

Purpose & Instructions

This template has been developed to provide guidance for employers providing evidence of an employee's eligibility to obtain Construction Skills Queensland (CSQ) Funding.

The employer letter MUST:

- Be on an official company letterhead
- Be signed and dated by the employer or authorised representative
- Clearly outline the duties or roles of the participant
- Explain the duties/roles being undertaken by the participant that demonstrate substantial engagement in the Qld Building & Construction Industry. Must be on a **residential** or **commercial site** or **civil infrastructure development** in Queensland
- Be received **PRIOR** to course commencement

Duties and roles listed MUST:

- demonstrate primary and substantial direct involvement performing tasks that directly contribute to building or civil construction activities
- not be generic in nature (for example 'working on a construction site' or 'machinery operator' does not describe the duties performed onsite)
- be descriptive enough for RTO to determine if a participant is substantially engaged in the Qld Building & Construction Industry
- **include address** of residential or commercial or civil infrastructure development in Queensland

Co-Contribution Fees/Invoicing:

The co-contribution fee will be invoiced **BEFORE** course commencement (as per our contract obligation with CSQ).

Failure to clearly address the above dot points may result in your application being rejected.

Please contact our office if you have any concerns or questions.

07 4972 1112

support@narbiltraining.edu.au

INSERT COMPANY LETTERHEAD

Date: [DATE]

[BUSINESS NAME]

[ADDRESS]

[SUBURB]

Narbil Training
7 Lyons Street
South Gladstone
QLD 4680

To RTO Management

I [EMPLOYER NAME] as the employer of [EMPLOYEE] hereby declare that:

[EMPLOYEE] is currently a [EMPLOYMENT TYPE – I.E. FULL TIME / PART TIME] employee of [BUSINESS NAME] and has been employed since [DATE OF EMPLOYMENT].

[EMPLOYEE] is currently employed as a [JOB ROLE/TITLE] within the Qld Building & Construction industry – on a residential or commercial site or civil infrastructure development - and regularly performs the following tasks:

- LIST SITE ADDRESS **AND** DUTIES/ROLES THAT DIRECTLY CONTRIBUTE TO BUILDING OR CIVIL CONSTRUCTION ACTIVITIES
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[EMPLOYER NAME & ROLE]

[EMPLOYER SIGNATURE]

[DATE]

INSERT COMPANY FOOTER IF APPLICABLE