

EVIDENCE REQUIRED FOR CERTIFICATE 3 GUARANTEE ENROLMENT

It is a requirement for any student wanting to participate in a course funded by the Queensland Government under the Certificate 3 Guarantee Program that specific identification must be produced to confirm you meet the eligibility criteria. **Failure to present sufficient identification may result in you being deemed ineligible to proceed.**

There are two (2) categories of identification that evidence will be required of:

*** SUPPLY 1 (ONE) of the following to confirm permanent residency status (CATEGORY 1)**

- Australian Birth Certificate (Not Birth Extract)
- Current Green Medicare Card
- Current New Zealand Passport – must NOT be expired
- Current Australian Passport – must NOT be expired
- A formal document issued by the Australian Department of Immigration and Citizenship confirming permanent residence ie. Visa, Australian Citizenship papers
- A formal document issued by the Australian Department of Immigration and Citizenship confirming temporary residency as evidenced by the necessary visa and work permits on the pathway to permanent residency

*** SUPPLY 1 (ONE) copy of the following to confirm QLD Residency (CATEGORY 2)**

- A recent utilities notice/bill, or a letter from any government organisation or financial institution which includes your current residential address and your name. This may include:
 - Utilities Bill – Power, Solar, Gas, Water
 - Council Rates Bill
 - Letter from a government department or body – Centrelink, Australian Tax Office (ATO), Medicare, Immigration, Job Services Australia (JSA), QLD Transport (eg. Vehicle Registration, Licence Renewals))
 - Financial Institute (Bank, Credit Union)– Bank Statement
 - Home Fixed Line Phone / Home Foxtel Bill
 - A letter from your Rental Agency confirming QLD address and name
- A current QLD drivers Licence – must NOT be expired and your address must match the address you supply on your enrolment form
- A current QLD learners permit – must NOT be expired and your address must match the address you supply on your enrolment form

CONCESSIONAL EVIDENCE * You only need to supply this if you have a current concession card

- A current concession card such as a Health Care Card that is valid for the entire duration of your training program (to give you a guide, your concession card should have a minimum of two (2) months left before it expires)

The address listed on the evidence supplied from the above categories must be consistent. This means that all addresses should be the same for Category 1 evidence, Category 2 evidence and Category 3 (if applicable).

PRIOR EDUCATION/QUALIFICATIONS

If you have completed or previously enrolled in any course/qualification in **Australia** since **finishing school** such as, Certificate I, Certificate II, Certificate III, Certificate IV, Diploma or higher, please bring a copy of the transcript (showing the units/modules you have completed) along to the enrolment/registration session. This will help us to determine eligibility for funding under this initiative/program and any possible credit transfers.

Again, failure to supply this information may deem you ineligible to proceed.