

# Certificate 3 Guarantee

## Eligibility Checklist

RTO ID 91823

Student First Name:

Student Last Name:

DOB: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Qualification/Course Code: CHC30113

*As a condition of the Certificate 3 Guarantee funded program, , the Department requires the RTO to obtain from each Participant, evidence of eligibility. suitable evidence is outlined below.*

***Collect all of required evidence listed below and fax to office with enrolment paperwork.***

***Trainers must ensure that they sign each copy of evidence, stating they sighted original document. DO NOT forget to have the student complete the declaration.***

***Retain on student file. N.B. In some cases one piece of evidence may satisfy two criteria – example Passport***

### **Part A – Evidence of Queensland Residency**

Collect and retain on file a copy of ONE of the following:

- ✧ Letter or statement from a utility company, financial or government institution with participant name and QLD address
- ✧ QLD Driver's License
- ✧ Australian or NZ passport showing residency in QLD
- ✧ 18+ Card
- ✧ A permanent visa or formal communication from the Department of Immigration showing approval of a permanent visa subclass

### **Part B – Evidence of Citizenship**

Collect and retain on file a copy of ONE of the following:

- ✧ Birth Certificate
- ✧ Medicare Card (Colour copy)
- ✧ Australian or NZ passport
- ✧ A permanent visa or formal communication from the Department of Immigration showing approval of a permanent visa subclass
- ✧ Humanitarian Entrant

### **Part C - Photo ID**

- ✧ Driver's License

RISE EDUCATION AND TRAINING PTY LTD [www.riseeducation.edu.au](http://www.riseeducation.edu.au)

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- ✧ Passport
- ✧ Security License

### Part D - Evidence of Concession:

Collect and retain on file a copy of the following:

- ✧ Health Care or Concession Card
- ✧ Aboriginal and Torres Strait Islander Self Declaration

### Participant Declaration:

I \_\_\_\_\_ (student) declare that I understand the Certificate 3

*Guarantee funding is conditional on participants meeting eligibility criteria. Acknowledge that RISE education and training have advised me of my obligations to provide evidence of eligibility and as a result I have provided all documents as requested. I have not withheld any information pertaining to prior qualifications and have disclosed all prior training completed in my application. I also declare that I am not currently enrolled in a course of study that is at a Certificate III level or higher with any registered training organisation nor am I still attending secondary school.*

***I acknowledge that I will no longer be eligible for a subsidized training place under the Certificate 3 Guarantee Program once I completed a Certificate level III Qualification.***

**Signed:**

**Date:**