



# Certificate 3 Guarantee

## Program Policy 2016–17



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Related documents:	<ol style="list-style-type: none"> <li>1. <i>Pre-qualified Supplier Policy 2016–17</i></li> <li>2. <i>Vocational Education and Training Pre-qualified Supplier Agreement</i></li> <li>3. PQS marketing and disclosure fact sheet 2016–17</li> <li>4. PQS Compliance Audit Evidence Guide for Pre-qualified Suppliers 2016–17</li> <li>5. Skilling Queenslanders for Work</li> </ol>
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All documents are available online at:  
[www.training.qld.gov.au/pqsagreementoffers](http://www.training.qld.gov.au/pqsagreementoffers).

### Overview and objectives

The Certificate 3 Guarantee provides eligible individuals with access to a subsidised training place in an Australian Qualifications Framework (AQF) certificate III level qualification with a pre-approved registered training organisation (RTO) of their choice — otherwise known as a pre-qualified supplier (PQS).

The government's aim is to assist working-age Queenslanders without a post-school certificate III or higher-level qualification to complete a nationally recognised certificate III qualification that leads to:

- a job outcome for individuals trying to enter the labour market or their desired industry/career
- advancement in the workplace or career progression for individuals already employed in their preferred industry.

Under the Certificate 3 Guarantee, foundation skills training (i.e. language, literacy and numeracy (LLN) training) and lower-level vocational qualifications are also subsidised in certain circumstances, based on an individual's learning, skilling or support needs, to achieve employment outcomes for students.

### Who is eligible to receive training?

To be eligible to enrol in the Certificate 3 Guarantee, prospective students must:

- be aged 15 years or older
- be no longer at school (with the exception of school students in Years 10, 11 and 12 undertaking a VET in School (VETiS) program — see the VETiS fact sheet for more information)
- permanently reside in Queensland
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- not hold, and not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

In addition to the standard eligibility requirements, specific restrictions and or exemptions may apply to participation in certain subsidised qualifications. Any additional eligibility requirements will be based on industry advice or requirements under the relevant national training package and will be detailed in the Queensland Training Subsidies List.

#### Queensland Year 12 graduates

To support Queensland's Year 12 graduates to successfully transition to employment, the government is offering fee-free training in high priority qualifications under the Certificate 3 Guarantee.

To be eligible for fee-free training, the student must meet the above Certificate 3 Guarantee eligibility criteria and:

- have evidence of completing Year 12 in Queensland, for example hold a Queensland Curriculum and Assessment Authority issued Senior Statement or equivalent certification
- enrol in a high priority qualification under the program with a PQS
- commence training within 12 months of graduating Year 12 (i.e. by the end of the calendar year after completing Year 12).

For high priority qualifications funded for Year 12 graduates, see the Queensland Training Subsidies List.

### Other priority students

The Queensland Government may operate other cohort-specific programs or initiatives where participants access their training through the Certificate 3 Guarantee, which include:

1. Skilling Queenslanders for Work
2. Indigenous VET Partnerships
3. Strategic Industry Initiatives.

PQS must ensure these students are accessing Certificate 3 Guarantee funding in accordance with the rules and any exemptions prescribed in the relevant initiative's guidelines.

### What training is available?

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

For all subsidised Certificate 3 Guarantee qualifications, see the Queensland Training Subsidies List.

### Foundation skills training

A student may need to develop LLN skills as either:

- integrated (contextualised) to the vocational qualification training they are undertaking
- an enabling program prior to enrolling in and commencing training in the vocational qualification (stepping-stone approach).  
This means a student does not have to be enrolled in a vocational qualification when undertaking foundation skills training, but a pathway to the targeted vocational qualification must be identified in the student's training and support plan
- a concurrent program while training in the vocational qualification (parallel learning approach).

The student can undertake a single foundation skills unit of competency or module, multiple units or modules, or a full course, based on the individual's skill gaps identified by the PQS prior to, or at the time of, enrolment. See performance standard 4, item B of the PQS Policy under foundation skills pre-assessment requirements.

To attract a government subsidy under the Certificate 3 Guarantee, units of competency, modules or courses can only be drawn from the approved foundation skills courses on the Queensland Training Subsidies List.

Where an individual requires significant LLN support, there are alternative programs funded by the Australian Government that exist to address this need for eligible individuals, as detailed below.

Australian and Queensland Government publicly-funded programs should complement each other and not duplicate services. Where necessary, individuals eligible for LLN assistance under an Australian Government program should be redirected by the PQS to such a program before enrolling in the Certificate 3 Guarantee. For further information on the Australian Government funded programs refer to:

- [Adult Migrant English Program \(AMEP\)](#)
- [Skills for Education and Employment \(SEE\)](#).

### VET in Schools (VETiS)

Some students undertake VET qualifications while they are still at school, through the following options:

- as part of their school studies - delivered and resourced by a school RTO
- by enrolling in a qualification with an external RTO - funded either by the department's VET investment budget or through fee-for-service arrangements i.e. where the student or parent pays for the qualification
- as a school-based apprentice or trainee.

The VET investment budget will provide funding for students to complete one VETiS qualification listed on the Queensland Training Subsidies List while at school. Qualifications are primarily at certificate I and II level and are those that have been identified by industry as leading to employment.

PQS are to check whether a student has previously completed a VET Investment funded qualification prior to enrolment.

PQS and schools who enter into arrangements for the delivery of VETiS are encouraged to articulate each party's roles, responsibilities and expectations in a formal agreement.

For more information on the qualifications that can be delivered to VETiS students through the Certificate 3 Guarantee, see the Queensland Training Subsidies List.

### Lower-level vocational qualifications

Outside of delivery to VETiS students, certificate I and/or II level vocational qualifications on the Queensland Training Subsidies List may only attract a government subsidy under the Certificate 3 Guarantee where the training falls within one of the following:

- qualification — where the certificate I and/or II level qualification is mandated as a prerequisite for entry into the certificate III level qualification under the national training package rules. This means the student must successfully complete the qualification to be eligible to enrol in the certificate III qualification; or
- individual — where the student is assessed as a disadvantaged learner requiring a supported learning pathway (in accordance with Performance Standard 4, item C of the PQS Policy, including for example the requirement for the PQS to develop a training and support plan for each student); or
- industry or local employment — where industry or local employers support the qualification as the preferred employment entry pathway, including basic trade skills to support entry into a traditional apprenticeship. PQS must obtain prior approval from the department to deliver and market under this exception by submitting a business proposal that demonstrates students with the qualification would be offered employment by specific employers. To attract the government subsidy the PQS must comply with the conditions of the approval which may include providing evidence of employment outcomes for these students to substantiate claims for payment.

The PQS must retain evidence of the circumstances that support a student's enrolment in a lower-level qualification, either at the individual, industry or pre-apprenticeship level.

### Which RTOs can apply to deliver subsidised training?

RTOs must be pre-approved by the department as a PQS for the Certificate 3 Guarantee to deliver training and assessment services in Queensland under the program.

For information on the PQS application and approval process, see the PQS application fact sheet.

For information on the terms and conditions of funding, see the PQS Policy and PQS Agreement.

### What level of subsidy is available?

The Certificate 3 Guarantee will provide a government subsidy towards the training cost for eligible students undertaking a qualification on the Queensland Training Subsidies List.

The size of the government subsidy will vary for each qualification based on the relative priority of the occupation aligned to the qualification, and the indicative value of the qualification based on relative length and complexity of training delivery.

This means high priority qualifications will be subsidised at a higher percentage, and generally a higher dollar value than low priority qualifications.

High priority qualifications align to the skills needs of industry and Queensland's economy, and support employment opportunities.

The government will also pay a higher subsidy to encourage and support participation by the following cohorts:

- any student requiring foundation skills (LLN) training
- concessional students undertaking vocational qualifications
- Year 12 graduates undertaking high priority qualifications
- students residing in country and remote areas in Queensland, and in Cape York and the Torres Strait (when actual local delivery occurs in these areas).

Concessional student status applies when:

- (a) the student holds a Health Care or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and is named on the card
- (b) the student provides the PQS with an official form under Commonwealth law confirming that the student, their partner or the person of whom the student is a dependant is entitled to concessions under a Health Care or Pensioner Concession Card
- (c) the student is an Aboriginal or Torres Strait Islander
- (d) the student is a school student and is enrolled in a VETiS program (may include young people in detention)
- (e) the student has a disability
- (f) the student is an adult prisoner.

For concessional status, it is the responsibility of the PQS to verify at enrolment and hold evidence of a student's eligibility.

Loadings will be paid to PQS to encourage delivery in identified country and remote areas in Queensland, and in Cape York and the Torres Strait. Locations attracting a loading, along with the corresponding loading amounts, can be found in the Localities and Location Loadings List.

## What is a co-contribution fee?

A contribution to the cost of training and assessment services — called a co-contribution fee — must be made by students undertaking a certificate III level vocational qualification and non-concessional students undertaking certificate I and/or II level vocational qualifications.

The fee may be paid on behalf of the student by a third party, but cannot be paid or waived by the PQS. The fee amount is a decision for the PQS.

The only exceptions to the fee condition are:

- Skilling Queenslanders for Work (SQW) participants — this training is provided fee-free to students with any additional costs met through SQW funding
- Queensland Year 12 graduates undertaking high priority qualifications — this training is provided fee-free to students
- VETiS students — this training is provided fee-free to students with any additional costs met by the school
- foundation skills — this training can be provided fee-free to students, as determined by the PQS
- lower-level vocational qualifications for concessional students — this training can be provided fee-free to students, as determined by the PQS.

## What can students expect from a PQS?

Individuals need access to a range of information to ensure they make an informed choice about a subsidised training place under the Certificate 3 Guarantee.

To support this objective, each PQS must:

- inform prospective students they will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee once they complete a certificate III level vocational qualification
- disclose upfront to prospective students and clearly publish on its website the co-contribution fee for concessional and non-concessional students for each qualification it is approved to deliver under the program. The fee must represent the total cost to the student to enrol, undertake training and be awarded the qualification. It is not permissible to offer or publish fee-free training, except for the student categories listed above
- provide prospective students, prior to enrolling, with its refund policy outlining what the student is entitled to (full or part refunds)
- direct each student to the department's Certificate 3 Guarantee student fact sheet

- supply each student with a training fact sheet or written summary of information for the qualification which includes:
  - a breakdown of all costs, including how and when fees will be charged and collected at the unit of competency level
  - training timelines, delivery mode, delivery location and vocational or work placement when this is a mandatory component of the qualification under the training package
  - support services available to assist students to complete training
  - a requirement to complete a student training and employment survey within three months of completing or discontinuing the qualification (see the student training and employment survey fact sheet and PQS Policy, performance standard 5 for more information).

## What outcomes are expected?

As a result of participating in the Certificate 3 Guarantee, the department expects students will:

- complete a vocational qualification at the certificate III level
- transition to the workforce or advance in their chosen career.

In accordance with these objectives, the department will measure PQS performance against the following key performance indicators and benchmarks:

- Qualification completions — at a minimum achieve a qualification completion rate of 65 per cent of all enrolled students
- Employment benefit — at a minimum achieve 55 per cent of all students gaining an employment benefit as a result of the training. This means those unemployed before training gain a job and those employed before training receive some type of job-related benefit.
- The employment benefit performance indicator will primarily be measured for certificate III level students and students in lower-level qualifications that represent the industry-preferred entry pathway. VETiS students may also be measured.

For lower-level qualifications that provide basic trade skills, the preferred employment outcome is recruitment into an apprenticeship.

## More information

For more information on the Certificate 3 Guarantee, phone 1300 369 935 or visit [www.training.qld.gov.au](http://www.training.qld.gov.au).