

# JOB SEEKER REFERRAL FORM

This form is designed to be used by an Employment Services Provider (ESP) to refer a job seeker to a *Skilled Capital government subsidised training place* with an approved Skilled Capital registered training organisation (RTO) in the ACT.



## Section A

To be completed by the ESP

### Job Seeker contact details

Surname

Given name

Date of birth

Job Seeker ID

Email address

Phone number

Mobile number

### ESP contact details

Name of referring ESP

Referring ESP case manager

Referring ESP address

Email address

Phone number

Mobile number

Fax number

### Eligibility criteria check

Skilled Capital eligibility criteria has been checked and this job seeker is considered eligible for the requested qualification.

### Concession fee eligibility check

This job seeker holds the following current and valid evidence of eligibility for a concession fee:

Australian Government Health Care Card; or

Australian Government Low Income Health Care Card; or

Australian Government Pensioner Concession Card; or

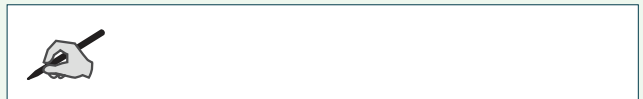
Veteran's Gold Card.

**NOTE:** The information provided above cannot be used by the RTO as evidence of student eligibility under Skilled Capital. RTOs must comply with the *ACT Standards Compliance Guide for Skilled Capital* in determining student eligibility for Skilled Capital training and/or fee concession. The declaration below is acceptable evidence for meeting the long term unemployment criterion.

### Declaration by ESP authorised officer (if applicable)

This job seeker is long term unemployed (has been in receipt of ESP services for at least the last 52 weeks).

Signed



Name of authorising officer

Position of authorising officer

Date signed

**(Section A continues over page)**

## Referral RTO and course details

Name of RTO

RTO address

RTO email address

Qualification

Certificate level

II  III  IV  Diploma

Expected time commitment per week

Expected course start date    Expected course end date

Expected course fees (to be confirmed with ESP by RTO prior to enrolment confirmation)

Rationale for course selection

ESP has contacted RTO regarding the course

Yes  No

RTO contact name

Phone number

## Conversation with RTO

Date

Time

Details of preliminary conversation with RTO

## Additional comments



## Section B

### Job seeker's permission

I acknowledge and agree that the information on this form is being collected for the purpose of giving me access to training. The information on this form is usually shared between my Employment Service Provider (ESP) and Registered Training Organisation (RTO). This form may also be shared with other Australian or ACT Government departments and agencies, where this is required to support access to training.

My ESP may share relevant information with my RTO, including elements of my Employment Pathway Plan and any additional support that I may require while I am participating in training.

My RTO may share information with my ESP including course enrolment information, information about my attendance and participation in training and module/course attainment.

Should my ESP and RTO wish to share any other information relating to my training they will seek my permission.

Student's name

Signed



Date signed

(This section must be completed for information sharing purposes)

When Sections A and B have been completed, scan this form and email it to the RTO.



## Section C

To be completed by the RTO

### Eligibility criteria check

Student has been assessed as meeting the Skilled Capital eligibility criteria for a Skilled Capital government subsidised training place.

Student has been assessed as meeting course entry requirements and has been enrolled in the requested course.

### Student course details

Qualification title

He/she will commence on the following date

Course is due to be completed on the following date

### Expected time commitment (hours per week)

Attendance at scheduled classes

Unscheduled study requirements\*

\* e.g. accessing flexibly delivered training, homework, out of class projects

Course fee (as confirmed with ESP)

Student has not been enrolled in the nominated course because:

### RTO contact details

(for administrative enquiries)

RTO contact name

Email address

Phone number

Mobile number

### RTO contact details

(for training enquiries)

RTO contact name

Email address

Phone number

Mobile number

### Additional comments

When Section C has been completed, scan this form and email it to the Referring ESP Case Manager (see part A of this form).

### Privacy policy

You can view our privacy policy on the Chief Minister, Treasury and Economic Development Directorate's website (<https://www.cmtedd.act.gov.au/legal/privacy>).