



**National
Institute of
Construction
Skills**

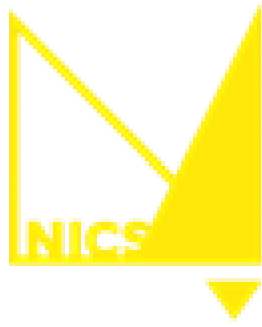
CSQ Funded Courses STUDENT HANDBOOK

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

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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).

CPCWHS1001 Prepare to work safely in the construction industry must be undertaken in a face-to-face learning environment at our Salisbury, Caboolture and Cairns campuses.

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 each year with the exception of the higher-level skills program which has a total duration of two years. All training must be commenced after 1 October and completed in full by 30 September.

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 after 1 October and complete by 30 September in the following calendar year.

Skills 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 and submission of a range of evidence in support of any existing knowledge and skills. In addition, students will participate in a competency conversation to ascertain the level and depth of knowledge already possessed by the student. All RPL assessments and gap training must be completed within one year of commencement.

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

Eligible students must enroll after 1 October and complete by 30 September in the following calendar year.

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.

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	<ul style="list-style-type: none"> • BSBESB401 – Research and Develop Business Plans • BSBESB402 - Establish Legal Risk Management Requirements of New Business Venture • BSBESB403 – Plan Finances for New Business Ventures • CPCBC4047A – Quality Assure Fire-Rated Lining System • CPCCOM2001 – Read and Interpret Plans and Specification • CPCWC3003 - Install Dry Wall Passive Fire-Rated Systems • CPCPCM3024 – Prepare Simple Drawings • 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) • CPCCM2012 - Work Safely at Heights • CPCWHS2001 - Apply WHS Requirements, Policies and Procedures in the Construction Industry • CPCCPD3031 - Work Safely with Lead Painted Surfaces in the Painting Industry • CPCWHS1001 - Prepare to Work Safely in the Construction Industry
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

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

Students seeking to enrol in CSQ funded training programs must be:

- At least 15 years of age
- A Queensland resident
- An Australian or New Zealand citizen; or
- A permanent resident with rights to work in Australia; or
- A humanitarian or refugee visa holder with rights to work in Australia
- Currently employed in the construction industry or unemployed and has worked in the construction industry in the last four (4) years

For short courses - eligible participant means:

To be eligible to participate, a student **MUST** be:

- a) a Participant who has the right to work in Australia and is an Eligible Worker or Unemployed Eligible Worker (unemployed for not longer than four years) in Queensland.

A student **MUST NOT** be:

- b) An Employee of an Authority (Employees of Local Councils are acceptable);
- c) Currently enrolled and participating in a Queensland secondary school program (school based Apprentices or Trainees are acceptable);
- d) A contracted trainer or assessor or existing worker of an RTO;
- e) Funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;
- f) Those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement.
- g) Have completed more than eight (8) short course programs in the current calendar year (1 October – 30 September) at the time of enrolment

For skills assessment & gap training - eligible participant means

To be eligible to participate, a student **MUST** be:

- a) a Participant who has the right to work in Australia and is an Eligible Worker or Unemployed Eligible Worker (unemployed for not longer than four years) in Queensland.
- b) able to demonstrate RPL experience in seventy percent (70%) or more competencies required to complete the full Qualification.

A student **MUST NOT** be:

- c) an Apprentice or Trainee;
- d) through direct credit, achieve more than fifty percent (50%) of the minimum number of units required to complete the Qualification;
- e) an Employee of an Authority (Employees of Local Councils are acceptable);
- 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) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement.
- j) Have already completed one (1) skills and gap training program in the current calendar year (1 October – 30 September) at the time of enrolment

For higher level skills training - eligible participant means

- a) A participant who has the right to work in Australia and is an eligible worker or unemployed eligible worker in Queensland
- b) An apprentice or trainee that has completed at least 50% of their training plan for their apprenticeship or traineeship

A student **MUST NOT** be:

- a) an Employee of an Authority (Employees of Local Councils are acceptable)
- b) currently enrolled and participating in a Queensland secondary school program (school based trainees and apprentices excepted)
- c) a contracted trainer or assessor or existing worker of an RTO
- d) funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program
- e) those Participants seeking a Verification of Competency (or Determination of Competency) services under this Agreement
- f) Have already completed one (1) higher level skills training program in the current two calendar years (1 October – 30 September) at the time of enrolment
- g) Enrolled in SAGT Skill Assessment funding

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.

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

Unit of competency	*CSQ (Short Courses) contribution	Student contribution	*Full cost FFS	**Refund amount
BSBESB401 – Research and Develop Business Plans	\$320		\$400	\$320
BSBESB402 - Establish Legal Risk Management Requirements of New Business Venture	\$360		\$400	\$360
BSBESB403 – Plan Finances for New Business Ventures	\$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
CPCPCM3024 – Prepare Simple Drawings	\$177		\$400	\$177
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
CPCCWHS1001 - Prepare to Work Safely in the Construction Industry	\$120		\$120	

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)		\$3500	\$1145.51

***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**

The full course fee 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 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**

Each program, regardless of the funding model, attracts 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