

Sheer Workplace Training has successfully been awarded short-course training subsidies for the Civil and Building Program for the funding period (October 01<sup>st</sup> 2025 – September 30<sup>th</sup> 2026).

**Please send completed form with required evidence to: [info@sheerworkplacetraining.com.au](mailto:info@sheerworkplacetraining.com.au)**

**CSQ Application Form and ALL Evidence must be submitted and approved prior to course commencement – application for CSQ Subsidy will not be accepted on the day or subsequent to the commencement of training.**

SECTION 1			
MANDATORY PRE - ELIGIBILITY QUESTIONS – Circle Yes or No to each of these			
Yes	No	I am currently employed by and/or contracted to a Registered Training Organisation	
Yes	No	I am currently enrolled and/or participating in a Queensland Secondary School Program	
Yes	No	I am have accessed eight (8) short courses in total under the CSQ Short Course funding contract during the period of 1/10/2025 to 30/09/2026.	
Yes	No	I have accessed funding for 3 HRW Licence Units and/or 3 MPO Units under the CSQ Short Course funding contract during the period of 1/10/2025 to 30/09/2026.	
Yes	No	I am seeking Verification of Competency.	
Yes	No	I am an employee of an Authority (Not including local Councils)	
<b>** IF YOU HAVE SELECTED YES TO ANY OF THE ABOVE QUESTIONS, PLEASE CONTACT US ON 07 3901 0804 PRIOR TO CONTINUING**</b>			
PARTICIPANT DETAILS:			
Full Name:		Date of Birth:	
Phone Number:		Email:	
Address:			
SECTION 2			
FUNDING ELIGIBILITY: (please select appropriate response/s)			
<b>I currently hold</b>	Australia/N Citizenship <input type="checkbox"/>	Australian Permanent Residency <input type="checkbox"/>	A Visa holder with relevant permission to work & I have been employed in the Building Construction Industry for a period of 6mths or more <input type="checkbox"/>
<b>**MANDATORY SUPPORTING EVIDENCE REQUIRED**</b>			
<b>Right to Work in Australia Evidence</b>	(1) One Required	<input type="checkbox"/> Green Medicare Card (Current) or My.gov – Medicare snapshot <input type="checkbox"/> Australian or New Zealand Passport (up to 6 months after expiry) <input type="checkbox"/> Australian or New Zealand Full Birth Certificate or Extract - a commemorative birth certificate cannot be accepted	
<b>Participant is 15 years or older</b>	(1) One Required	<input type="checkbox"/> Australian or New Zealand Full Birth Certificate or Extract - a commemorative birth certificate cannot be accepted <input type="checkbox"/> Qld Government issued photo identification card.	
<b>Visa Holder with Relevant Permission to Work in Aust. &amp; who has been working in the Qld. Building &amp;</b>		Employer Letter on letterhead, dated and signed by the employer which confirms: <ul style="list-style-type: none"> <li>a) The participant has the right to work in Australia and undertake study <b>and</b></li> <li>b) The visa number <b>and</b></li> <li>c) The participant has been employed for 6 months or more</li> </ul> An international student visa is not eligible	

Construction Industry 6months or more			
<b>SECTION 3</b>			
<b>I am</b> (MUST SUPPLY EVIDENCE TO MATCH, AS OUTLINED BELOW)	Currently Employed in QLD <input type="checkbox"/>	Currently Unemployed <input type="checkbox"/>	Self Employed in QLD <input type="checkbox"/>
<b>Permanently work in Queensland – Currently Employed</b>	(1) One Required	<input type="checkbox"/> QLeave Statement (current statement showing credits within last 6 months) along with confirmation that the participant is undertaking work within the Queensland building and construction industry <input type="checkbox"/> Relevant current Licence (as per listing on Pg 4) along with confirmation that the participant is undertaking work within the Queensland building and construction industry <input type="checkbox"/> Employer letter (on letter head and signed by the employer) confirming employment, role and duties demonstrating substantial engagement by task in the Building and Construction industry. <b>*If you have not been employed by the same employer within the past 6 months, you must provide an employer letter and supplementary evidence, such as payslips, your resume/CV, or QLeave statements, to support your employment history.</b> <input type="checkbox"/> Statutory Declaration providing details of employment including role and duties within the Building and Construction Industry. <input type="checkbox"/> Pay slips showing employment within the building and construction industry. <input type="checkbox"/> Resume showing detailed work history within the building and construction industry.	
<b>Permanently work in Queensland – Self Employed</b>	(1) One Required	<input type="checkbox"/> QLeave Statement (current statement showing credits within last 6 months) <input type="checkbox"/> Relevant current Licence (as per listing on Pg 4) a <input type="checkbox"/> ABN/ACN registration showing ownership and Invoices for recent work in the industry <input type="checkbox"/> Statutory Declaration providing details of employment including role and duties within the Building and Construction Industry. <input type="checkbox"/> Resume showing detailed work history within the building and construction industry.	
<b>Unemployed eligible worker</b> (unemployed for a period not greater than 6 Months who would otherwise meet the requirements of an Eligible Worker)	(1) One Required	<input type="checkbox"/> QLeave Statement (current statement showing credits within last 6 months) <input type="checkbox"/> Relevant current Licence (as per listing on Pg 4) <input type="checkbox"/> Separation Certificate <input type="checkbox"/> Statutory Declaration providing details of employment including role and duties within the Building and Construction Industry.	
<b>EMPLOYMENT DETAILS</b>			
I am employed in the Building and Construction Industry as defined by CSQ OR in the last SIX (6) months I have been employed in the Building and Construction Industry as defined by CSQ			YES <input type="checkbox"/> NO <input type="checkbox"/>
Name of Employer			
Employer ABN		Dates of Employment	Start
Job Title			Finish (if applicable)
<b>SECTION 4</b>			
<b>PARTICIPANT DECLARATION</b>			
<input type="checkbox"/> I declare that the information and supporting documentation provided is true and correct to the best of my knowledge. I understand it is a serious offence to provide false or misleading information.			
<input type="checkbox"/> I declare that I have not previously completed the Unit of Competency /ies or Qualification that I am requesting funding for and accept that I will be responsible for payment of ALL course fees where it is proven that false or misleading information has been provided.			
<input type="checkbox"/> I hereby give permission for Sheer Workplace Training to conduct a DETConnect check.			

<input type="checkbox"/>	I hereby give permission for CSQ to contact me for the purposes of including but not limited to, a review and destination survey as well as current and future CSQ products and services.
<input type="checkbox"/>	I have read the "Student Handbook" and any relevant information associated with the CSQ Funding.
<input type="checkbox"/>	I acknowledge and agree to the terms and conditions of this program, including but not limited to enrolment, training, assessment, fees and cancellation.
<input type="checkbox"/>	I hereby give permission for Sheer Workplace Training to validate my Apprenticeship/Traineeship status (if applicable)
<input type="checkbox"/>	I acknowledge CSQ subsidy will only apply to competent outcomes achieved within the contract period or until the contract funding has been exhausted. If I do not achieve competency prior to the expiration of either date or contract funds, I agree to pay Sheer Workplace Training for the full costs of training.
<input type="checkbox"/>	<b>CSQ Funding Reminder:</b> I acknowledge to access CSQ funding, all eligibility forms and required evidence must be submitted <i>at least 3 business days</i> prior to the course start date. If documentation is not submitted and approved by the day of training, the course will revert to a full fee-for-service model and will be invoiced at the full cost.

A valid Credit Card or Purchase Order is required to secure your booking, for use in the event that competency is not achieved at the time of assessment.			
Credit Card Type	Visa	Mastercard	
Credit Card Number			
Credit Card Expiry Date		CVC No	
Cardholder Name			
Cardholder Signature			

Company Name		ABN	
Authorised Person Name		PO	
Authorised Amount:	\$	This amount is the balance of the course fee less any Co-contribution fee already paid.	
<i>I authorise Sheer Workplace Training to process my credit card for the balance of the course fee that I have not yet achieved competency in.</i>			
Authorised Signature		Date	

<b>Participant Signature</b>	
<b>Participant Name</b>	
<b>Date</b>	

For Office Use			
Date Application Received			
Compliance Check	Eligible		Notes/Comments
	Yes	No	
Section 1 -			
Section 2			
Section 3			
Section 4			
Funding Applied to Course			
Co-Contribution Invoice Raised and Sent			
Internal CSQ Spreadsheet Updated			
Staff Member Name/Initials		Date	

**Students can undertake a maximum of eight (8) competencies in the Short Course Program including no more than 3 HRW Licences and no more than 3 MPO units.**

### Short Courses – Civil

Please indicate which courses you would like to participate in – **Maximum of 3 MPO units can be chosen.**

Course Code	Course Title	Interest	Participant Co-Contribution*	CSQ Subsidised Amount
RIIHAN301E	Operate elevating work platform	<input type="checkbox"/>	\$50	\$300
RIIHAN309F	Conduct telescopic materials handler operations	<input type="checkbox"/>	\$91	\$600
RIIWHS204E	Work safely at Heights	<input type="checkbox"/>	\$45	\$250
RIIMPO317F	Conduct roller operations	<input type="checkbox"/>	\$141	\$550
RIIMPO318F	Conduct civil construction skid steer operations	<input type="checkbox"/>	\$141	\$550
RIIMPO319E	Conduct backhoe/loader operations	<input type="checkbox"/>	\$141	\$550
RIIMPO320F	Conduct civil excavator operations	<input type="checkbox"/>	\$141	\$550
RIIWHS202E	Enter and work in confined spaces	<input type="checkbox"/>	\$127	\$250

\*Please note co-contribution fees are based on Machinery pricing, location and minimum numbers; contact reception to verify co-contribution fee based on your individual circumstances. Should companies have access to appropriate machinery / facilities for training & assessment there may be a cost reduction. Machinery training and assessment is competency based -Students may need to undertake further training at an additional cost if they cannot demonstrate underpinning knowledge and skills.

^Students must supply required machinery for the nominated co-contribution fee.

\*All units of competency must be completed with a competent result within the contracted dates in order to receive subsidy. If you are unable to complete your course within this time frame or you are deemed not competent, you are required to cover the full cost of training; feel free to discuss with our team.

## Short Courses – General

Please indicate which courses you would like to participate in - **Maximum of 3 HRW Licence units can be chosen.**

**Table A – High Risk Licences requiring WHSQ Assessment**

Course Code	Course Title	Interest	Participant Co-Contribution	CSQ Subsidised Amount
TLILIC0005	Licence to operate a boom-type elevating work platform (boom length 11 metres or more)	<input type="checkbox"/>	\$250	\$600

\* Please note: Co-contribution fees are set by CSQ and are mandatory unless you are eligible for a fee waiver. Please contact our office to request a Fee Waiver Application.

\* Please note: Participants will be required to pay the co-contribution fee upfront and to provide credit card details or a valid PO Number for the balance in order to enrol with Sheer Workplace Training for unit(s) under the CSQ Short Courses General Construction Program – Table A. Failure to achieve a competent result at the time of your registered course will result in your credit card or PO Number supplied being utilised for the CSQ subsidy amount. Students who do not attain competency on first attempt may re-sit assessment (for a fee) to attain the competency. Student's who attain competency on subsequent assessment will be eligible to apply for the associated rebate whilst funding is available under the current contract.

**Table B –**

Course Code	Course Title	Interest	Participant Co-Contribution	CSQ Subsidised Amount
MSMWHS217	Gas test atmospheres	<input type="checkbox"/>	\$0	\$200
TLID0020	Shift materials safely using manual handling methods	<input type="checkbox"/>	\$0	\$100

Table B – Fully funded by CSQ, no Co-contribution fee required to be paid.

\*All units of competency must be completed with a competent result within the contracted dates in order to receive subsidy. If you are unable to complete your course within this time frame or you are deemed not competent, you are required to cover the full cost of training; feel free to discuss with our team.

## CSQ APPROVED LICENCES

*\*Interstate Licences Not Accepted*

Regulator	Description	Licence	Tick Applicable
QBCC	Trade Contractors	Brick & Segmental Paving	<input type="checkbox"/>
QBCC	Trade Contractors	Bricklaying & Block Laying	<input type="checkbox"/>
QBCC	Trade Contractors	Bricklaying and Blocklaying	<input type="checkbox"/>
QBCC	Trade Contractors	Cabinet Making	<input type="checkbox"/>
QBCC	Trade Contractors	Carpentry	<input type="checkbox"/>
QBCC	Trade Contractors	Concreting	<input type="checkbox"/>
QBCC	Trade Contractors	Fire Protection – Install and Maintain – Fire Doors and Fire Shutters	<input type="checkbox"/>
QBCC	Trade Contractors	Fire Protection – Install and Maintain – Fire Collars, Fire-Rated Penetrations and Fire-Rated Joint Sealing	<input type="checkbox"/>
QBCC	Trade Contractors	Fire Protection – Install and Maintain – Fire and Smoke Walls and Ceilings	<input type="checkbox"/>
QBCC	Trade Contractors	Floor Finishing and Covering (Hard Sector)	<input type="checkbox"/>
QBCC	Trade Contractors	Foundation Work (Piling and Anchors)	<input type="checkbox"/>
QBCC	Trade Contractors	Glass, Glazing and Aluminium	<input type="checkbox"/>
QBCC	Trade Contractors	Joinery	<input type="checkbox"/>
QBCC	Trade Contractors	Painting and Decorating	<input type="checkbox"/>
QBCC	Trade Contractors	Plastering Drywall	<input type="checkbox"/>
QBCC	Trade Contractors	Plastering Solid	<input type="checkbox"/>
QBCC	Trade Contractors	Plumbing and Drainage	<input type="checkbox"/>
QBCC	Trade Contractors	Roof and Wall Cladding	<input type="checkbox"/>
QBCC	Trade Contractors	Sheds, Carports and Garages	<input type="checkbox"/>
QBCC	Trade Contractors	Shopfitting (Trade)	<input type="checkbox"/>
QBCC	Trade Contractors	Steel Fixing	<input type="checkbox"/>
QBCC	Trade Contractors	Stonemasonry	<input type="checkbox"/>
QBCC	Trade Contractors	Structural Landscaping (Trade)	<input type="checkbox"/>
QBCC	Trade Contractors	Wall and Floor Tiling	<input type="checkbox"/>
QBCC	Trade Contractors	Waterproofing	<input type="checkbox"/>
QBCC	Builder	Low Rise ( <i>Contractor and nominee supervisor / Site Supervisor</i> )	<input type="checkbox"/>
QBCC	Builder	Medium Rise ( <i>Contractor and nominee supervisor / Site Supervisor</i> )	<input type="checkbox"/>
QBCC	Builder	Open ( <i>Contractor and nominee supervisor / Site Supervisor</i> )	<input type="checkbox"/>
QBCC	Builder	Restricted ( <i>Kitchen, Bathroom &amp; Laundry installation</i> )	<input type="checkbox"/>
QBCC	Builder	Restricted (Shopfitting)	<input type="checkbox"/>
QBCC	Builder	Restricted to structural landscaping	<input type="checkbox"/>
QBCC	Mechanical Services	Plumbing	<input type="checkbox"/>
ESO	Electrical	Electrical Mechanic Licence	<input type="checkbox"/>

**The below can be used as a template, submitted document must include Employer letterhead & be signed by the Employer.**

**\*If you have not been employed by the same employer within the past 6 months, you must provide an employer letter and supplementary evidence, such as payslips, your resume/CV, or QLeave statements, to support your employment history.**

Employer Template		
Business Name:		
Business Address:	City:	Postcode:
Ph:	Fax:	Email:
ABN:		

Date: / /

Sheer Wokrplace Training

E: [info@sheerworkplacetraining.com.au](mailto:info@sheerworkplacetraining.com.au)

Dear Sir / Madam

#### Confirmation of Employer & Employee Status

I confirm the below information to be true and correct and that the duties detailed are the employee's substantive role.

I can be contacted on (Ph.) ..... to verify the details outlined on this letter.

Employee Name:	
Job Title:	
Length of Employment:	Commencement Date:..... Cease Date: ..... (If applicable)
Job Description/Duties: <i>Please ensure to provide <b>detailed</b> information of your job description/role duties performed within the building or construction industry.</i>	..... ..... ..... ..... .....
Apprentice Details (if applicable)	Qualification Name:..... Commencement Date:..... Registration Number:.....



By signing below, I confirm the above-mentioned employee is employed in the Building and Construction Industry as defined by CSQ:

[https://www.csq.org.au/building-and-construction-industry-definitions-glossary/#:~:text=\(1\)%20The%20building%20and%20construction,repairing%20any%20of%20the%20following%E2%80%94](https://www.csq.org.au/building-and-construction-industry-definitions-glossary/#:~:text=(1)%20The%20building%20and%20construction,repairing%20any%20of%20the%20following%E2%80%94)

**Employer Signature**.....

**Date**.....

**Employer Name**.....

**Position**.....