



HEAD OFFICE  
51-55 Toll Street  
Mount St John QLD 4818

PHONE: 07 4774 4144  
[admin@itq.net.au](mailto:admin@itq.net.au)  
ABN: 34 087 239 370



# Short Courses Civil

## This programme is a CSQ initiative

### Eligibility form

CSQ contributes towards the cost of courses to reduce the cost to participants. CSQ funding is paid directly to the contracted RTO, generally between 75% and 100% of course costs.

CSQ provides funding to reduce the financial obstacle to training, making upskilling an affordable option for many more individuals in the construction industry.

For full details about Construction Skills Queensland please go to: [www.csq.org.au](http://www.csq.org.au)

Please complete this form and provide other required documents stated below prior to enrolment to Industry Training Queensland. You can either submit these documents to [admin@itq.net.au](mailto:admin@itq.net.au) or at our office which is located at 51-55 Toll Street, Mount St John QLD 4818.

All approved CSQ funded training that you are enrolled in, must be completed before 14 October 2025.

NAME	
ADDRESS	
PHONE NUMBER	
EMAIL	

It is a requirement that participants must generate a USI (Unique Student Identifier) to be eligible for CSQ funded training. If you have not yet obtained a USI, you can apply for it directly at:

<https://www.usi.gov.au/students/get-a-usi>

USI NUMBER	
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<b>Funding Eligibility Questionnaire</b>		YES	NO
Please answer the questions below by ticking yes or no			
1.	Do you have the right to work in Australia? (you must supply evidence – Please refer to Schedule 1 – A or C) <b>If not supplied you are not eligible</b>		
2.	Are you currently employed in Queensland within the Building & Construction Industry? (If yes, you must supply evidence – Please refer to Schedule 2 - A) <b>If not supplied you are not eligible</b>		
3.	Are you an unemployed eligible worker? Unemployed for a period not greater than 6 months who would otherwise meet the requirements of an Eligible Worker? (If yes, you must supply evidence – Please refer to Schedule 2 – B) <b>If not supplied you are not eligible</b>		
4.	Are you Self-Employed in Queensland within the Building & Construction Industry? (If yes, you must supply evidence – Please refer to Schedule 2 – C) <b>If not supplied you are not eligible</b>		
5.	Have you previously been assessed, trained or received funding in any of the listed CSQ Short Courses?		
6.	Are you an Apprentice or Trainee? <b>(if yes, and the course you wish to do is part of your Apprenticeship or Traineeship units, you are NOT eligible for funding)</b>		
7.	Are you contracted as a trainer and assessor or an existing worker of an RTO? <b>(if yes, NOT eligible for funding)</b>		
8.	Are you a participant seeking a verification of competency? <b>(if yes, NOT eligible for funding)</b>		
9.	Are you an Employee of an Authority? <b>(if yes, NOT eligible for funding)</b> Unless you are an employee of Townsville City Council		

<b>Employment Details:</b>	
EMPLOYER NAME	
ADDRESS	
PHONE	
EMPLOYMENT STATUS	
POSITION	

Short Course Code	Short Course Title	Full Course Cost	CSQ Funding	Cost Payable Upfront	Tick
RIIHAN309F	Conduct telescopic materials handler operations	\$800.00	\$540.00	\$260.00	
RIIHAN311F	Conduct operations with integrated tool carrier	\$750.00	\$500.00	\$250.00	
RIIMPO317F	Conduct roller operations	\$750.00	\$500.00	\$250.00	
RIIMPO318F	Conduct civil construction skid steer operations	\$750.00	\$505.00	\$245.00	
RIIMPO319E	Conduct backhoe/loader operations	\$750.00	\$505.00	\$245.00	
RIIMPO320F	Conduct civil construction excavator operations	\$750.00	\$505.00	\$245.00	
RIIMPO321F	Conduct civil construction wheeled front end loader operations	\$750.00	\$505.00	\$245.00	
RIIHAN301E	Operate elevating work platform	\$450.00	\$266.00	\$209.00	
RIIWHS202E	Enter and work in confined spaces	\$300.00	\$300.00	\$0.00	
RIIWHS204E	Work safely at heights	\$250.00	\$225.00	\$25.00	

\*Maximum of 8 units of competency to be completed under short courses programme. Maximum of 3 HRWL & 3 Mobile Plant Units\*

### Applicant Acknowledgement:

Please note that when signing below, you acknowledge that the information you supplied is to be true and correct.

If any of the above is found to be incorrect you will be required to pay the full course amount.

You may also be prosecuted for supplying fraudulent information.

I give permission for Construction Skills Queensland to contact me for the purpose of including but not limited to:

- A review;
- Conducting Destination Surveys; and
- Providing Construction Skills Queensland products and services, whether current or future.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Schedule 1 – Right to Work in Australia

Requirement – Right to Work in Australia	Evidence – Must be (1) of the below
<b>A. Australian or New Zealand Citizen or Permanent Resident</b>	<ul style="list-style-type: none"> <li>a. Green Medicare Card (Current) or My.gov – Medicare snapshot <b>OR</b></li> <li>b. Australian or New Zealand Passport (Up to 6 months after the expiry date) <b>OR</b></li> <li>c. Australian or New Zealand Full Birth certificate or Extract* Australian Citizenship Certificate</li> </ul>
<b>B. Participant is 15 years or older</b>	<ul style="list-style-type: none"> <li>a. When a birth certificate or passport is used as evidence above – this can also satisfy confirmation that the participant is 15 years or older</li> <li>b. A Queensland Government issued photo identification card</li> </ul>
<b>C. A Visa holder with relevant permission to work and study** and who has been working in the Queensland Building and Construction Industry for 6 months or more.</b>	<ul style="list-style-type: none"> <li>a. Employer letter (on letter head, dated and signed by the employer) which confirms:               <ul style="list-style-type: none"> <li>i. The participant has the right to work in Australia and undertake study; <b>and</b></li> <li>ii. The visa number; <b>and</b></li> <li>iii. The participant has been employed for 6 months or more</li> </ul> <p><i>This information can be incorporated into the Eligible Worker letter.</i></p> </li> </ul>
<p><b>* A commemorative birth certificate cannot be accepted</b></p> <p><b>**An International Student Visa is not eligible</b></p>	

### Schedule 2 – Eligible Worker\*

Requirement – Permanently work in Queensland	Evidence – Must be (1) of the below
<ul style="list-style-type: none"> <li><b>A. Employed and substantially engaged in the Queensland Building and Construction Industry</b></li> <li><b>B. Unemployed for less than 6 months in a role which would meet the employed and substantially engaged requirements of an Eligible Worker.</b></li> </ul>	<ul style="list-style-type: none"> <li>a. Employer letter on letter head, dated and signed by the employer which confirms:               <ul style="list-style-type: none"> <li>i. The role of the participant; and</li> <li>ii. The duties being undertaken by the participant that demonstrate substantial engagement in the industry priorities identified in the supporting resources; <b>OR</b></li> </ul> </li> <li>b. Copy of a relevant licence along with confirmation that the participant is undertaking duties that demonstrate substantial engagement in the industry priorities identified in the supporting resources; <b>OR</b></li> <li>c. Statutory Declaration providing details of employment which would ordinarily be on the employer letter.</li> </ul>
<b>C. Self Employed and substantially engaged in the Queensland Building and Construction Industry</b>	<ul style="list-style-type: none"> <li>a. Copy of ABN/ACN registration showing ownership and Invoices for recent work in the industry; <b>OR</b></li> <li>b. Statutory Declaration providing details of business registration and recent work in the industry.</li> </ul>
<p><i>*An Eligible Worker is defined in the supporting resources for training suppliers</i></p>	