



**National
Institute of
Construction
Skills**

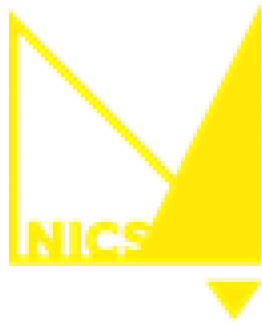
CSQ Funded Courses STUDENT HANDBOOK

For more information on NICS policies and procedures, refer to the
NICS website and Student Handbook General



**NATIONALLY RECOGNISED
TRAINING**

**National Institute of Construction Skills (NICS)
RTO Number: 30048**



National Institute of Construction Skills

WELCOME TO NATIONAL INSTITUTE OF CONSTRUCTION SKILLS

The Master Painters, Decorators & Signwriters Association of Queensland Union of Employers is now trading as **National Institute of Construction Skills (NICS)**.

The team is proud to welcome you on board. We trust that you will find the time we share challenging, rewarding and fun.

Our aim is to equip you with the knowledge, skills, and confidence to carry out your duties and responsibilities in the workplace. We will also offer you an opportunity to build your confidence and motivation with a view to prepare you for a competitive market.

During your time with us, you will be exposed to a variety of experiences and challenges. Our courses provide a mix of theory and practical skills training.

Upon enrolling, you have rights and responsibilities, most of which are outlined in this handbook. You are welcome to ask us for further information if you have questions, which are not covered in this handbook.

As a registered training organisation, National Institute of Construction Skills is responsible for compliance with the Standards for RTOs 2015 which is regulated by the Australian Skills Quality Authority (ASQA). Therefore, we provide the highest quality training to ensure that you are fully equipped with exceptional knowledge and skills to be an ambassador for the painting industry.

The quality of your experience at National Institute of Construction Skills depends largely on your motivation and commitment. We feel that we have in place an ideal learning environment.

Meet the challenge and we will do our very best to ensure that the benefit to you exceed your expectations.

Regards,

Chris Munday
President

ABOUT CSQ FUNDING	4
CSQ funded training	4
Short courses training	4
Skills assessment and gap training	4
Higher level skills training	5
Funded Qualifications and Short Courses	5
ENROLMENT	6
Eligibility requirements	6
Who is an Eligible Worker:	8
Eligibility evidence	8
FEES AND CHARGES INFORMATION	9
FEES AND OTHER CHARGES	9
*Payment arrangements – short courses	11
*Payment arrangements – skills and gap training	11
*Payment arrangements – higher level skills	11
**Refunds	11
PARTICIPATION IN TRAINING	12
ISSUANCE OF CERTIFICATION	12

About CSQ funding

CSQ funded training

All training offered by NICS to students completing a CSQ funded program may use one or more of the following methodologies:

- Online learning
- Face to face learning including using digital means (Microsoft Teams/Zoom)
- Practical on-site learning and assessment activities under the supervision of a NICS Trainer
- Practical activities at a suitably equipped training centre under the supervision of a NICS Trainer

All formal learning may be undertaken face to face, online, MPA Online, or via virtual classrooms, Microsoft Teams or Zoom. Where necessary, training may be conducted on site using our mobile training facility or at training centres at Salisbury, Caboolture or Cairns (minimum numbers apply).

All students will be provided with access to MPA online, our online learning management system to access this handbook and a Student Handbook General. These are also available for download from our website www.nics.com.au.

All funding contracts offered by CSQ run from 1 October to 30 September in the following year with the exception of the higher-level skills program which runs for a period of two years. All short course and skills and gap training must be commenced after **1 October 2024** and completed in full by **30 September 2025**, while higher level skills courses training must be commenced after **1 October 2024** and completed in full by **30 September 2026**.

Short courses training

Constructions Skills Queensland (CSQ) funds experienced workers who do not hold formal certification (Statement of Attainment) for selected units of competency required to carry out their role in their field.

Short courses provide the opportunity for skilled workers to attain selected units of competency (up to a maximum of 8 in a twelve-month term). What this means is that you can do more than one short course, providing you do not exceed the maximum number in a year.

Eligible students must enrol on or after **1 October 2024** and complete all necessary assessment to ensure certification can be issued by **30 September 2025**.

Skills assessment and gap training

Constructions Skills Queensland (CSQ) funds experienced workers who do not hold a formal qualification in their industry sector, to gain recognition of prior learning (RPL)

RPL refers to the acknowledgement of pre-existing skills and knowledge as a result of formal training, work experience and/or life experience. To complete a qualification under this program, students must be able to gain formal recognition, through RPL, for not more than 10 units of competency from the qualification prior to undertaking gap training and assessment in the remainder of the qualification and complete a minimum of two units of competency through formal gap training.

Achieving RPL requires the submission of an application, a range of evidence in support of any existing knowledge and skills and third party reports. In addition, students will participate in a competency conversation to ascertain the level and depth of knowledge already possessed by the student.

A participant is only eligible to complete one qualification across this contract term and cannot complete a funded Higher Skills qualification in the same delivery period.

Eligible students must enrol on or after 1 October 2024 and complete the RPL process and all gap training and assessment to ensure certification can be issued by **30 September 2025**.

Higher level skills training

Higher level skill training provides eligible individuals with access to subsidised training in selected Certificate IV level or above qualifications.

The funding provides opportunity for individuals to attain the necessary higher-level skills required to secure an employment outcome or advance their career in the construction industry.

A participant is only eligible to complete one qualification across this contract term and cannot complete a funded Skills Assessment and Gap Training.

Eligible students must enrol on or after **1 October 2024** and complete all training and assessment to ensure certification can be issued by **30 September 2026**.

Get Ready Program

The Get Ready Program is a pre-employment program designed to provide the fundamental skills and experience industry is seeking to enable new entrants transitioning into trade areas and be able to assist on a construction site from day one. The program combines life skills training with training in three (3) nationally recognised units of competency and a one (1) week work placement.

The Get Ready Program provides industry-based training for career seekers in South East Queensland and other regional areas of Queensland, providing a great foundation to progress into an apprenticeship, build their job readiness and prepare them to transition into a career. Working on live work sites, participants will have direct exposure to a variety of “Wet Trades” and will learn from some of the most experienced professionals in from the painting and decorating, solid plastering, wall and ceiling lining, wall and floor tiling and waterproofing industries.

Funded Qualifications and Short Courses

The following qualifications and short courses are currently funded under the CSQ Skills and Gap Training, Short Courses and Higher Skill programs.

Short Courses

- BSBESB401 Research and develop business plans
- BSBESB402 Establish legal risk management requirements of new business venture
- BSBESB403 Plan finances for new business ventures
- CPCCBC4047A Quality assure fire-rated lining system
- CPCCOM2001 Read and interpret plans and specification
- CPCCWC3003 Install dry wall passive fire-rated systems
- CPCPCM4011 Carry out work-based risk control processes
- CPCPCM4012 Estimate and cost work
- CPPFES2039 Identify, inspect, and test passive fire and smoke containment products and systems
- CPPFES2035 Identify, inspect and test fire and smoke doors
- HLTAID011 Provide first aid
- TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 meters or more)
- CPCCCM2012 Work safely at heights
- CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry
- CPCCPD3031 Work safely with lead painted surfaces in the painting industry
- CPCPCM2043 Carry out WHS requirements

Skills and Gap Training	<ul style="list-style-type: none"> • CPC30620 Certificate III in Painting and Decorating • CPC31220 Certificate III in Wall and Ceiling Lining • CPC31020 Certificate III in Solid Plastering • CPC31420 Certificate III in Construction Waterproofing • CPC31320 Certificate III in Wall and Floor Tiling
Higher Level Skills	<ul style="list-style-type: none"> • 11002NAT Certificate IV in Fire Systems Compliance – Passive Stream
Get Ready Program	<ul style="list-style-type: none"> • CPCCCM2004 Handle construction materials • CPCWHS1001 Prepare to work safely in the construction industry • CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry

Enrolment

Enrolment in CSQ funded courses will be conducted online and through virtual means wherever possible. However, this does not negate the requirement to present eligibility evidence during enrolment and prior to commencing training. This will include:

- Completing an enrolment form
- Participating in a brief and non-invasive literacy and numeracy assessment
- Taking copies of eligibility evidence (see below) for the purposes of subsidised training
- Undertaking learning on how to use MPA Online

Students are required to provide evidence of eligibility when enrolling in courses funded under by Construction Skills Queensland.

Eligibility requirements

For short courses - eligible participant means:

To be eligible to participate in this program, a student **MUST** be:

- a) An Australian or New Zealand Citizen or permanent resident; or
- b) A participant who has the right to work and study in Australia on a visa and has been employed in the building and construction industry for a period of six (6) months or more, and is
- c) An Eligible Worker in Queensland, or is
- d) An unemployed eligible work er who has been unemployed for a period of not more than six (6) months in Queensland

A student **MUST NOT** be:

- e) An employee of an authority;
- f) Currently enrolled and participating in a Queensland secondary school program;
- g) A contracted trainer or assessor or existing worker of an RTO;
- h) Funded by an authority or such other source for delivery of the same training being undertaken as part of this program;
- i) Participants seeking a Verification of Competency (VOC)
- j) Funded for more than eight (8) short course programs (either in the building specific and/or civil specific) in the current calendar year (**1 October 2024 – 30 September 2025**) at the time of enrolment

For skills assessment & gap training - eligible participant means

To be eligible to participate in this program, a student **MUST** be:

- a) An Australian or New Zealand Citizen or permanent resident; or
- b) A participant who has the right to work and study in Australia on a visa and has been employed in the building and construction industry for a period of six (6) months or more, and is

- c) An Eligible Worker in Queensland, or is
- d) An unemployed eligible worker who has been unemployed for a period of not more than six (6) months in Queensland
- e) Able to demonstrate RPL experience in 70% or more of the competencies required to complete the full qualification

A student **MUST NOT** be:

- a) an apprentice or trainee;
- b) through direct credit, be able to achieve more than 50% of the number of the units required to meet the minimum 70% of the competencies for the recognition process;
- c) an Employee of an authority;
- d) currently enrolled and participating in a Queensland secondary school program;
- e) a contracted trainer or assessor or existing worker of an RTO;
- f) funded by an authority or such other source for delivery of the same training being undertaken as part of this program;
- g) those Participants seeking a Verification of Competency (VOC) services under this agreement.
- h) funded for more than one qualification under this program and the Higher Qualification Program which is 1 x Building or 1 x Civil in the same program period (refer to exceptions) with the exception of CPC31420 Certificate III in Waterproofing

For higher level skills training - eligible participant means

To be eligible to participate in this program, a student **MUST** be:

- a) an Australian or New Zealand Citizen or permanent resident; or
- b) a participant who has the right to work and study in Australia on a VISA and has been employed in the building and construction industry for a period of 6 months or more, and is
- c) an Eligible Worker in Queensland (refer to exceptions), or is
- d) an unemployed Eligible Worker who has been unemployed for a period not greater than 6 months in Queensland.

A student **MUST NOT** be:

- a) an apprentice or trainee;
- b) undertaking the training as part of an apprenticeship or traineeship;
- c) an employee of an authority (refer to exceptions);
- d) currently enrolled and participating in a Queensland secondary school program;
- e) a contracted trainer or assessor or existing worker of an RTO;
- f) funded by an authority or such other source for delivery of the same training being undertaken as part of this program;
- g) funded for more than one Qualification under this program and the Skills Assessment and Gap Training Program which is 1 x building or 1 x civil in the same program period;
- h) a participant seeking a Verification of Competency (VOC).

EXCEPTIONS:

- a participant whose employer is part of the building and construction industry, undertaking relevant clerical, administration and professional roles.
- a participant whose employer is a local council, who is undertaking roles which would ordinarily be considered an Eligible Worker.

For the Get Ready Program, students must be:

- a) A Queensland resident
- b) An Australian or New Zealand citizen or
- c) Permanent resident with a rights to work in Australia or
- d) A visa holder with rights to work in Australia

A student **MUST NOT** be:

- a) An employee of an Authority
- b) An apprentice or trainee
- c) Permanently employed in the building and construction industry

- d) Currently enrolled in or have previously completed a Construction Skills Queensland Trade Ready Program
- e) A contracted Trainer or assessor or existing worker of an RTO
- f) Funded by an Authority or such other source for delivery of same training being undertaken as part of this Program.

***Year 12 Students seeking to enrol in the CSQ funded Get Ready Program:** The Get Ready Program is only available to Year 12 students in Term 3 or 4 with approval from the school.

Who is an Eligible Worker:

1. An **Eligible Worker** is an individual who—
 - (a) under a contract of service is engaged to perform work in the building and construction industry for the majority of the person's ordinary hours of work; or
 - (b) under a contract, whether or not the contract is a contract of service, or at piecework rates, is engaged to perform work in the building and construction industry, for labour only or substantially for labour only, for the majority of the person's ordinary hours of work; or
 - (c) under a contract, whether or not the contract is a contract of service, performs work in the building and construction industry for the majority of the person's ordinary hours of work, unless—
 - (i) the individual—
 - A. is paid to achieve a stated result or outcome; and Authorised by the Parliamentary Counsel
 - B. has to supply all, or substantially all, of the plant and equipment or tools of trade needed to perform the work; and
 - C. is, or would be, liable for the cost of fixing a fault with the work performed; or
 - (ii) a personal services business determination is in effect for the individual performing the work under the *Income Tax Assessment Act 1997* (Cwth), section 87-60.
2. Also, **Eligible Worker** includes—
 - (a) an individual who is engaged to perform both work and supervision of other workers in the building and construction industry, whether or not the individual is known as a supervisor, leading hand or another title; and
 - (b) an individual who is appointed as a safety officer by the person conducting a business to advise the person in relation to work health and safety duties under the *Work Health and Safety Act 2011*, in relation to building and construction work, whether or not the individual performs or usually performs building and construction work.

Eligibility evidence

Examples of Eligibility Evidence:

Eligibility evidence (one document from each category must be supplied)

Evidence of Queensland residency:

- Driver's Licence (the address on your licence must match the address on your enrolment form)
- Utility bill in the student's name showing the student's current address

Evidence of citizenship (Australian or New Zealand):

- Copy of passport
- Copy of New Zealand Passport
- Copy of birth certificate
- Green Medicare card

Evidence of humanitarian or refugee visa holder:

- Copy of visa confirming currency status with right to work in Australia
- Copy of formal correspondence from Department of Home Affairs

Evidence of date of birth:

- Birth certificate
- Driver's Licence (the address on your licence must match the address on your enrolment form)
- Passport

Evidence of current employment in the construction industry (*items are mandatory):

- *Letter from employer – **must** include:
 - job title
 - length of time in the role
 - details of duties undertaken including current projects being undertaken

Plus one of the following:

- Recent Payslip OR
- Copy of Q-leave membership statement including your name, address and Q Leave number

Evidence of previous employment in the construction industry

- Letter from a previous employer – **must** include:
 - job title
 - length of time in the role
 - details of duties undertaken including current projects being undertaken or a Separation Certificate or Statutory Declaration confirming previous employment including details outlined above
- If the Eligible Worker is self-employed, evidence to substantiate eligibility must include:
 - A recent invoice or invoices **clearly detailing** all of the work undertaken in accordance within the definition of Building and Construction Industry; or
 - A Q Leave Statement showing the student's name, address and Q Leave membership number; or
 - A Statutory Declaration that confirms work undertaken in accordance with the definition of Building and Construction Industry.

During the induction process, students will be taken through the key components of this Student Handbook provided with access to their account in MPA Online. It is important that you are aware of all of the conditions outlined in this document.

Eligibility evidence for the Get Ready Program

Evidence of citizenship (Australian or New Zealand):

- Green Medicare Care or my.gov Medicare snapshot OR
- Australian or New Zealand Passport (up to 6 months from expiry)

Visa holder with relevant permission to work

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/check-conditions-online>

Evidence of Queensland residency:

- Driver's Licence (the address on your licence must match the address on your enrolment form) – front and back OR
- Queensland Heavy Vehicle or Marine Licence - front and back OR
- Australian Electoral Commission document OR
Utility bill in the student's name showing the student's current address OR
- Council Rates Notice OR
- Rental Agreement

Fees and charges information

FEES AND OTHER CHARGES

NICS requires all course fees to be paid by the student either in full or just the contribution fee prior to their commencement in training or in instalments in the case of higher-level skills programs unless negotiated with NICS. The equivalent CSQ contribution will be refunded to participants upon successful completion.

For further information, refer to payment arrangements on the following pages. Refer to the tables that follow for more detailed information on the total amount of fees including student and CSQ contribution fees.

Please note: 11002NAT Certificate IV in Fire Systems Compliance requires the purchase of various Australian standards including:

AS4072.1-2005 Components for the protection of openings in fire-resistant separating elements – Part 1: Service penetrations and control joints

AS1851-2012 – Routine service of fire protection systems and equipment

AS1905.1-2005 – Components for the protection of openings in fire-resistant walls – Part 1: Fire resistant doorsets

AS1905.2-2005 - Components for the protection of openings in fire-resistant walls – Part 2: Fire resistant roller shutters

Students are responsible for the purchase of these resources. Prices vary. However, expect to pay in the vicinity of the following:

- AS4072.1-2005 - \$120
- AS1851-2012 – \$266
- AS1905.1-2005 - \$144
- AS1905.2-2005 - \$60

Please note there are no fees associated with enrolment in the Get Ready Program for eligible participants.

Unit of competency	*CSQ (Short Courses) contribution	Student contribution	*Full cost FFS	**Refund amount
BSBESB402 - Establish legal risk management requirements of new business venture	\$360		\$400	\$360
CPCCBC4047A – Quality assure fire-rated lining system	\$519		\$750	\$519
CPCCOM2001 – Read and interpret plans and specification	\$400		\$400	\$400
CPCCWC3003 - Install dry wall passive fire-rated systems	\$400		\$520	\$400
CPCPCM4011 – Carry out work-based risk control processes	\$434		\$520	\$434
CPCPCM4012 – Estimate and cost work	\$421		\$520	\$421
CPPFES2039 - Identify, inspect, and test passive fire and smoke containment products and systems	\$236		\$520	\$236
CPPFES2035 - Identify, inspect and test fire and smoke doors	\$236		\$520	\$236
HLTAID011 – Provide first aid	\$108		\$150	\$108
TLILIC0005 – Licence to operate a boom-type elevating work platform (boom length 11 meters or more)	\$528		\$750	\$528
CPCCCM2012 - Work safely at heights	\$300		\$520	\$300
CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry	\$240		\$400	\$240
CPCCPD3031 - Work safely with lead painted surfaces in the painting industry	\$135		\$520	\$135
CPCPCM2043 Carry out WHS requirements	\$240		\$520	\$240
Qualification	CSQ SAGT (Skills Assessment & Gap Training) contribution	* Student contribution	Full cost FFS	**Refund amount
CPC30620 - Certificate III in Painting and Decorating	\$1500 for RPL Assessment and \$400 Per unit of Gap training	\$400		
CPC31220 - Certificate III in Wall and Ceiling Lining	\$1500 for RPL Assessment and \$400 Per unit of Gap training	\$400		
CPC31020 - Certificate III in Solid Plastering	\$1500 for RPL Assessment and \$400 Per unit of Gap training	\$400		
CPC31420 - Certificate III in Construction Waterproofing	\$1500 for RPL Assessment and \$400 Per unit of Gap training	\$400		
CPC31320 - Certificate III in Wall and Floor Tiling	\$1500 for RPL Assessment and \$400 Per unit of Gap training	\$400		
Qualification	CSQ HLS (Higher Level Skills) contribution	* Student contribution	Full cost FFS	**Refund amount
11002NAT Certificate IV in Fire Systems Compliance – Passive Stream	\$163.63 per unit of competency (\$1145.51)	\$2354.49	\$3500	

***Payment arrangements – short courses**

The full course fee (full cost FFS*) must be paid in full at the time of enrolment or before training commences.

Upon successful enrolment and confirmation of eligibility, students will receive an invoice for the full course fee applicable to that program. Invoices are strictly seven (7) days and must be paid prior to the commencement of training.

Failure to pay invoices by the due date may result in the student's enrolment being suspended until all outstanding fees are paid.

***Payment arrangements – skills and gap training**

The student contribution of \$400 must be paid at the time of enrolment and upon submission of the RPL application.

Upon successful enrolment and confirmation of eligibility, students will receive an invoice for the student contribution amount. Invoices are strictly seven (7) days and must be paid prior to the commencement of the recognition process.

Failure to pay invoices by the due date may result in the student's enrolment being suspended until all outstanding fees are paid.

***Payment arrangements – higher level skills**

A deposit amount of \$1500 must be paid in full at the time of enrolment or before training commences. This amount is non-refundable and will secure the student's place in the course.

Once students have successfully completed 50% of the units of competency, they will receive an invoice for \$854.49, the remainder of their course contribution fee. This must be paid within seven (7) days.

Upon successful enrolment and confirmation of eligibility, students will receive an invoice for the deposit applicable to that program. Invoices are strictly seven (7) days and must be paid prior to the commencement of training.

Failure to pay invoices by the due date may result in the student's enrolment being suspended until all outstanding fees are paid.

****Refunds**

Short courses programs, attract a refund equal to or proportionate to the contribution paid by CSQ. To be eligible for this refund, students must ensure all course invoices are paid in accordance with the payment arrangements detailed above.

Participation in training

Training is only successful with the full engagement of students and the trainer. If you are not engaged in your training, you risk falling behind or not completing.

NICS ensures that its training is accessible and engaging for all participants and, where necessary, provides additional support to address specific needs.

Failure to successfully complete your training program, including being issued your qualification or Statement of Attainment will result in the refund of fees being revoked.

Issuance of certification

Refer to the Student Handbook General.

Complete this form and submit to NICS administration or your trainer as soon as your details change. This will ensure you receive your certification and any applicable refunds without delay.

STUDENT CHANGE OF DETAILS NOTIFICATION

Surname:

First name:

Date of birth

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Program of study

Previous address and contact details

Address:

State

Postcode

Mobile Phone

Home Phone

Work Phone

Email

New address and contact details

Address:

State

Postcode

Mobile Phone

Home Phone

Work Phone

Email

Bank account details (for purposes of refund of CSW fees)

BSB

Bank account

Account number

Name

Signature

Date