

To whom it may concern  
Healthy Business Training Academy  
admin@hbta.edu.au  
07 5502 6662

**Re:- Over 50's Funding Acceptance**

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I confirm I wish to proceed with an application for the Investing in Experience (Skills Recognition & Training) to obtain a nationally recognised qualification.

To proceed with my application I have attached:-

- Proof of age documentation (copy of birth certificate or passport or driver's licence)
  - Evidence in the form of a payslip or approved timesheet that the mature age employee is working at least 14 hours per week
- OR
- Evidence in the form of a statutory declaration that the mature age applicant is working at least 14 hours per week in their business
  - Copies of past qualifications achieved (certified as true copies by JP)
  - Copy of my current position description or attached summary of my current role

I acknowledge that this funding application is dependent on formal approval from the Skills Connect which I will be advised directly from the department in due course.

I understand I need to apply via <http://skillsconnect.gov.au/home/investing-in-experience-skills-recognition-training/> and upload my ID and Payslip or Stat Dec.

Upon approval I will advise HBTA of the outcome to enable the training to commence.

Once approval is received I acknowledge that HBTA invoice me for the cost of the learning program for which an upfront payment of \$1000.00 will be required to defray RPL costs, with the balance upon receipt of the initial funding payment of \$3,000.00. A further payment may be required on completion with funds release.

My personal details are as follows:

Company/Business Name	
CAN/ABN	
Name	
Position	
Email	
Phone	
Address	
Preferred qualification	
Preferred commencement date	
Preferred delivery	Mentored Distance    Online    CD Based
Special needs	
Signature	

Note that online and CD based is not yet available for all courses, but will be increasingly available from Semester One 2014. Some courses may be available in e-format via Drop Box.

However, the assessment tasks for most of our qualifications may be returned by Drop Box or email.



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Question 3: Please demonstrate how your proposal represents value for money.

**Example**

*The (desired course) is available in SE Qld (or your district ) and delivered in many ways - online, workbook and face to face or mentored on-on-one or through group webinars.*

*For me to succeed with this qualification I will need to complete the subjects by flexible delivery in order to balance my work-life-study commitments.*

*I understand that my trainer or assessor and mentors will assist me to undertake work based projects that allow me to apply the learning to increasing my work skills.*

*The RTO has confirmed they will undertake a skills assessment to ensure I am not repeating training for skills I already have. I will be undertaking gap training as required to complete a qualification or Skills Set. This flexible approach will provide me with excellent value for money because all training will be customised to my direct needs.*

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Please send this form back directly to Healthy Business Training Academy or through the contact in your region with whom you have been discussing your needs.

<b>Region</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Adelaide	Training for Learning Co	08 8227 0310	catherine@trainingforlearning.com
Brisbane-SEQ	T <sub>3</sub> Australia	07 3123 6944	admin@t3australia.com.au
Cairns and FNQ	Criterion Training and Consulting	0409 830 099	ginta14@yahoo.com
Gold Coast-SEQ-Australia-wide	Healthy Business Training Academy	07 5502 6662	training@hbta.edu.au
Hervey Bay, Fraser Coast/ Wide Bay Burnett	Xlinks Consulting Services	0428 720 002	janicew2340@gmail.com
Mackay	Kay Whitehall	0432 414 802	kay.train52@yahoo.com.au
Mudgee	Kay Whitehall	0432 414 802	kay.train52@yahoo.com.au
Newcastle—Sydney	Bender Katon Training	0415 938 850	info@benderkatontraining.com.au
Sunshine Coast	Training for Learning Co	08 8227 0310	catherine@trainingforlearning.com
Sydney	Mimbelle Pty Ltd	0413 181 378	matt@ntsn.com.au
Tamworth-New England	Kay Whitehall	0432 025 823	kay.train52@yahoo.com.au