

# Certificate 3 Guarantee

Student fact sheet

## What is the Certificate 3 Guarantee?

The Certificate 3 Guarantee supports eligible individuals to complete their first post-school certificate III level qualification and increase their skills to move into employment, re-enter the workforce or advance their career.

The program also supports school students to access training and Queensland's Year 12 graduates to transition to employment by providing fee-free training in high priority qualifications.

## What qualifications are subsidised?

Under the Certificate 3 Guarantee, the Queensland Government provides a subsidy for a range of certificate III level vocational qualifications. Foundation skills training and lower-level vocational qualifications may also be subsidised in certain circumstances.

## Are you eligible to participate?

The program is open to any Queensland resident aged 15 years or over who is no longer at school (with the exception of VET in Schools students) and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Prospective students must not have or be enrolled in a certificate III level or higher qualification, not including qualifications completed at school and foundations skills training.

## How can you participate in the program?

It is important that you choose the right course for you to take full advantage of the program.

The Queensland Skills Gateway displays the courses available under the Certificate 3 Guarantee and provides information about what they cover, the careers they can lead to, and the training providers approved to deliver them — visit [www.training.qld.gov.au/skillsgateway](http://www.training.qld.gov.au/skillsgateway).

For information on choosing a training provider, read the [training consumer tips](#) on the department's Training website.

As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training.

## What level of subsidy is available?

The subsidy represents the level of government contribution for a qualification, and varies between qualifications based on a number of factors.

The investment priority or importance of the training influences the size of the government subsidy.

Training in vocational areas that align with important economic and industry skills needs will receive a higher government subsidy.

A higher subsidy will also be paid to support participation by disadvantaged learners (concessional students). More information on concessional student status is detailed in the *Certificate 3 Guarantee Program Policy* at [www.training.qld.gov.au/certificate3guarantee](http://www.training.qld.gov.au/certificate3guarantee).

## Do I need to contribute to the cost of training?

Given the benefits that training provides to individuals, students undertaking certificate III level training and non-concessional students undertaking lower-level vocational training are required to contribute to the costs of their training through a co-contribution fee.

The amount of your out-of-pocket expense will vary depending on the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party, but cannot be paid or waived by the training provider or any organisation related to the training provider unless approved by the Department of Education and Training.

## More information

For more information on the Certificate 3 Guarantee, including eligibility requirements, subsidy information, concessional student status and program related documents, visit [www.training.qld.gov.au/certificate3guarantee](http://www.training.qld.gov.au/certificate3guarantee).

# Higher Level Skills



## What is the Higher Level Skills program?

The Higher Level Skills program aims to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university to further their studies.

## Are you eligible to participate?

This program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen, or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency.

Prospective students must not have or be enrolled in a certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.

## How can you participate in the program?

You can only access the Higher Level Skills program subsidy once, so it is important that you take the time to carefully consider your training options and compare different providers and their fees before committing to a course of study.

The Queensland Skills Gateway displays the courses available under the Higher Level Skills program and provides information about what they cover, the careers they can lead to and the training providers approved to deliver them — visit [www.training.qld.gov.au/skillsgateway](http://www.training.qld.gov.au/skillsgateway).

For some subsidised courses under the program, the industry and training package requires you to be an existing worker in the industry to be eligible to enrol. These restrictions and/or exemptions are detailed in the [Queensland Training Subsidies List](#).

For helpful information on choosing a training provider, read the [training consumer tips](#) on the Department of Education and Training's (DET's) Training website.

As a condition of your enrolment, you will be required to complete a student training and employment survey within three months of finishing or discontinuing your training.

## What level of subsidy is available?

The subsidy represents the level of government contribution for a qualification, and varies between qualifications based on a number of factors.

The investment priority or importance of the training influences the size of the government subsidy.

Training in vocational areas that align with critical industry skills needs and government priorities will receive a higher government subsidy.

A higher subsidy will also be paid to support participation by disadvantaged learners (concessional students). More information on concessional student status is detailed in the Higher Level Skills program policy at [www.training.qld.gov.au/higherlevelsills](http://www.training.qld.gov.au/higherlevelsills).

## Do I need to contribute to the cost of training?

Given the increased benefits that you can gain from higher-level training, you are required to contribute to the cost of your training through a co-contribution fee, payable to the training provider.

The fee amount varies depending upon the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or another third party but cannot be paid or waived by the training provider or any organisation related to the training provider unless approved by DET.

## Accessing VET Student Loans

You may be eligible to access the VET Student Loans program to cover all or part of your co-contribution fee when accessing subsidised training for a diploma or advanced diploma qualification.

In order to access the VET Student Loans program, you will need to ensure the training provider you enrol with is approved under the VET Student Loans program. VET Student Loans approved training providers can help to organise the loan. For more information on the VET Student Loans program, visit [VET Student Loans](#).

## More information

For more information on the Higher Level Skills program, including eligibility requirements, subsidy information and program related documents, visit [www.training.qld.gov.au/higherlevelskills](http://www.training.qld.gov.au/higherlevelskills).

# Year 12 graduates fee-free training

## Fact sheet

### Overview

To support Queensland's Year 12 graduates to successfully transition to employment, the government is offering fee-free training in high priority qualifications identified by the Queensland Government and industry groups.

The training is available through a range of certificate III level vocational education and training (VET) courses, as well as apprenticeships and traineeships.

### Why participate?

Fee-free training gives Year 12 graduates a head start on their careers by allowing them to complete a high priority qualification through an apprenticeship, traineeship or selected VET course without the financial burden of student contribution fees.

### Participant eligibility

To be eligible to access fee-free training, you must:

- have completed Year 12 in Queensland and hold a Senior Statement issued by the Queensland Curriculum and Assessment Authority, or equivalent certification.
- enrol and start training with an approved training provider (called a pre-qualified supplier or PQS) by the end of the calendar year following your completion of Year 12.
- be a Queensland resident.

### Available training

Fee-free training only applies to apprenticeships and traineeships or certificate III level qualifications identified as high priority by the Queensland Government. High priority qualifications will develop the skills most needed by employers and the Queensland economy, and are based on skill demand, advice from industry, and whether the qualification will lead to employment.

The list of high priority qualifications is available at [www.training.qld.gov.au/year12feefree](http://www.training.qld.gov.au/year12feefree).

### What does fee-free mean?

The Queensland Government will cover the full cost of training in a high priority qualification delivered under the Year 12 fee-free training initiative. This means eligible participants will not be required to contribute to the cost of their training.

### Important information

Year 12 fee-free training is available through two Queensland Government training investment programs — the Certificate 3 Guarantee and User Choice.

It is important to carefully consider your training options before committing to a training course as this may exhaust your entitlement to further Queensland Government subsidised training.

For information on all Queensland Government subsidised training options, visit [www.training.qld.gov.au/fundedtraining](http://www.training.qld.gov.au/fundedtraining).

### Accessing fee-free training for Year 12 graduates

#### Step 1 — Select a qualification

Think about what you want to study, then search for the available qualifications funded in this area using the Year 12 Fee Free refined search filter at [www.skillsgateway.training.qld.gov.au/course](http://www.skillsgateway.training.qld.gov.au/course).

You can also find out information about apprenticeships and traineeships, including the opportunities and benefits they can provide, at [www.apprenticeshipsinfo.qld.gov.au/apprentices](http://www.apprenticeshipsinfo.qld.gov.au/apprentices).

#### Step 2 — Choose a training provider

Once you have selected a qualification that you are interested in, using the Queensland Skills Gateway Year 12 Fee Free refined search filter, the list of training providers that offer that course will also be

displayed in the search results. You may then contact these providers directly for more information.

## OR

If you wish to undertake a high priority qualification through an apprenticeship or traineeship, [follow these steps](#) on the [Apprenticeships Info](#) website.

## Fee-free eligibility rules

The Year 12 fee-free initiative was introduced to provide young Queenslanders with an incentive to complete Year 12 and engage in training as soon as possible after finishing school. For this reason, it is important to understand that limits apply to a student's eligibility for fee-free training.

If you start training in a high priority qualification, but change your mind and decide you want to undertake a different high priority qualification that will better support your employment goals, then you will still be eligible for fee-free training but only if you re-enrol within the 12-month calendar year following Year 12.

If you start an apprenticeship in a high priority qualification, you need to be aware of the fee-free eligibility rules that apply if changes to your training contract occur within **or** after the 12-month calendar year after Year 12. These conditions are outlined below and also apply to a traineeship contract.

## Apprenticeships

### A. Change of supervising registered training organisation (SRTO)

- ✓ You can continue to undertake fee-free training if you and your employer decide to change your SRTO within the calendar year following Year 12.
- But, if your re-enrolment with a new SRTO takes place after the calendar year, then you are no longer eligible for fee-free training and standard program fees will now apply.

### B. Cancellation of the training contract and 'recommencement' (change of employer)

- ✓ You can continue to undertake fee-free training if you cancel your training contract and recommence with a new employer

within the calendar year following Year 12.

- However, if cancellation of your training contract and recommencement with a new employer takes place after the calendar year, then you are no longer eligible for fee-free training and standard program fees will now apply.

### C. Transfer of the training contract (change of employer)

- ✓ You can continue to undertake fee-free training if you transfer your training contract to a new employer **and** retain the same SRTO. It does not matter when the transfer occurs, either within or after the calendar year following Year 12, as your training contract has not stopped or discontinued.
- However, if you transfer to a new employer **and** also change SRTO, then the same rules apply as for change of SRTO – see item 'A'. In this case, you can only continue to undertake fee-free training if the transfer (including change of SRTO) takes place within the calendar year following Year 12.

### D. Converting a school-based apprenticeship or traineeship (SAT) to Year 12 fee-free training

- ✓ If you have started a SAT and will be continuing your qualification after finishing Year 12, then you will be eligible for fee-free training provided:
  - the qualification is a high priority qualification under the applicable program (either User Choice or Certificate 3 Guarantee), and;
  - you convert and continue training in your qualification within the 12-month calendar year following Year 12.

## More information

If you need more information about fee-free training for Year 12 graduates, contact the Training Queensland Customer Centre on 1300 369 935, email [training@det.qld.gov.au](mailto:training@det.qld.gov.au) or visit [www.training.qld.gov.au/year12feefree](http://www.training.qld.gov.au/year12feefree).