

Instructions:

Unlike our interactive enrolment forms, please print this form, complete and post to Monarch or deliver in person to the address below:

Monarch Institute Administration, Level 10, 10-16 Queen Street, Melbourne, VIC 3000

Name DOB

Phone Email

IMPORTANT:

Please go to the Monarch Institute website to determine your eligibility for Government Funding at www.monarch.edu.au/government-funding

If you are eligible for Government Funding, you are required to do two things:

1. Complete this declaration form and sign with a pen. Please scan, email or post this completed form back to Monarch, AND
2. Provide Monarch with required evidence of your Australian citizenship and Queensland residency and tick the relevant box in both 2a and 2b indicating the evidence you are providing.

2a. The following evidence is acceptable for the purposes of confirming Australian citizenship:

- | | | |
|--|---|---|
| <input type="checkbox"/> an Australian birth certificate (not birth extract) | <input type="checkbox"/> a current Australian passport | <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence |
| <input type="checkbox"/> a current New Zealand passport | <input type="checkbox"/> a naturalisation certificate | |
| <input type="checkbox"/> a Temporary Protection Visa | <input type="checkbox"/> a current <u>green</u> Medicare Card | |

2b. The following evidence is acceptable for the purposes of confirming Queensland residency:

- | | | |
|--|---|---|
| <input type="checkbox"/> Queensland Driver's License | <input type="checkbox"/> Electricity, gas or telephone bill | <input type="checkbox"/> Bank statement issued within the last 6 months |
| <input type="checkbox"/> Lease/rental contract | | |

In regard to your evidence, please provide a certified copy. Please see the last page of this form to see who can certify your documents. Once certified, it must be posted (not emailed) to the following address:

Government Funding Compliance Officer
Monarch Institute
Level 10, 10-16 Queen Street, VIC 3000

Please don't hesitate to contact us on 1300 738 955
if you require any assistance.

To be completed by the student.

Education history

1. The highest completed qualification I currently hold by an Australian Institution* is:

(Include the full title of
the qualification, eg
Certificate III in Aged Care)

* Including formal equivalency obtained via an Australian institution for an overseas qualification.

2. Not including the course/s you are seeking to enrol in now, have you previously enrolled in any other government subsidised courses that you are still currently enrolled in? If yes, which course level?

Certificate IV Diploma Advanced Diploma Other

3. Do you have a government concession? Yes No

Student declaration

I, (student's full name)

in seeking to enrol in:
(include full title of
qualification/s in which
you are seeking to enrol)

declare the following to be true and accurate statements:

- I am aged 15 years or over and no longer at school
- I permanently reside in Queensland
- I am an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen.
- I do not hold, and am not enrolled in, a certificate IV or higher-level qualification, not including qualifications completed at school and foundation skills training.
- I understand I will no longer be eligible for a Government subsidised training place under the Higher Level Skills Program once I complete a Certificate IV level or higher qualification. This may also affect future training options and eligibility for further government subsidised training under Queensland Government Funding program.
- I have read the Queensland Government Department of Education, Training and Employment Higher Level Skills student fact sheet that can be found at the end of this document.

Signed:

Date:

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document "I have sighted the original document and certify this to be a true copy of the original", sign each statement and provide their designation, for example 'Pharmacist'.

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the
- National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice

Higher Level Skills program



What is the Higher Level Skills program?

The Higher Level Skills program is a key initiative under the Queensland Government's five-year training reform action plan, *Great skills Real opportunities*. The aim is to assist individuals to gain the higher-level skills required to secure employment or career advancement in a priority industry, or to transition to university.

Are you eligible to participate?

This program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate IV or higher-level qualification, not including qualifications completed at school and foundations skills training.

How can you participate in the program?

You can only access the Higher Level Skills program subsidy once, so it is important that you take the time to carefully consider your training options and compare different providers and their fees before committing to a course of study.

From 1 July 2014, the Queensland Skills Gateway will display the courses available under the Higher Level Skills Program and will also provide information about what they cover, the careers they can lead to and the training providers approved to deliver them.

For information on choosing a training provider, read the [training consumer tips](#) on the Department of Education, Training and Employment's training website.

What level of subsidy is available?

The investment priority or importance of the training determines the size of the government subsidy. Training in vocational areas that aligns with critical industry skill needs and government priorities will receive a higher government subsidy.

A higher subsidy will also be paid to support participation by disadvantaged learners (concessional students). More information on concessional student status is detailed in the *Higher Level Skills Program Policy* at www.training.qld.gov.au/higherlevelskills.

Higher Level Skills program

Do I need to contribute to the cost of training?

Given the increased benefits that you can gain from higher-level training, you are required to contribute to the cost of your training through a student co-contribution fee, payable to the training provider.

The amount of fees varies depending upon the course you undertake and the training provider you choose.

The fee may be paid on your behalf by an employer or a third party but cannot be paid by the training provider.

Accessing VET FEE-HELP

You may be eligible to access VET FEE-HELP to cover all or part of your contribution when accessing subsidised training for a diploma, advanced diploma, or selected certificate IV level qualifications listed below:

- Certificate IV in Aged Care
- Certificate IV in Disability
- Certificate IV in Building and Construction (Building)
- Certificate IV in Engineering
- Certificate IV in Small Business Management.

In order to access a VET FEE-HELP loan, you will need to ensure the training provider you enrol with is VET FEE-HELP approved. VET FEE-HELP approved training providers can help to organise the loan.

For more information on VET FEE-HELP, visit www.studyassist.gov.au.

More information

For more information on the Higher Level Skills program, including eligibility requirements, subsidy information and program-related documents, visit www.training.qld.gov.au/higherlevelsills.