

SDS Training has been awarded funding for Higher Qualifications Civil & Building Program, during the funding period (01<sup>st</sup> Aug 2025 – 14<sup>th</sup> Aug 2027). Last enrolment Date 5<sup>th</sup> June 2026.

**Please send completed form with required evidence to: [enquiries@sdstraining.edu.au](mailto:enquiries@sdstraining.edu.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.**

MANDATORY PRE - ELIGIBILITY QUESTIONS – Select 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 have accessed CSQ HLS or SAGT funding during the period of 1/08/2025 to 14/08/2027.
Yes	No	I am completing or have completed the same course under another authority or similar body such as the training being applied for under the CSQ Higher Level Skills or SAGT Programs.
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 1300 000 737 PRIOR TO CONTINUING**</b>		
PARTICIPANT DETAILS:		
Full Name:		Date of Birth:
Phone Number:		Email:
Address:		
USI:		
FUNDING ELIGIBILITY: (please select appropriate response/s)		
I currently hold	<input type="checkbox"/> Australia/NZ 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
<b>**MANDATORY SUPPORTING EVIDENCE REQUIRED**</b>		
Right to Work in Australia Evidence	(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 from expiry) <input type="checkbox"/> Australian or New Zealand Full Birth Certificate or Extract* <input type="checkbox"/> Australian Citizenship Certificate
Participant is 15 years or older	(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.
Visa Holder with Relevant Permission to Work in Aust. & who has been working in		<input type="checkbox"/> Employer Letter on letterhead, dated and signed by the employer which confirms: <ol style="list-style-type: none"> <li>a) The participant has the right to work in Australia and undertake study <b>and</b></li> </ol>

<b>the Qld. Building &amp; Construction Industry 6 months or more</b>		b) The visa number <b>and</b> c) The participant has been employed for 6 months or more <b>and</b> d) States the role of the participant <b>and</b> e) A list of the participants duties that demonstrates substantial engagement in the Queensland Building and Construction Industry.  An international student visa is not eligible	
<b>I am</b> (MUST SUPPLY EVIDENCE TO MATCH, AS OUTLINED BELOW)	<input type="checkbox"/> Currently Employed	<input type="checkbox"/> Currently Unemployed	<input type="checkbox"/> Self Employed
<b>Permanently work in Queensland – Currently Employed</b>	(1) One Required	<input type="checkbox"/> Employer letter (on letter head and signed by the employer) confirming employment, role and duties demonstrating substantial (new construction works) engagement by task in the Building and Construction industry. <input type="checkbox"/> Statutory Declaration – that provides the same details as of an employee letter - employment including role and duties within the Building and Construction Industry.	
<b>Permanently work in Queensland – Self Employed</b>	(1) One Required	<input type="checkbox"/> ABN/ACN An official copy of <i>registration showing ownership and multiple invoices for recent work in industry.</i> <input type="checkbox"/> Statutory Declaration <i>providing details of business registration and recent work in the industry.</i>	
<b>Unemployed eligible worker</b>	(1) One Required	<input type="checkbox"/> Statutory Declaration providing details of employment including role, duties within the Building and Construction Industry. Must state how long participant, must be unemployed less than 6 months.	

**EMPLOYMENT DETAILS**

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)	

**PARTICIPANT DECLARATION**

<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 SDS 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 Higher Qualifications Program as found at <a href="https://sdstraining.edu.au/">https://sdstraining.edu.au/</a>
<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 understand that to remain eligible for CSQ subsidies, I must demonstrate ongoing monthly competency progress in my qualification and achieve competency in all units by the course end date. I acknowledge that if I do not maintain satisfactory competency outcomes within an 8-week period or fail to complete all units within the timeframe set by CSQ and SDS Training, I will be liable for the full cost of the qualification.
<input type="checkbox"/> I acknowledge and agree that should the funding subsidy be removed by, CSQ, I am responsible for the full cost of the course.
<input type="checkbox"/> I hereby give permission for SDS Training to validate my Apprenticeship/Traineeship status (if applicable)

Participants Signature	
Participants Name	
Date	

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

Please indicate which courses you would like to participate in

COURSE CODE	COURSE TITLE	INTEREST	PARTICIPANT CO-CONTRIBUTION*	BASE PRICE PER UNIT OF COMPETENCY	CSQ SUBSIDISED AMOUNT
RII40720	Certificate IV in Civil Construction	<input type="checkbox"/>	\$500.00	\$400.00	\$4,800.00
RII50420	Diploma of Civil Construction Management	<input type="checkbox"/>	\$500.00	\$400.00	\$5,200.00
BSB41419	Certificate IV in Work Health and Safety	<input type="checkbox"/>	\$500.00	\$400.00	\$4,000.00

*\*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, you are required to cover the full cost of training; feel free to discuss with our team.*

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

**\*If you have not been employed by the same employer within the past 6 months, you must provide an employer letter to support your employment history.**

**Employer Template**

Date: / /

SDS Training

E: [enquiries@sdstraining.edu.au](mailto:enquiries@sdstraining.edu.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.

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