

## Higher Level Skills Student Declaration

As part of enrolling to complete a Diploma level qualification with Strategix Training Group under the Higher Level Skills program, you are required to meet certain criteria and disclose information to assist in the eligibility process. Please read this document and provide the details required. After completion, please sign and date the final declaration at the bottom of the page.

I declare that:

1. I am not currently enrolled in, or attending school, a Certificate IV or higher qualification (Private RTO or TAFE) or any University or other online study.
2. I have not previously completed a Certificate IV qualification or higher qualification (excluding Certificate IV to Advanced Diploma completed prior to 1<sup>st</sup> January 1995).
3. I am aged 15 years or above and permanently reside in Queensland.
4. I fall under one of the following categories; 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.
5. I understand that by completing this course of study under the Higher Level Skills Program, I will no longer be eligible for a government subsidised training place under the Higher Level Skills program.
6. I understand that by claiming a concession from course fees I am eligible for the concession as offered by Strategix Training Group and can provide a current concession card.
7. I understand and will pay the co-contribution fees as outlined in the Strategix Higher Level Skills information sheet.
8. I recognise that I am entitled to a refund of my co-contribution fees if I withdraw prior to the census date of each Unit of Study. I will refer to the Student Review & Re-Crediting Policy available on the website for more information withdrawals.
9. I will communicate withdrawal by completing the online withdrawal form available on the Strategix website.
10. Upon completing or discontinuing my qualification, I will complete a Higher Level Skills Participant survey.
11. The information provided by myself at enrolment is true and correct at the date of the signing of this declaration, and I acknowledge that I must inform Strategix of any changes to my details or status throughout the duration of the training.
12. I have been directed to the Higher Level Skills student fact sheet available at:  
<https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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# Higher Level Skills - Information Sheet

## Eligibility

To be eligible to receive a Government Contribution under the Higher Level Skills program, prospective participants must meet the following eligibility criteria:

- The Program is for any Queensland resident who does not already hold, or is not already enrolled in, a post-school certificate IIV or higher level qualification. (this includes any equivalent certificate IV or higher level qualification irrespective of whether the qualification is through a university degree, apprenticeship or traineeship pathway)
 

(**Note:** Candidates that have completed Certificate IV to Advanced Diploma prior to 1<sup>st</sup> January 1995 are eligible for Higher Level Skills funding).

(**Note:** certificate IV qualifications completed at secondary school are not effect eligibility)

(**Note:** participants under the Single and Teenage Parent Program (STPP), are exempt from the eligibility criteria relating to previous qualification attained and are still eligible even if they already hold a post-school qualification at Certificate IV or higher)
- Prospective Participants must also be:
  - Aged 15 years of age or above
  - Permanently reside in Queensland
  - Not currently enrolled in, or attending school, a Certificate IV or higher qualification (Private RTO or TAFE) or any University or other online study
  - Australian citizen or Australian permanent resident (including humanitarian entrant) or temporary resident with the necessary visa and work permit on the pathway to permanent residency or a New Zealand citizen
- A participant can be unemployed and seeking work, or working on a full-time, part-time or casual basis.

There is no minimum education requirement, other than the standard entry requirements specified for the selected qualification.

## Co-contribution fees

Higher Level Skills students are required to contribute towards the cost of their training. The co-contribution fees may differ for each course of study. It 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 Educaiton and Training.

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

If fees are paid personally a payment advice will be issued, detailing the total amount due and a payment schedule.

See the table below for pricing for all Higher Level Skills eligible qualifications:

Qualification Code	Qualification Name	Non-concessional		Concessional	
		Co-contribution Fee	Cost Per Unit	Co-contribution Fee	Cost Per Unit
CHC50113	Diploma of Early Childhood Education and Care	\$3970	\$141.76	\$2678	\$95.64

Please note:

• Surcharges apply for credit card transactions or payment plans.

• Co-contributions are split across the census dates for the course. See the Strategix Website for more information on fees and census dates.

## Concessions

The definition of a Concessional Participant below only applies when the Participant or Participant's family or guardian or employer is responsible for the payment of any Student Contribution Fee.

A Participant's eligibility for concessional status must be provided and evidenced by the student at the time of enrolment.

Under this Policy, Concessional Participants are defined as follows:

- a) The Participant holds a Health Care concession card or Pensioner concession card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care concession card or Pensioner concession card, and is named on the card; or
- b) The Participant issues Strategix with an official form under Commonwealth law confirming that the Participant, his or her partner or the person of whom the Participant is a dependant, is entitled to concessions under a Health Care or Pensioner concession card; or
- c) The Participant is an Aboriginal and Torres Strait Islander person. This must be stated on the Enrolment Form
- 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 (documented evidence from a medical practitioner must be provided)
- f) the student is an adult prisoner (evidence to be provided)
- g) Department of Veterans' Affairs (DVA) Card

## Vocational Placement

Vocational Placement (VP) is where a student is placed in a workplace to receive practical training and experience that is required under, and is an assessable part of, a student's course, leading to the issuing of a qualification or statement of attainment.

VP is a mandatory requirement for completion of the following qualifications:

Qualification Code	Qualification Name	Required Hours
*CHC50113	Diploma of Early Childhood Education and Care	240

**\*Students require a blue card in order to complete VP**

## Refund Policy

### VET Student Loans

Strategix will provide refunds before course commencement for students who meet the following criteria in their specific course of study:

- Withdraws from a Strategix College course on or before the Census Date of each semester are due a refund of the fees relating to that semester of study.
- Management or Administrative fees may not be refunded.

Generally speaking, Fees are not refunded after course commencement with the exception of extenuating circumstances.

Please see Strategix refund policy for further detail.

## Upfront Payment

Strategix will refund any course fees relating to the upcoming census, where notification of cancellation is received prior to census. No refund is due after census has passed.

## Other Information

- Students who complete a course of study under the Higher Level Skills program are no longer eligible to claim funding under the Higher Level Skills program
- Students are required to provide specific feedback to the training organisation within 3 months of completing the course
- Higher Level Skills program student factsheet available at:  
<https://training.qld.gov.au/site/providers/Documents/funded/hls-student-factsheet.pdf>

## Required Documents

- Enrolment Form and LLN
- Higher Level Skills Student Declaration
- **Evidence of Australian Citizenship, NZ Citizenship or Permanent Residency:** Green Medicare Card or Australian/ NZ Passport or Australian/NZ Birth Certificate or Permanent Visa
- **Evidence of temporary resident with the necessary visa and work permit on the pathway to permanent residency** – Letter from Immigration Department stating visa details or Visa type label from Passport and VEVO check by Strategix
- **Evidence of Queensland Residency:** Queensland Driver's Licence (Front & Back), Heavy Vehicle or Marine Licence, Dept. of Veterans Affairs/Pensioner Concession Card, Health Care Card, Commonwealth Seniors Health Card, Bank Statement issued within last 6 months, Australian Electoral Commission document, Contract of property purchase, lease/rental document, mortgage/land ownership certificate, Electricity, gas or telephone account, Queensland local government rates notice, Queensland vehicle registration certificate or renewal notice, Australia Taxation Office assessment/Tax-file number confirmation notice, Official letter from Centrelink or the Department of Human Services
- **Evidence of Date of Birth:** Queensland Driver's Licence (Front & Back), Heavy Vehicle or Marine Licence, 18+ Card, Birth Certificate or Birth Extract, Australian, New Zealand or International Passport

Types of Evidence	Date of Birth	Queensland Residency	Australian Citizenship	New Zealand Citizenship	Australian Permanent Residency	Pathway to Permanent Residency	Concession Eligibility	Fee Free Year 12 Graduates
<b>Mandatory requirement for evidence / Evidence List</b>	<b>YES</b>	<b>YES</b>	<b>YES, for one of these categories</b>				<b>YES, if claimed</b>	<b>YES, if claimed</b>
Queensland Driver's Licence	✓	✓						
18+ Card	✓							
Heavy Vehicle or Marine Licence	✓	✓						
Birth Certificate or Birth Extract	✓		✓	✓				
Australian, New Zealand or International Passport	✓		✓	✓				
Medicare Card ( <b>Green</b> )			✓	✓	✓			
Permanent Resident Evidence ImmiCard					✓			
Certificate of Evidence of Residence Status (CERS)					✓			
Temporary Visa (Subclass: 309, 060, 820) (Subject to Verification)						✓		
Certificate of Evidence of New Zealand Citizens in Australia (CSNZA)				✓				
Dept. of Veterans Affairs/Pensioner Concession Card		✓					✓	
Health Care Card		✓					✓	
Commonwealth Seniors Health Card		✓					✓	
Bank Statement issued within last 6 months		✓						
Australian Electoral Commission document		✓						
Contract of property purchase, lease/rental document, mortgage/land ownership certificate.		✓						
Electricity, gas or telephone account.		✓						
Queensland local government rates notice		✓						
Queensland vehicle registration certificate or renewal notice		✓						
Australia Taxation Office assessment/Tax-file number confirmation notice		✓						
Official letter from Centrelink or the Department of Human Services		✓						
Senior Statement or Statement of Results								✓

Note: For EACH eligibility category requirement that applies, collect and retain AT LEAST ONE suitable piece of evidence in colour.