

## Purpose of Policy

To ensure enrolment and administration staff are aware of the student eligibility requirements under the QLD User Choice agreement.

## Policy

Prior to finalising the enrolment of a student under a User Choice agreement, the enrolment and administration staff must ensure the student and workplace comply with the following eligibility guidelines.

- Student must be employed and their employer must have sufficient employees on staff who hold the same qualification or competencies the student will be undertaking. These qualified supervisors will be detailed within the Employer Resource Assessment.
- The employer must be able to provide the required facilities and range of work for the units of competency listed in the Training Plan. Any gaps in the facilities or range of work must be addressed and detailed within the Employer Resource Assessment.
- The Student cannot be both the sole owner and Apprentice/Trainee. An owner can enrol under UC provided there is another owner or partner in the business who can legally sign as the Employer for the business.
- The physical location of the student's workplace must be in Queensland.
- Students can receive two UC funded contracts, however the second contract must be of higher (or equal for Priority 1) Priority. Contracts with a commencement date prior to 01/07/2010 are not included in the count.
- Student must be eligible for a Unique Student Identifier.