

# Career Start - Traineeship

## CPP30321 - Certificate III in Cleaning Operations

### Fact Sheet

Career Start supports Queensland job seekers to start their career, or move into more skilled roles or full-time employment. Access to subsidised training under this program is subject to eligibility requirements and funding rules so it is important to check your eligibility and choose your course carefully.

#### What is Career Start ?



Career Start provides subsidised training to help individuals start their careers or progress into skilled or full-time employment, through the completion of Certificate III qualifications. Career Start offers two distinct pathways to achieving a Certificate III qualification:

##### **Apprenticeship/Traineeship Pathway:**

For students who wish to be employed while they study, allowing them to complete qualifications as apprentices or trainees under an approved training contract.

##### **General Training Pathway:**

For students who wish to enrol directly into a lower level qualification such as Certificate III in Cleaning Operations or an approved Certificate III qualification without going through an apprenticeship or traineeship.

#### Career Start Eligibility Criteria



##### **Traineeship Pathway Eligibility Criteria:**

- Be 15 years or older.
- Not be enrolled as a school student.
- Permanently reside in Queensland.
- Be an Australian citizen, permanent resident, eligible visa holder, or a New Zealand citizen.
- Not currently be enrolled in another qualification even if on hold or deferred whether funded or not (excluding foundation skills).
- Does not hold two government funded apprenticeships or traineeships completed in the last 10 years.
- Are currently employed as a Queensland apprentice or trainee (under a registered training contract) in an eligible apprenticeship or traineeship Qualification through this Program;

#### What is a Co-Contribution Fee?



Under Career Start, the Queensland Government covers most of the training cost, but students pay a co-contribution fee as a sign of commitment to their study. These fees may differ based on a student's concessional status.

The co-contribution fee is the amount payable for the qualification by an eligible student. This fee may differ for some courses depending on if the student qualifies for a concession rate or not.

For traineeships and apprenticeships, co-contribution fees are calculated based on the nominal hours for each unit of competency within the qualification at a Government fixed rate, this rate is currently \$1.60 per nominal hour.

#### Student Support



All students will be provided with a range of learning support options and resources to help them achieve competency. This includes:

- Trainer led webinars (delivered via Video conference and Face-to-face) will be scheduled for group training as required.
- Trainer support is available to students via phone, online training portal messaging, text and/or email to assist students during the pre-practical training block.
- One-to-one support during the face-to-face training block.
- Trainer to refer student to relevant external services where appropriate.

#### Eligible Training Combinations under Career Start

Under Career Start, students may access subsidised training for up to two qualifications, depending on the pathway chosen. The eligible training combinations are:

##### Eligible Training Combination One

- A Student may undertake **one Certificate II or III qualification** through the General Pathway using Career Start Funding

##### Eligible Training Combination Two

- A student may undertake **one Certificate III qualification through the General Training Pathway**, followed by **one apprenticeship or traineeship** using Career Start funding.

##### Eligible Training Combination Three

- A student may undertake **two apprenticeships or traineeships at Certificate II or III level (one after the other)** using Career Start funding

##### Additional Skill Set Access

- A student may also access one introductory-level skill set under Career Start funding, in addition to the combinations above.
- As part of receiving a subsidised training place, students may be asked to complete a DTET survey





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# CPP30321 - Certificate III in Cleaning Operations



### Student Co-Contribution Fees Traineeship

#### CPP30321 - Certificate III in Cleaning Operations

CPP30321 - Certificate III in Cleaning Operations	Fee Rate Non Concession	Fee Rate Concession
Current Nominal Hours 297	\$475.20	\$190.08

This fee can be paid by an employer, a family member, a friend, or another organisation, but it cannot be paid or waived by the SAS or any person or entity connected to the SAS.

### Course fees

To meet our government funding program requirements, ISS Training only charge a student a maximum of 30% of their co-contribution fee on enrollment. ISS Training manages this by invoicing students in two (2) instalments. The first instalment is for approximately (but not more than) 30% of the co-contribution fee and is payable before training commences.

The second instalment is for the balance of the co-contribution fees and will be due approximately 2 weeks after enrolment depending on the training timeline for completion. Payment of the second invoice is required to remain enrolled.

See the fee schedule above for the specific co-contribution fee for each course.

Students will have 7 days in which to pay each invoice. Our Refund Policy can be located on our website.

### Concessional Fee Eligibility

Concessional student status applies when the student falls into one of the following categories:

- Holds a Health Care, Veteran or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds such a card and is named on the card;
- Holds an official form issued under Commonwealth law confirming that they, their partner, or the person of whom they are a dependant is entitled to concessions under a Health Care, Veteran or Pensioner Concession Card;
- Identifies as Aboriginal or Torres Strait Islander;
- Has a disability;
- Is an adult prisoner.

### Course information

The purpose of this course is to provide a nationally recognised qualification at certificate III level in cleaning operations. This qualification is applicable to individuals who may work alone or under supervision and those who are generally responsible for safe work practices and for selecting and preparing the method of cleaning.

This course has been designed as a workplace course, therefore students will be learning and practicing in the workplace instead of a classroom.

Students will receive learning activity sheets, so they have a set structure for their workplace learning. These sheets outline learning tasks for the unit that they complete in the workplace while they are working and also provides conversation points that they will have with their workplace supervisor. Students will be supervised in the workplace by their Workplace Supervisor.

Workplace visits are a vital part of training and provide the students with opportunities to share ideas, ask questions, discuss and explore core concepts and receive support and guidance in their training and assessment.

Students are required to spend time on self-study reading their learner guides, working on their Learner Activity Sheets and completing their written assessment tasks

