

Queensland Government Subsidised Training Place Job Seeker Referral Form



ONLY FOR USE IN QUEENSLAND

This referral form should be used when a Job Services Australia (JSA) Provider wishes to refer a job seeker to a Queensland **Government Subsidised Training Place** under the **Certificate 3 Guarantee Program** with a pre-approved Registered Training Organisation (RTO) in Queensland (including TAFE). The JSA Provider should refer to the Queensland Government Subsidised Training Places Fact Sheet for more information about the Certificate 3 Guarantee including the intent of the program.

Part A –To be completed by the referring JSA Provider

Job Seeker & JSA Provider contact details

Participant Surname:	Given Name:	
Date of Birth:	Job Seeker ID:	
Phone Number:	Mobile Number:	
Email:		
Name of JSA Provider:		
JSA Provider Employment Consultant:		
JSA Provider Address:		
Phone Number:	Fax:	Email:
JSA Provider Contact Person for Student Contribution Fee Invoice:		
Phone Number:	Fax:	Email:

Eligibility

The participant must meet **all** the following criteria:

- ☐ **Not Eligible** for a National Partnership Training Place for Single and Teenage Parents
(if they are eligible please complete the Single and Teenage Parents Referral Form and not this form)
- ☐ Is a Queensland resident ie. an Australian citizen or permanent resident living in Queensland, or New Zealand citizen permanently residing in Queensland;
- ☐ Has finished secondary school or left school;
- ☐ Is 15 years of age or over; and
- ☐ Does not hold a Certificate III or higher level qualification (excluding Certificate III qualifications completed at school)

Course Selection and Delivery Needs

Outline rationale for course selection and any delivery requirements (this section must be completed for all referrals). Note: enrolment in qualifications lower than a Certificate III must be supported by a written explanation by both the JSA Provider and RTO as to why the participant was assessed as not able to directly enrol in a Certificate III. Include this explanation here if the referral is for a Certificate I or II.

Rationale for course selection should be based on a description or assessment of job seeker interest and aptitude for the field of study and related employment, and the identification of related employment opportunities in the local labour market.

Delivery requirements should specify needs such as preferred location and timing of training, preferred learning style (eg. face-to-face learning or e-learning), learning support and coaching or any other adjustments required to support the job seeker's successful completion of training.

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JSA Provider has contacted RTO regarding course:

Yes ☐

No ☐

Contact Name:

Phone Number:

Date of Conversation:

Time of Conversation:

Details of preliminary conversation with RTO:

(Describe how the RTO will support and meet the job seeker's learning needs)

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RTO and Qualification details

RTO Name:

RTO Address:

Qualification Title:

Certificate level: I ☐ II ☐ III ☐ Foundation Skills (LLN) ☐ (Specify LLN:

Course Hours: Full-Time ☐ Part-Time ☐

Start date:

End date:

Course Cost (\$):

Note: For Certificate III qualifications the course cost is equivalent to the student contribution fee (non-concessional rate) on the RTO website. If you are enrolling your client in a lower-level qualification (Certificate I or II) you may need to request a quote for course costs during your preliminary discussion.

Job seeker contribution (\$):

Balance to be paid by JSA Provider (\$):

Note: If the job seeker is a concession card holder (ie. health care or pension card) or an Aboriginal and Torres Strait Islander, then the job seeker contribution must not exceed the RTO's advertised concessional fee for that course.

JSA Provider sign-off

JSA Provider name:

Signatory name:

Signatory's position:

Signature:

Date:

Part B – Participant's Permission

(this section must be completed for information sharing purposes)

The information on this form is being collected for the purpose of giving you access to subsidised training under the Queensland Government Certificate 3 Guarantee. The information on this form is usually shared between your Job Services Australia (JSA) Provider and Registered Training Organisation (RTO).

In particular, your JSA Provider may share relevant information with your RTO which could include elements of your Employment Pathway Plan and any additional support that you may require while you are participating in training. Your RTO shares information with your JSA Provider including course enrolment information, information about your attendance at and participation in training, and unit of competency/module and course attainment.

The information in this form may also be shared with relevant Australian and Queensland Government departments for the purpose of ensuring you have access to training under the program.

The JSA Provider, RTO and Australian and Queensland government departments (the Parties) will ensure that any personal information collected, pertaining to the training participant (i.e. you the job seeker), is treated in accordance with the Information Privacy Act 2009 (Qld) or other applicable Privacy legislation.

Parties will ensure that access to personal information is restricted to those of its employees and officers who require access in order to perform their duties under this Referral Form, and that personal information is not to be disclosed other than for the purpose of the performance of the services under this Referral Form.

Participant's Name: Participant's Signature:

Date:

When Parts A and B have been completed (and the form has been signed by both the JSA Provider and job seeker), you (the JSA Provider Employment Consultant) will need to SCAN the form and EMAIL it to the RTO and ASK them to complete it after or during their first meeting with the job seeker.

Please provide the job seeker with copies of both the email and the scanned form for them to take to their first meeting with the RTO.

Part C – To be completed by the RTO

Please select the appropriate answer:

Participant has been assessed as eligible for a Queensland government subsidised training place under the Certificate 3 Guarantee program:

☐ YES

☐ NO – if no, this form is **NOT** required

The fee information in Part A is correct:

☐ YES

☐ NO – this information **MUST** be correct for the enrolment to be completed

If NO, the RTO must contact the JSA Provider and ask them to re-issue the referral form with the correct fee information, should they still wish to refer the job seeker to this training. JSA Providers should cross out the incorrect information, add the correct information, and initial any changes required and then email the amended form back to the RTO.

☐ Participant has been assessed as meeting course entry requirements and has enrolled in course.

Course Selection and Design

Outline support for course selection and design (this section must be completed for all enrolments).

Note: enrolment in qualifications lower than a Certificate III must be supported by a written explanation by both the JSA Provider and RTO as to why the participant was assessed as not able to directly enrol in a Certificate III.

Include a brief overview of the results of any job seeker assessments you conducted, a description of the course design and method of delivery you intend to use (eg. flexible learning, e-learning, face-to-face) and an overview of how this will support the job seeker to successfully complete the course.

He/she will commence on: _____ Course is due to be completed on _____

Course is: Full time ☐ Part time ☐

If Part time, scheduled hours per week are: _____

☐ Participant has **not** been enrolled in the nominated course.

The reason for not enrolling the participant is:

RTO contact details

Contact Name (general course information/entry requirements/referral): _____

Phone Number: _____ Email: _____

Additional contacts:

Contact Name (course payments): _____

Phone Number: Email:

Contact Name (course coordinator):

Phone Number: Email:

Notes:

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RTO sign-off

RTO name:

Signatory name:

Signatory's position:

Signature: Date:

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When Part C is completed and signed, please SCAN and then EMAIL this form back to the JSA Provider. (See Part A for JSA Provider email details). Both the JSA Provider and the RTO must retain a copy of this completed form as documentary evidence and for monitoring purposes.

