency*	Australian temporary residency	Concession eligibility	Fee-free training for Year 12 graduates
Mandatory requirement for evidence	YES	YES	YES, for ONE of these categories				★ YES, if claimed	YES, if claimed
<b>EVIDENCE LIST</b>								
Driver's Licence	✓	✓✓						
18+ Card	✓							
Heavy Vehicle or Marine Licence	✓	✓✓						
Birth Certificate or Birth extract	✓		✓✓✓	✓✓✓				
Australian, New Zealand or Inter-national Passport	✓		✓✓✓	✓✓✓				
Certificate of Evidence of Residence Status (CERS)					✓			
Certificate of Evidence of New Zealand Citizens in Australia (CSNZA)				✓				
Dept of Veterans' Affairs/ Pensioner Concession Card		✓✓					✓	
Health Care Card		✓✓					✓	
Commonwealth Seniors Health Card		✓✓					✓	
Medicare Card (green only)			✓	✓	✓	✓		
Blue Medicare Card						✓✓✓✓		
Senior Statement or Statement of Results								✓

### Legend

✓	Suitable evidence.
✓✓	Must show a Queensland residential address if used as evidence of Queensland residency.
✓✓✓	Must be an Australian or New Zealand Birth Certificate, Birth Extract or Passport if used as evidence of Australian or New Zealand Citizenship.
✓✓✓✓	Subclass 201 and 202 Humanitarian visa holders, with visa and work permits and commencement of application for permanent residency.

This table must be read in conjunction with the Eligibility Requirements section of this Guide.

The below example shows the documents you would need to upload into the Certificate 3 Guarantee Eligibility Application if you are and Australian Citizen that is not claiming Concession Eligibility. I.E. (1) Queensland Drivers Licence – front and back (2) Medicare Card – Green.

Identification type	As evidence of	Sample
Queensland Drivers Licence	Date of birth and/or Queensland residency (if back of licence, showing address, is captured).	
18+ Card	Date of birth.	
Heavy Vehicle or Marine Licence	Date of birth and/or Queensland residency (if back of licence, showing address, is captured).	
Pensioner Concession card	Eligibility for concession and Queensland residency (if showing QLD address).	
Health Care Card <i>Different classes include: Ex-Carer Allowance (Child) Foster Child Low Income</i>	Eligibility for concession. Queensland residency (if showing QLD address).	
Commonwealth Seniors Health Card	Eligibility for concession. Queensland residency (if showing QLD address).	
Medicare Card	A <b>green</b> Medicare card is sufficient evidence of Australian Permanent Residency.  A <b>blue</b> interim Medicare card may address eligibility requirements for students claiming temporary residency status if accompanied by the necessary Department of Immigration documentation, visa and work permits on the pathway to permanent residency.  A <b>yellow</b> Reciprocal Health Care card does not address eligibility requirements.	  

[\*\*CLICK HERE TO COMPLETE YOUR CERTIFICATE 3 GUARANTEE ELIGIBILITY APPLICATION\*\*](#)