

CSQ Funding Information

Booklet



2
0
2
5

2
0
2
6

Welcome To Century Training



Table of Content

- About CSQ Funding
- What is a Eligible worker?
- Document Requiements
- Audit and Compliance
- Key Points
- Contact Us

CSQ Funding
Information
Booklet

Short Courses 2025/2026



About CSQ Funding

Construction Skills Queensland (CSQ) provides funding to support eligible participants in the Queensland Building and Construction Industry to upskill through short courses.

For 2025/26, CSQ continues to offer subsidies to reduce the cost of training. In most cases, CSQ funds approximately 75% of the training cost, with participants (or employers) contributing the balance through a co-contribution fee. Some short courses are fully funded, meaning there is no fee payable.



Co-Contribution Fees

What is a co-contribution fee?

A co-contribution fee is a set amount participants (or their employer) must pay towards the cost of training. This demonstrates a shared investment in skills development.

- Fees are set by CSQ (not the RTO) and are mandatory where applicable
- For short courses, the co-contribution fee varies by unit. Some units are fully funded with no fee payable
- RTOs may charge an administration fee of up to \$50 per unit or qualification. This is optional and negotiated directly with the participant or employer

When is the fee collected?

- Fees must be invoiced before training begins.
- They must be paid before AVETMISS data is submitted to CSQ

Can the fee be waived?

- Yes, but only in specific circumstances. A waiver may apply if the participant:
 - Is unemployed, or
 - Is working less than 15 hours per week and cannot obtain employer support, or
 - Is employed under a labour hire agreement working less than 15 hours per week.

Evidence required for a waiver:

- A signed fee waiver declaration (developed by the RTO), plus
- Supporting evidence of eligible worker status

Eligibility Requirements

Eligibility Requirements

To access CSQ funding for short courses, a participant must:

Have the right to work in Australia, and
Be an eligible worker or an unemployed eligible worker in the Queensland Building and Construction Industry, and
Provide all required documentation before training commences.

Who is an eligible worker?

An eligible worker is actively and substantially involved in hands-on building or civil construction activities in Queensland.

Examples include:

Construction, major renovations, extensions
Electrical, plumbing, flooring, or interior installations
Civil works, land development, or infrastructure projects.



Not eligible:

- Routine maintenance roles (e.g., repairing leaks, replacing tiles)
- Landscaping (soft landscaping, mowing, irrigation)
- Quarrying and mining roles (unless directly constructing infrastructure)
- Manufacturing offsite prefabricated materials

Eligible examples:

- Site supervisors (actively on-site)
- Scaffolders (on-site construction duties)
- Traffic controllers (on-site as part of construction projects)

Documentation Requirement



To confirm eligibility and funding, participants must provide documents before training starts. Examples include:



- Employer letter (on company letterhead, signed, outlining duties and role)
- Statutory declaration (if unemployed or where employer letter not available)
- ABN/ACN registration (official downloaded copy, not screenshot)
- Written consent for CSQ subsidy (often collected via enrolment forms)



Not accepted as evidence:

- QBCC licence
- QLeave statements
- Pay slips

Audit and Compliance



Audit & Compliance

- CSQ may conduct audits to verify co-contribution fee payments and eligibility records.
- RTOs must provide requested documentation within two business days
- Maintaining accurate and timely records ensures compliance and smooth audit outcomes.


Key Points for Participants


1. Check your eligibility before enrolling.
2. Provide required documentation before training starts.
3. Pay the co-contribution fee (unless your course is fully funded or you are eligible for a waiver).
4. Keep copies of invoices and any waiver forms.



Thank You

Contact Information :

 07 40 351 754

 www.centurytraining.com.au

 90-92 cook sreet, Portsmith, QLD 4870s

 hello@centurytraining.com.au