

[Company letterhead MUST be included]

[date]

[Company Name]

[Company ABN/ACN]

Attention: On the Job Training (RTO 70023)

To whom it may concern,

This letter confirms the employment details of the employee undertaking training and assessment with assistance from Construction Skills Queensland (CSQ) Funding.

I can confirm the following information is true and correct:

Employee's full name:	
Company Name:	
Date of birth:	
Right to work in Australia (choose 1 option)	Australian citizen or permanent resident/New Zealand citizen or Visa holder (insert visa number)
Employee's start date:	
Job Title:	
Primary Job Duties: <i>(which relate to new build construction work (list at least 3 duties with supportive detail))</i>	1. 2. 3.
Percentage of working time spent performing hands-on construction duties on Queensland building/civil sites:	
Building/construction site currently working on	PROJECT NAME: PROJECT DESCRIPTION: PRINCIPAL CONTRACTOR: SITE ADDRESS:

EMPLOYER/EMPLOYEE DECLARATION, I DECLARE THAT:

- The participant's daily duties do not primarily focus on maintenance activities, manufacturing or fabrication, transport and logistics or shutdown work. Nor do they work in the gas or mining industries.
- The information I have supplied is true and correct and is not misleading regarding my employee and working conditions. I understand that misleading information may result in the funding being revoked for the applied short course (s).
- The participant has not completed or enrolled in 8 units of competency in total (including a maximum of 3 High Risk Work Licences (excluding Asbestos units) and a maximum of 3 Mobile Plant Units (MPO)) under CSQ funding since 1 October 2026. If On the Job Training identifies that the participant has completed 8 units of competency and we are unable to claim CSQ funding, an invoice will be raised for the full course fee.
- I understand if CSQ funding is revoked, the short course will have to be paid in full by the invoicee as per the standard course cost at the time of enrolment/application.
- The participant has confirmed they have not previously undertaken training in this unit. If On the Job Training identifies that the participant has previously completed training in this unit and is unable to claim CSQ funding, an invoice will be raised for the full course fee.
- I understand the success of this 'CSQ Short Course Program 2026/27 funding application is dependent upon the participant providing all CSQ eligibility evidence prior to the commencement of their studies.

Should you have any further queries, please contact me on the details below.

Regards,

(Signature – MUST be signed)

(Full name)

(Position in company)

(Contact number)

(Contact email)