|  |  |
| --- | --- |
| **1.**  | **LEARNER INFORMATION** |
| **Learner Name** | Given Name  |  |
| Middle Name  |  |
| Surname  |  |  Maiden / Other |  |
| Preferred Name  |  |
| Please confirm how you would like your **name to appear** on the course certificate |  |
| **Postal Address** | Street Address  |  |
| City / Suburb |  |
| State  |  | Postcode |  |
| **Contact Details** | Home phone  |  |  Work |  |
| Mobile  |  |  Fax |  |
| **Email Address** |  |
| **Gender** | Male [ ]  Female [ ]  Other [ ]  |
| **Date of Birth** |  |
| **Country of Birth** |  |
| **City of Birth** |  |
| **Country of Citizenship** |  |
| **Australian Citizenship Status** | Australian Citizen [ ] Australian Permanent Resident [ ] Temporary Resident Visa [ ] New Zealand Citizen [ ] Participant Visa [ ] Other [ ]  |
|  **Aboriginal or Torres Strait Islander Origin** | No [ ] Aboriginal [ ] Torres Strait Islander [ ]  |
| **Employment Status** | Full-time [ ]  Self-employed - not employing others [ ] Part-time[ ]  Self-employed – employing others [ ] Employed – unpaid worker in a family business Unemployed – seeking full-time work [ ]  Unemployed – seeking part-time work [ ] Unemployed – not seeking employment [ ]  |
| **Are you registered with an Employment Service Provider (ESP)?** | Yes [ ]  No [ ]  ESP Name ESP Email Jobseeker ID  |
| **1.**  | **LEARNER INFORMATION** *(continued)* |
| **How did you hear about Sutherland Training?** | Internet Search (e.g. Google) [ ]  Word of Mouth [ ] Employment Service Provider [ ]  Other [ ] Newspaper [ ]  Please specify:  |
| **Company Name** *(if currently employed)* |  Unemployed [ ]  |
| **How well do you speak English?** | Very Well [ ]  Well [ ] Not Well [ ]  Not at all [ ]  |
| **Do you have any disabilities that we need to be made aware of?** | Yes [ ]  No [ ]   ***If yes, please specify:***Hearing / Physical / Vision / Intellectual / Acquired Brain Impairment Medical Condition / Learning / Mental / Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Year 12 qualification or equivalent [ ]  |
| **Highest COMPLETED school level** | Year 11 qualification or equivalent [ ]  |
|  | Year 10 qualification or equivalent [ ]  |
| Year 9 qualification or equivalent [ ]  |
| Year 8 qualification or equivalent [ ]  |
| Never attended school [ ]  |
| **Year of completion (e.g. 1990)**  |   |
| **Highest level of post-school** **education**  | Bachelor’s Degree or higher [ ]  Advanced Diploma [ ]  |
| Diploma level [ ]  Certificate IV [ ]  |
| Certificate III [ ]  Certificate II [ ]  |
| Certificate I [ ]  None of the above [ ]  |
| **Unique Student Identifier (USI)** |  |
| **LUI Number if under 18** |  |
| **Emergency Contact Details** | Name: Relationship: Phone number:  |
| **2.** | **COURSE INFORMATION** |
| **Course Name** | Certificate III in Business Administration [ ] Certificate III in Business Administration (Medical) [ ] Five medical units from Cert III in Bus. Admin (Medical) [ ] Certificate IV in Business Administration [ ] Other (please specify below) [ ]  |
| **2.** | **COURSE INFORMATION** *(continued)* |
| **Delivery Mode** | Distance (with printable course notes) [ ] Online (learner portal) [ ] Class (face-to-face) [ ]  |
| **Fee Type** | Full Service Fee [ ]  **\* *go to Section 4*** Non-concessional, government subsidised [ ] Concessional, government subsidised [ ]  C3 BOOST - Concessional, government subsidised [ ]  |
| **\*\*\*\*\* Please complete Section 3 *only if your course is subsidised by the government*. \*\*\*\*\*** |
| **3.** | **ELIGIBILITY FOR FUNDING UNDER CERTIFICATE 3 GUARANTEE & CERTIFICATE 3 GUARANTEE BOOST** |
| **CERTIFICATE 3 GUARANTEE** | **CERTIFICATE 3 GUARANTEE BOOST** |
| **Learners must*** **Not hold or be already undertaking a Certificate III or higher-level qualification (Certificate III qualifications *completed at school* are not taken into consideration.)**
* **Be 15 years of age or older**
* **Have finished secondary school or left school**
* **Be a Queensland resident - an Australian Citizen or permanent resident living in Queensland, or a New Zealand citizen permanently residing in Queensland.**

**Employment status does not matter and there is no minimum education requirement, only the standard entry requirements for the course of study.** | **Learners must*** **Not be eligible for subsidised training under the Certificate 3 Guarantee**
* **Not be already undertaking a Certificate III or higher-level qualification**
* **Live in Queensland**
* **Participate in training aligned to local employment opportunities**

**Learners must also meet one of the following criteria:*** **Be unemployed and need new skills to obtain a job or**
* **Be at risk of losing their job and require reskilling to move to alternative employment opportunities or**
* **Be working but looking to increase hours of work or shift from part-time to full-time employment.**
 |
| **Documents required to prove eligibility** |
| **Not undertaking another qualification****No longer at school** | * Signed Statutory Declaration
 |
| **Age/Identity** | * Passport **or**
* Birth Certificate **or**

Please provide a *certified* copy.* Current Drivers Licence (both sides) **or**
* Proof of Age Card
 |
| **Residency in Queensland** | * Australian Birth Certificate **or**
* Australian Passport **or**
* Naturalisation Certificate **or**

Please provide a *certified* copy.* Green Medicare Card **or**
* Visa **or**
* Current Drivers Licence **or**
* Document with address (e.g. energy bill)
 |
| **Concession card holder**  | * Health Care Card **or**

Please provide a *certified* copy.* Pension Card
 |
| **4.**  | **DECLARATION** |
| *I declare that, to the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.* |
| **Student Signature** |  |
| **Date** |  |