

HIGHER LEVEL SKILLS – Student Information Sheet

The Queensland Governments Higher Level Skills Program aims to assist individuals to gain the higher level skills required to secure employment or career advancement in a priority industry, or to transition to university. The program provides a government subsidy to support eligible individuals to access subsidised training in selected Certificate IV or above qualifications and priority skill sets.

Milcom is approved to deliver the following Priority Skill Sets under the Higher-Level Skills funding.

- **ICTSS00062 ACMA Open Cabler Registration Skill Set**
- **ICTSS00058 ACMA Advanced Cabler Registration Skill Set**

ELIGIBILITY FOR THIS TRAINING

The program is open to any Queensland resident aged 15 years or over, who is no longer at school and is an Australian or New Zealand citizen or Australian permanent resident (including humanitarian entrants), or a temporary resident with the necessary visa and work permits on the pathway to permanent residency. Prospective students must not have or be enrolled in a certificate IV or higher qualification (not including qualifications completed at school and foundation skills training).

You must also be an existing worker in the Telecommunications industry.

- It is important to note that you will no longer be eligible for a government subsidised training under a funded program once you have completed a Certificate IV or higher qualification.
- In accordance with the requirements of undertaking funded training, students are required to complete a student training and employment survey within three (3) months of completing or discontinuing the skill set.

ENROLMENT DETAILS

Once eligibility has been established you need to complete an enrolment pack. The enrolment pack will include:

- A copy of the Higher-Level Skills fact sheet
- Higher Level Skills Student declaration form
- Milcom Institute Registration form to complete
- Request to supply evidence of residential eligibility eg: photo ID, proof of residency
- Request for an employer letter confirming employment status in the Telecommunications industry etc
- A link to the Milcom LLN assessment which will need to be completed prior to the commencement of training
- A copy of the Student Handbook – also available on the website link [Student Handbook](#)
- Request to supply evidence to support concessional status if applicable
- A copy of the course outline detailing the Units of Competency to be covered

Once your enrolment pack has been completed and returned to Milcom, you will receive an invoice detailing the payment of your student co contribution Fee. This fee may be paid by you or on behalf of you by a third party such as your employer.

STUDENT CO CONTRIBUTION FEE

Student Contribution Fees are a student's contribution to the cost of their own training. Student Co Contribution Fees are charged in accordance with the Higher-Level Skills Program Policy 2018 – 2019

MILCOM charges the following co-contribution fees for the courses we offer under the Higher-Level Skills program:

The Student Contribution Fee is payable prior to commencement of training and is GST free.

Qualification Code	Qualification Name	Concessional co-contribution fee	Non-concessional cocontribution fee
ICTSS00058 *	ACMA Advanced Cabler Registration Skill Set	\$20.00	\$120.00
ICTSS00062 *	ACMA Open Cabler Registration Skill Set	\$20.00	\$49.00

CONCESSIONAL STUDENT STATUS

You may be eligible for Concessional student status if:

- You hold a Health Care or Pensioner Concession Card issued under Commonwealth law or are the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and is named on the card.
- You can provide Milcom with an official form under Commonwealth law confirming you, your partner, or the person of whom you are a dependant, is entitled to concessions under a Health Care or Pensioner Concessions Card;
- You are an Aboriginal or Torres Strait Islander;
- You have a disability or
- You are an adult prisoner.

If you believe you are eligible for concessional student status, please inform Milcom prior to, or at the time of enrolment.

For more information and to access the student fact sheet, please click on the following link:

https://desbt.qld.gov.au/data/assets/pdf_file/0026/7784/hls-student-factsheet.pdf

CANCELLATION, LATE, NON-ATTENDANCE AND REFUND POLICY

Students arriving late may not be allowed into class and no refunds or rescheduling will be allowed. Students arriving late or for non-attendance of training will be required to undertake a catch-up session with the instructor, for a charge of \$600 per session, for each day that they arrive late or did not attend.

Please refer the policy section of our website or via the following link <https://milcom.edu.au/policies/> with regards to Milcom's Cancellation and Refund policy

Should you have any questions or to book an enrolment please contact Milcom on 1300 930 5898.