

## EQUITY & PARTICIPATION FUNDED COURSE REFERRAL FORM 2019

**Instructions:** Fill in all sections clearly and carefully by writing in block letters. Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required. All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to inform future federal funding in Vocational Training.

### COURSE DETAILS

Please select the course you are referring to, if date of commencement is known please also input date otherwise you can be placed on next available course.

- BSB20115 CERTIFICATE II in BUSINESS (\$447.47 or \$420 if 17 and under)
- BSB30415 CERTIFICATE III in BUSINESS ADMINISTRATION (\$840.65 or \$420 if 17 and under)
- AHC21016 CERTIFICATE II in CONSERVATION & LAND MANAGEMENT (\$733.53 or \$420 if 17 and under)
- AHC31416 CERTIFICATE III in CONSERVATION & LAND MANAGEMENT (\$1163.78 or \$420 if 17 and under)

Title: (Please tick) Mr  Mrs  Miss  Ms

Family Name: \_\_\_\_\_

Given Names: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Town/Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: ...../...../.....

Unique Student Identification Number (*if known*) : .....

### FUNDING ELIGIBILITY – for Funded Courses

JSID: .....

<input type="checkbox"/> Job Seeker :	<input type="checkbox"/> Disabilities	<input type="checkbox"/> Youth At Risk	<input type="checkbox"/> ABTI
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**REFERRING AGENCY INFORMATION: Please see 'Course Fees and Charges' below**

Name of Broker/Agency:	
Postal Address:	
Contact Name:	
Tel:	Email:
Acceptance of Fees: <input type="checkbox"/> Yes or <input type="checkbox"/> No	Purchase Order Number:
<b>Declaration:</b> I certify that all details provided on this form is true and correct:	
Signature or Referrer: .....	Date: ...../...../.....

**ELIGIBILITY CONDITIONS FOR FUNDED TRAINING.**

- Job Seeker** Must have a current Job Seeker Identification Number and will be eligible for funded training if the training will assist the job seeker to obtain work or to become more work ready. **Must hold a Newstart or Youth allowance card, (or Health Care Card that indicates NS or YA)** and provide this evidence with referral.
- Youth At Risk** Young people aged between 15 and 24 years, who are not engaged in education, employment or training and who experience social disadvantage. Note: youth at risk 17 years and younger will require the appropriate approved documentation/agreement to attend the training program and cannot commence training without this approved documentation. (See below)
- Note:** **Youth 15 years or younger require an approved Section 24 to be eligible,**  
**Youth 16 to 17 years must have an approved NOA (Notice of Arrangement) to be eligible.**
- Note:** **Students who attend school part time are not eligible for training funding.**

**COURSE FEES & CHARGES**

Bridging the Gap Course Fees and Charges are in accordance with the Vet Fees and Charges Policy for funded and non-funded programs for the current year. For Concession Rates the participant must have proof of concessional entitlement, eg: Health Care Card.

Referring Agency or Broker may choose to pay the subsidised fee for the course on behalf of the participant

Mandatory School Age students cannot commence training program without an approved NOA or Section 24 Agreement.

For details on fees and charges applicable for funded or non funded courses, eligibility, concession or any other query please contact the Bridging the Gap on 08 9419 2553. Please note that fees and charges may be subject to change in January 2019.

**UNIQUE STUDENT IDENTIFICATION NUMBER**

From 01/01/2015 no qualifications or statement of attainment can be issued to any student without Bridging the Gap Registered (the RTO) receiving and validating the students USI. It is the responsibility of all enrolling and enrolled students to ensure that they have applied and obtained a USI that can be validated by the RTO prior to issuing a Statement of Attainment or Qualification, and/or upon enrolment into any course / training from 01/01/2015.

To obtain a USI and/or for further information please refer to [www.usi.gov.au](http://www.usi.gov.au).