

Certificate 3 Guarantee Procedures

The purpose of this procedure is to ensure all learners enrolling in a course under Certificate 3 Guarantee abide by the eligibility requirements set under the Queensland Government's VET Investment Plan and to ensure quality compliance levels are maintained along with all documentation and supporting evidence for each applicant under this funding stream.

1. Pre-enrolment

1.1 Potential C3G applicants must complete the Expression of Interest form and Eligibility Form:

C3G Expression of Interest Form

https://shellyenvirotech.sharepoint.com/EIE/_layouts/15/WopiFrame.aspx?sourcedoc=%7B48DD03CF-D9FB-444B-A2EB-27CC0CC65CAA%7D&file=Domestic%20-%20C3G%20Expression%20of%20Interest.docx&action=default

C3G Expression Eligibility Form

https://shellyenvirotech.sharepoint.com/EIE/_layouts/15/WopiFrame.aspx?sourcedoc=%7B0B827962-8B46-423B-A526-0E50D041BCF3%7D&file=Domestic%20-%20C3G%20Eligibility%20Form.docx&action=default

1.2 Domestic Student Co-ordinator must check applicant's eligibility on DET CONNECT and take a copy of the applicants results. <https://detconnect.qld.gov.au/portal/appmanager/portal/default>

1.3 Domestic Student Co-ordinator will create the applicant learner folder on SharePoint.

1.4 Domestic Student Co-ordinator must check that all the following evidence is collected before enrolment: 1.4.1 AISS check (print from DET CONNECT) 1.4.2 Colour copy QLD Drivers Licence 1.4.3 Colour copy valid Medicare Card 1.4.4 Colour copy valid Concession/ Health Care Card (If claiming concession) 1.4.5 Ensure applicant has completed in full the EoI & Eligibility Form *ALL applicant copies of supporting evidence and forms, must be saved in their folder in SharePoint.

1.5 If the applicant is not eligible for funding under C3G, the Domestic Student Co-ordinator can offer learner the course options under Fee for service and explain payment plan options – Please refer applicant to Domestic Student Co-ordinator, Ceharnie Martin.

2. Enrolment

2.1 If the applicant is eligible for C3G funding they must be provided with our Envirotech student handbook and C3G Facts Sheet via email with acknowledgment that they are eligible to enrol by the Domestic Student Co-ordinator and link to Envirotech Online Enrolment form.

2.2 Once the online Enrolment form has been completed by the applicant, Domestic Student Co-ordinator will create the Letter of Offer for applicant to sign.

2.3 Domestic Student Co-ordinator will generate the tax invoice for the Co-contribution payment for the course. Prices are: 2.3.1 Concessional – \$1.25 per unit (12 units) = \$15.00 2.3.2 Non concessional - \$2.50 per unit (12 units) = \$30.00 *Tax invoices must be paid in full prior to commencement of course.

2.4 Domestic Student Co-ordinator will issue the applicants Letter of Offer, Tax Invoice and the following additional forms that need to be completed and signed prior to course commencement.

*Included in this email will be a link to complete the Language, literacy and numeracy test. Test must be completed before learner commences their course. Following must be included to email to learner:

2.4.1 Letter of Offer

2.4.2 Tax Invoice

2.4.3 LLN test

2.4.4 Student Handbook acknowledgement form

2.4.5 Filming consent form

2.5 Once the above forms have been completed, signed and LLN test completed, Domestic Student Co-ordinator will enrol learner into the course on RTO Manager with agreed intake date and request learner to be enrolled in Moodle.

2.6 The Domestic Student Co-ordinator will send the learner a welcome email which will have the learner's timetable, course start date, invitation to induction on the Friday before course delivery day and login details to Moodle. *Tax receipt must be emailed to learner once the co-contribution fee has been paid.

3. Course commencement & completion

3.1 The Domestic Student Co-ordinator is responsible for the learner management, reporting and completion of each learner enrolled into a C3G funded course.

Approved	Compliance	15/04/2019	Next Review Date: 01/04/2019
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