

## Certificate 3 Guarantee – Student Fact Sheet

### What is the Certificate 3 Guarantee?

The principal aim of the Certificate 3 Guarantee is to assist working-age Queenslanders without a certificate III or higher level qualification to complete a nationally recognised certificate III level qualification that leads to:

- a job outcome for individuals trying to enter the labour market or their desired industry/career
- advancement in the workplace or career progression for individuals already employed in their preferred industry.

### Who is eligible to receive training?

To be eligible to enrol in the Certificate 3 Guarantee, prospective students must:

- be aged 15 years or older;
- be no longer at school (with the exception of school students in Years 10, 11 and 12 undertaking a VET in School (VETiS) program
- permanently reside in Queensland;
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen (for more information see [Visa eligibility under VET investment programs](#));
- not hold, or not be enrolled in, a certificate III or higher-level qualification, not including qualifications completed at school and foundation skills training.

### What is a co-contribution fee?

A contribution to the cost of training and assessment services — called a co-contribution fee — must be made by students undertaking our Certificate III in Legal Services:

Non-Concessional fee: \$1,395.00 / \$139.50 per unit of competency (Payable over 6 months @ \$232.50 per month)  
Concessional fee: \$795.00 / \$79.50 per unit of competency (Payable over 3 months @ \$265.00 per month)

### Concessional student status applies when:

- a) the student holds a Health Care concession card or Pensioner concession card issued under Commonwealth law, or is the partner or a dependant of a person who holds a health care concession card or pensioner concession card, and is named on the card
- b) the student provides the training organisation with an official form under Commonwealth law confirming that the student, his or her partner, or the person of whom the student is a dependant, is entitled to concessions under a health care or pensioner concession card
- c) the student is an Aboriginal or Torres Strait Islander
- d) the student is a school student and is enrolled in a VETiS program (may include youth in detention)
- e) the student has a disability
- f) the student is an adult prisoner.

### Completing the Certificate III in Legal Services with Melissa Mahoney Legal College under the Certificate 3 Guarantee program:

- you will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee once you have completed a certificate III level qualification.
- the payment of the co-contribution fee detailed above and also listed on our website includes the total cost to enrol, undertake the training and be awarded the qualification. The first month's co-contribution fee is payable at the time of enrolment and subsequent payments due each month thereafter. Enrolment is not confirmed until initial payment has been received.
- our refund policy is available in our Student Handbook which is available to download on our website. Agreement with our Terms and Conditions is also required at the time of completing your online enrolment.
- all learning materials are provided through our online learning portal. Once enrolment has been confirmed, you will have immediate access to the online system to commence your studies.
- there are 10 units of competency and corresponding assessment tasks to complete which require submission via our learning management system upon completion of each unit. These are marked and feedback is provided promptly, requiring you to either resubmit some elements of your assessment or continue with your next unit. There is provision for resubmission up to 3 times to successfully achieve competency. You have up to 12 months to complete the qualification.
- email and telephone support is provided as required. We encourage students to contact us during standard business hours if they are having difficulty with the content or completing their assessments.
- For more information on the Certificate 3 Guarantee, including eligibility requirements, subsidy information, concessional student status and program related documents, visit <https://desbt.qld.gov.au/training/providers/funded/certificate3>.