

## Chevron Onslow Relief Fund – Upskill for the Future:

### Application Form

An initiative of the Chevron Onslow Relief Fund to support the Onslow Community during this time of uncertainty resulting from the global outbreak of COVID-19. The program has been designed to support those who are unemployed, underemployed or engaged in casual employment to upskill via training by providing grants of up to \$2,500 for eligible local residents.

#### Participant Eligibility Criteria:

- Applicants must demonstrate they are an Onslow resident and over 16 years of age by providing:
  - Government issued identification showing address in Onslow (eg Drivers License, Birth Certificate, Passport)
  - Utility bill with applicant’s name and Onslow address
- Applicants must provide proof of unemployment, underemployment or casual work status:
  - Centrelink Paperwork
  - A letter from an Onslow business owner confirming the applicant:
    - has been made unemployed within the last 6 months;
    - is on a casual or part-time employment contract; or
    - recently had full time hours reduced
- Applicants must also demonstrate they are an Australian resident by providing:
  - Australian Passport
  - Australian Citizenship Documentation
  - Permanent Residency Documentation

If you believe you meet the eligibility criteria but cannot produce verifying documents, please contact OCCI to discuss alternative ways of verifying your eligibility.

Decisions regarding eligibility will be made by OCCI and are final.

1. Date:

2. Full Name:

3. Contact phone number (for questions regarding your application):

4. Residential Address:

5. Postal Address:

6. Email Address:

7. Please attach document/s to verify your eligibility (you will need to attach this before you post or drop the application to us):

- a. Proof of Age
- b. Proof of Residency in Onslow
- c. Proof of unemployment, underemployment or casual work status
- d. Any other supporting documentation

### Training Eligibility Criteria

- Grants will only be provided for training courses provided by a Registered Training Organisation (RTO)
- Training must commence before 31 December 2020

Applicants may apply for funding to complete a training course costing more than \$2,500 provided they commit to paying the balance of the course cost. In this situation, applicants must pay the full cost of the course upfront and seek reimbursement from OCCI for \$2,500.

Should the applicant select a course which commences before 1 July 2020, if approved, they will need to pay upfront and seek reimbursement from OCCI for up to \$2,500. Should the applicant select a course which commences on/or after 1 July 2020, OCCI will pay the RTO, if approved, for the course cost of up to \$2,500 so there is no upfront out of pocket expenses for the applicant.

Applicants may apply to complete more than one training course provided the overall cost charged to OCCI is no more than \$2,500.

Some course options are available in the links below:

- <https://www.myskills.gov.au/>
- <https://www.northregionaltafe.wa.edu.au/>
- <https://www.open.edu.au/>

1. Training Provider:

2. Course Name:

3. Course Commencement Date:

4. Course Duration:

5. Total Course Cost:

6. Please attach all supporting documentation regarding the nominated course

All applications will be assessed after the closing date of the 31<sup>st</sup> of May 2020 and applicants will be advised if successful or not by the 30<sup>th</sup> June 2020.

Once your application is approved you will be required to complete your course registration in either of the following ways:

- Applicant completes registration including payment to the training provider and then submits proof of course registration and acceptance along with proof of payment made to OCCI for reimbursement
- Applicant completes registration excluding payment and seeks invoice from the training provider made out to OCCI for payment direct to the training provider.
- If the above options are not possible the applicant is to contact OCCI to discuss alternative options.

On completion of your course you will be required to provide OCCI with your completion documents and certificates.

If you have chosen to complete this hard copy manual form you can return it here:

- By Email: [secretary@onslowcci.com.au](mailto:secretary@onslowcci.com.au)
- By Mail: PO BOX 43, Onslow WA 6710

In the event of the program being oversubscribed, an independent panel will assess all applications to determine allocation of funding support.

**All applications must be received no later than 31<sup>st</sup> May 2020**

*Privacy Statement: Please note that the data collected for this program will be used for the sole purpose of this program only and stored and kept with the strictest confidence. All personal data relating to you will be deleted correctly at the conclusion of the program. To read our full privacy policy please go to our website: <http://www.onslowcci.com.au/publications.aspx> alternatively you can contact the OCCI office on 9184 6182 for a copy.*

