

# 2019 Guidelines about Determining Student Eligibility and Supporting Evidence

## *Skills First Program*

Department of Education and Training

## PURPOSE

Training Providers that are contracted with the Victorian Government to deliver training subsidised through the *Skills First* Program are bound by the requirements of the VET Funding Contract. The 2019 Guidelines about Determining Student Eligibility and Supporting Evidence (the Guidelines) must be read in conjunction with the VET Funding Contract.

The purpose of the Guidelines is to describe the requirements for assessing an individual's Entitlement to Funded Training and for collecting the necessary supporting evidence. The Guidelines provide particular information on the application of the eligibility requirements contained in Schedule 1 of the VET Funding Contract.

Training Providers are reminded that the VET Funding Contract requires all Training Providers to have a clear and documented business process for determining an individual's Entitlement to Funded Training. Processes should reflect the eligibility requirements outlined in the VET Funding Contract and the completion of the process must include the collection of supporting evidence.

These Guidelines apply to all enrolments in Victorian training subsidised through the *Skills First* Program.

## SECTION 1

### 1. DETERMINING AN INDIVIDUAL'S ELIGIBILITY FOR THE *SKILLS FIRST* PROGRAM

The eligibility criteria for the Entitlement to Funded Training are outlined in Clause 2 of Schedule 1 of the VET Funding Contract. The following information is provided to assist the Training Provider in determining an individual's eligibility, specifically with regard to:

- the 'upskilling' requirement;
- the '2 in a year' limitation;
- the '2 at a time' limitation;
- the '2 at level' limitation;
- accredited courses with the title 'Course in...'; and
- courses on the Foundation Skills List.

#### **Upskilling: determining prior completed qualification for the purpose of eligibility.**

- 1.1. For the purpose of applying Clause 2.2(c)(v) of Schedule 1 of the VET Funding Contract, which is the eligibility criterion relating to the highest qualification held (upskilling), the following prior qualifications are *not* taken into account:
  - a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
  - b. qualifications listed in the Foundation Skills List ([Attachment 1](#) to these Guidelines)
  - c. any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
  - d. qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
  - e. non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF;
- 1.2. In accordance with the AQF and for the avoidance of doubt, Vocational Graduate Certificate and Vocational Graduate Diploma level qualifications are higher than qualifications at the Bachelor Degree level.
 

**2 in a year and 2 at a time: determining the number of courses an individual is eligible to commence/undertake in a calendar year.**
- 1.3. For the purpose of applying subclauses 2.3(a) and 2.3(b) of Schedule 1 of the VET Funding Contract:
  - a. an individual is eligible to commence a maximum of two government subsidised courses in each calendar year.

- b. an individual is eligible to undertake a maximum of two government subsidised courses at any one time in each calendar year.
- c. the following scenarios will not be counted towards the course maximum outlined at Clause 1.3(a):
  - i. if an individual is transitioning from a superseded qualification to the current version of the same qualification;
  - ii. if an individual is recommencing training in the same qualification (at either the same or a different provider); or
  - iii. if an individual is seeking to enrol in an apprenticeship (not traineeship) after having participated in one of the Pre-Apprenticeship and Pathway Qualifications identified at Attachment 2 to these Guidelines.
- d. participation in the following will not be counted towards the course maximum outlined at Clause 1.3(a) and 1.3(b):
  - i. '22469VIC - Course in Introduction to the National Disability Insurance Scheme';
  - ii. any course or skill set undertaken as part of the Department of Education and Training 'Skills Uplift Pilot Program'; or
  - iii. '22510VIC – Course in Identifying and Responding to Family Violence Risk.'

**2 at level: determining the number of courses previously commenced**

- 1.4. For the purpose of applying subclauses 2.3(c) and 2.3(d) of Schedule 1 of the VET Funding Contract, which are the eligibility criteria relating to the lifetime limit on commencements at the same level (the 2 at level lifetime limit), the following commencements are *not* taken into account:
- a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
  - b. qualifications listed in the Foundation Skills List ([Attachment 1](#) to these Guidelines);
  - c. any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
  - d. where an individual is transitioning from a superseded qualification to the current version of the same qualification;
  - e. where an individual is recommencing training in the same qualification (at either the same or a different provider);
  - f. '22469VIC - Course in Introduction to the National Disability Insurance Scheme';
  - g. any course or skill set undertaken as part of the Department of Education and Training 'Skills Uplift Pilot Program'; or
  - h. '22510VIC – Course in Identifying and Responding to Family Violence Risk'.

**Eligibility for accredited courses with the title 'Course in...'**

- 1.5. A number of courses with the title 'Course in...' are accredited. These are nationally recognised training products providing skills recognition leading to a Statement of Attainment, rather than the award of a qualification recognised within the Australian Qualifications Framework (AQF). They are not aligned with the AQF.
- a. Enrolment in a 'Course in...' is subject to the same Entitlement to Funded Training eligibility requirements as other enrolments.
  - b. To address 'upskilling' requirements, an individual who holds a qualification no higher than Certificate IV is to be considered eligible to enrol in a 'Course in...' (subject to meeting other eligibility criteria).
  - c. Qualifications at Diploma level or higher are considered higher than courses with the title 'Course in...'.
  - d. An individual is eligible to commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime (subject to meeting other eligibility criteria).

### Eligibility for courses and qualifications on the Foundation Skills List

- 1.6. If the individual is enrolling in qualifications or courses on the Foundation Skills List, previous commencements should not be taken into account for the purpose of applying the eligibility criteria relating to the lifetime limit on commencements at the same level (the 2 at level lifetime limit).
- 1.7. An individual is not eligible for training subsidised through the *Skills First Program* in courses and qualifications on the Foundation Skills List (Attachment 1 to these Guidelines) if the individual is:
- The holder of a qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher.
  - Enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

## SECTION 2

### 2. EVIDENCE OF ELIGIBILITY FOR THE SKILLS FIRST PROGRAM

- 2.1 Evidence of an individual's eligibility for the Entitlement to Funded Training is to be sighted and retained by the Training Provider for each Eligible Individual, prior to commencement in training, in accordance with these Guidelines.

#### Evidence to be sighted and retained by the Training Provider for all Eligible Individuals

- 2.2 Prior to the commencement of training, for each individual that the Training Provider assesses as eligible for the Entitlement to Funded Training, the Training Provider must:
- complete in hard copy or electronically, the information and declarations specified in the *Evidence of Eligibility and Student Declaration* form at Attachment 3 to these Guidelines; and
  - sight and retain the evidence of eligibility specified in the *Evidence of Eligibility and Student Declaration* form by:

	<i>Sighting</i>	<i>Retaining</i>
i.	a hard copy original	a photocopy or electronic copy of the hard copy original
or		
ii.	a certified photocopy of the hard copy original	a photocopy or electronic copy of the certified copy, or the original certified copy
or		
iii.	<p>A. a unique verification number or code issued by a Gateway Service Provider<sup>1</sup> after it has connected to the Commonwealth Government's Document Verification Service (the DVS)<sup>2</sup> to verify the details an individual has entered into an online enrolment form or provided to the training provider; and</p> <p>B. confirming via securely logging in to the administrative platform provided by the Gateway Service Provider:</p> <ul style="list-style-type: none"> <li>• the type of document the individual entered into the online enrolment form and that it is an accepted form of evidence of eligibility; and</li> </ul>	a transaction record that can be viewed by securely logging in to the administrative platform provided by a Gateway Service Provider, that identifies that an accepted form of eligibility evidence was checked and confirms that the individual's name and date of birth were verified to match a valid and current document number in the DVS.

<sup>1</sup> A Gateway Service Provider is an organisation authorised to direct information match requests to and from the Commonwealth Government's Document Verification Service.

<sup>2</sup> The Document Verification Service (DVS) is a national online system that allows organisations to compare an individual's identifying information with a government record.

	<i>Sighting</i>	<i>Retaining</i>
	<ul style="list-style-type: none"> <li>that the issuing of the unique number or code by the Gateway Service Provider has verified that an individual's name and date of birth matches a valid and current document number in the DVS.</li> </ul>	

- 2.3 If the Training Provider engages a Gateway Service Provider to access the DVS as part of obtaining and assessing evidence of eligibility, the Training Provider should independently establish that this provides the same level of assurance as human processes to support the Training Provider declaration in the *Evidence of Student Eligibility and Student Declaration* form (or electronic equivalent) and that evidence has been appropriately sighted and retained.
- 2.4 If the Training Provider engages a Gateway Service Provider to access the DVS as part of obtaining and assessing evidence of eligibility and the DVS is unable to verify an individual's document, then the Training Provider must offer that individual the opportunity to provide their evidence of eligibility in an alternative format, prior to making an assessment of that individual's eligibility.
- 2.5 A certified photocopy is a photocopy of an original document which has been certified as being a true copy by a person listed at Attachment 4 to these Guidelines.
- 2.6 Certified photocopies that are scanned or faxed are not acceptable forms of evidence for the purpose of sighting evidence as required by Clause 2.2(b)(ii).
- 2.7 The *Evidence of Eligibility and Student Declaration* form must be completed by an authorised delegate of the Training Provider.
- 2.8 An authorised delegate of the Training Provider is defined as:
- an employee/s of the Training Provider who has been formally delegated this function from the CEO or equivalent and written evidence of such a delegation is available at audit, or
  - a duly authorised agent of the Training Provider, and a legally binding agreement between the Training Provider and the agent is in place and available at audit.
- 2.9 The *Evidence of Eligibility and Student Declaration* form does not replace existing eligibility assessment processes or student enrolment forms. Completion of the *Evidence of Eligibility and Student Declaration* form alone does not constitute a comprehensive eligibility assessment.
- 2.10 Eligibility assessment processes must involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility requirements of the VET Funding Contract, including any variations to that VET Funding Contract.
- 2.11 Where an individual's response to the *Evidence of Eligibility and Student Declaration* form indicates that the individual is not eligible but the Training Provider considers them eligible based on a comprehensive discussion, the Training Provider must evidence the reason it found the student to be eligible and retain this evidence.
- For example: an individual (who has met all other eligibility criteria) responds to the form indicating they have completed a Bachelor degree. This would suggest the individual is not eligible for the Entitlement to Funding Training. However, the Training Provider gathers, through a discussion with the individual, that the Bachelor degree declared is an overseas qualification and equivalency has not been formally established with a qualification within the AQF. The Training Provider may therefore enrol the individual in suitable government subsidised training, but must retain evidence for why the upskilling requirement is not applicable.
- 2.12 The Training Provider must make available to the Department (or persons authorised by the Department) for audit or review purposes, the information and copies of evidence specified in Clause 2.2 (a) and (b).
- 2.13 Where the Training Provider has sighted and retained evidence of eligibility specified in the *Evidence of Eligibility and Student Declaration* form about that individual's citizenship and (where relevant) their age, and determined that individual to be eligible, the Training Provider may rely upon this information it has sighted and retained for any subsequent commencements by that individual with only that Training Provider, provided that evidence has not expired when a subsequent enrolment occurs. In such circumstances, the Training Provider must continue to

retain this information for audit, review or investigation purposes. The Training Provider must make all other assessments of an individual's Entitlement to Funded Training for each subsequent enrolment.

### **Electronic completion of the Evidence of Eligibility and Student Declaration form**

2.14 The Training Provider may choose to complete, and have individuals complete, the *Evidence of Eligibility and Student Declaration* form electronically. If the *Evidence of Eligibility and Student Declaration* form (or equivalent) is completed electronically, the Training Provider must ensure:

- a. that the information collected is exactly the same as that which would have been collected had the hard copy *Evidence of Eligibility and Student Declaration* form been used;
- b. that the authorised delegate of the Training Provider completes the information in Section A, including their name and position, and undertakes an electronic action equivalent to their signature upon sighting and retaining the individual's evidence of eligibility; and
- c. that the individual completes the information in Section B and undertakes an electronic action equivalent to their signature.

For the purposes of Clause 2.14 b) and c), an electronic action by an individual will be considered to be equivalent to a signature where the action identifies the individual and indicates the individual has completed the information required, and is as reliable as appropriate in light of all the circumstances (including so that the Department can rely on the action as demonstrating the individual's completion of the information in the event of any audit pursuant to these Guidelines or the VET Funding Contract).

2.15 Electronic completion of the *Evidence of Eligibility and Student Declaration* form (or equivalent) does not in any way remove or negate the requirements for the individual to provide and the Training Provider to sight documentation and retain a copy in support of eligibility as per Clause 2.2 (b).

### **Proxy declarations for individuals in exceptional circumstances**

2.16 In absolutely exceptional circumstances where an individual is unable to provide any of the listed documents specified in the *Evidence of Eligibility and Student Declaration* form, a proxy declaration, being a signed declaration by the CEO of the Training Provider or of a relevant government or community service provider, may be acceptable pending the approval of the Department.

2.17 The Training Provider must make all reasonable efforts to assist an individual to demonstrate their citizenship/residency/age status in the conventional way, with a proxy declaration being used in exceptional and specific circumstances only.

2.18 The Training Provider must seek the approval of the Department for each individual for whom a proxy declaration is being proposed. Cases should be presented as robustly as the circumstances allow via the enquiry function of the Skills Victoria Training System (or successor).

2.19 Proxy declarations are not acceptable where an individual has simply been reluctant to incur the cost or inconvenience of obtaining relevant documents.

2.20 The Training Provider may be required to demonstrate its decision making process in this regard and to show the proxy declaration at audit.

### **Evidence to be sighted and retained by the Training Provider for individuals referred under particular initiatives**

2.21 Prior to commencement in training, for individuals referred to training under initiatives specified in Part C of Schedule 1 of the VET Funding Contract, the Training Provider must:

#### *Asylum Seeker VET Program*

- a. sight a 'Referral to Government Subsidised Training - Asylum Seekers' form issued by the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program and retain a copy of the form; or
- b. if enrolling without the abovementioned referral form at a TAFE institute or Learn Local organisation, sight confirmation that the individual holds a valid BVE, SHEV or TPV through the Commonwealth's *Visa Entitlement Verification Online* (VEVO) and retain an electronic copy or printed copy of the confirmation; or

### *Latrobe Valley Initiative*

- c. for individuals seeking to undertake training with a Training Provider that is a TAFE Institute, a Dual Sector University as defined in the Act, a Learn Local Organisation or the Centre for Adult Education or AMES (each as defined in the Act), sight and retain a copy of a referral by the Latrobe Valley Authority or the Morwell Skills and Jobs Centre, which may include:
- i) a referral letter, form or other written advice from the Latrobe Valley Authority or Morwell Skills and Jobs Centre;
  - ii) where the Training Provider is contacted directly by a Latrobe Valley Authority transition case worker: either an email from the case worker confirming the referral; or a file note recorded by the Training Provider documenting a telephone referral from the case worker, which includes the name of the case worker, the name of the Eligible Individual and the date of the phone call; or
  - iii) for former Engie employees of the Hazelwood power plant and mine only, evidence may include a copy of the separation certificate or letter confirming retrenchment from work at the power station or mine, even if there has been no referral from the Latrobe Valley Authority.
- d. For individuals seeking to undertake training with a Training Provider that is not a provider of the type referred to in Clause 2.21(c), sight and retain a copy of a *Training Referral Letter* signed by the Executive Director, Industry Engagement and VET Systems Division of the Department of Education and Training.
- e. Individuals referred to training under Clause 2.21(d) must commence training in accordance with the timelines detailed in the *Training Referral Letter*.

### *Back to Work Scheme*

- f. sight and retain a copy of the standard email issued by the State Revenue Office to the individual's employer that confirms the individual's status as a 'Back to Work' participant.

### *TAFE and Learn Local Eligibility Exemptions for up to 20% of Commencements*

- g. if an individual is a retrenched worker, an automotive supply chain worker, a Jobs Victoria Employment Network (JVEN) client, or from another specific cohort as determined by the Department from time to time:
- i) confirm the individual has attended a Skills and Job Centre to discuss referral to training
  - ii) sight and retain a copy of:
    - A. a separation certificate from the individual's employer;
    - B. a letter from an employer/receiver on company/receiver letterhead stating that the individual has been made redundant;
    - C. a letter from the individual's current employer on company/receiver letterhead specifying that retrenchment will occur for that individual on a nominated date; or
    - D. If an individual is a JVEN client, a signed JVEN registration form.

**Attachment 1**

# Foundation Skills List

as updated August 2019

The following list will be updated from time to time as determined by the Department and in line with updates to accreditation status.

**Course code**

LNSUPPORT

Literacy and Numeracy Support

**Domain A: General education, vocational pathways and literacy and numeracy****Course code****Qualification***General education*

22471VIC

Course in Initial General Education for Adults

22333VIC

Certificate I in Developing Independence (from 1 January 2020)

22476VIC

Certificate I in General Education for Adults (Introductory)

22472VIC

Certificate I in General Education for Adults

22473VIC

Certificate II in General Education for Adults

22474VIC

Certificate III in General Education for Adults

*Work and vocational pathways*

FSK10213

Certificate I in Skills for Vocational Pathways

FSK10113

Certificate I in Access to Vocational Pathways

FSK20113

Certificate II in Skills for Work and Vocational Pathways

*Indigenous-specific courses*

22447VIC

Certificate I in Mumgu-dhal tyama-tiyt

22448VIC

Certificate II in Mumgu-dhal tyama-tiyt

22449VIC

Certificate III in Mumgu-dhal tyama-tiyt

*Senior secondary study*

VCALFND001

Victorian Certificate of Applied Learning (Foundation)

**Domain B: English as an Additional Language (EAL) and related courses****Course code****Qualification**

22482VIC

Course in Initial EAL

22483VIC

Course in EAL

22484VIC

Certificate I in EAL (Access)

22485VIC

Certificate II in EAL (Access)

22486VIC

Certificate III in EAL (Access)

22487VIC

Certificate IV in EAL (Access)

22488VIC

Certificate II in EAL (Employment)

22489VIC

Certificate III in EAL (Employment)

22490VIC

Certificate IV in EAL (Employment / Professional)

22491VIC

Certificate III in EAL (Further Study)

22492VIC	Certificate IV in EAL (Further Study)
10725NAT	Course in Preliminary Spoken and Written English
10726NAT	Course in Spoken and Written English for Job Seeking
10727NAT	Certificate I in Spoken and Written English
10728NAT	Certificate II in Spoken and Written English
10729NAT	Certificate III in Spoken and Written English
10730NAT	Certificate IV in Spoken and Written English for Further Study

**Domain C: Disability-specific courses**

<b>Course code</b>	<b>Qualification</b>
22301VIC	Certificate I in Transition Education
22302VIC	Certificate I in Work Education
22481VIC	Certificate II in Work Education
22293VIC	Certificate I in Initial Adult Literacy and Numeracy
22294VIC	Course in Initial Adult Literacy and Numeracy

*Note: These categories are limited to the specific qualifications listed or their equivalent as determined by the Department.*

**Attachment 2****PRE-APPRENTICESHIP AND PATHWAY QUALIFICATIONS**

The following list will be updated from time to time as determined by the Department.

<b>Course code</b>	<b>Qualification</b>
AUR20716	Certificate II in Automotive Vocational Preparation
AUR20916	Certificate II in Automotive Body Repair Technology
AUR20516	Certificate II In Automotive Servicing Technology
AUR20218	Certificate II in Automotive Air Conditioning Technology
CPC20211	Certificate II in Construction Pathways
22338VIC	Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating, Wall and Ceiling Lining, Wall and Floor Tiling and Solid Plastering) Pre-apprenticeship
22285VIC	Certificate II in Signage and Graphics
22304VIC	Certificate II in Plumbing (Pre-apprenticeship)
FBP20217	Certificate II in Baking
ICP20115	Certificate II in Printing and Graphic Arts (General)
MSF20313	Certificate II in Furniture Making
MSF20413	Certificate II in Glass and Glazing
22470VIC	Certificate II in Engineering Studies
MEM20413	Certificate II in Engineering Pathways
AHC20416	Certificate II in Horticulture
AMP20117	Certificate II in Meat Processing (Food Services)
UEE22011	Certificate II in Electrotechnology (Career Start)
22499VIC)	22499VIC Certificate II in Electrotechnology (Pre-vocational)
SHB20216	Certificate II in Salon Assistant
AHC20716	Certificate II in Production Nursery

**Attachment 3 - SKILLS FIRST PROGRAM - EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION FORM****SECTION A – EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE**

**TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE TRAINING PROVIDER – DO NOT LEAVE ANY SECTIONS BLANK**

I confirm that in relation to:  
(student's full name):

I have **SIGHTED** one of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract)   | <input type="checkbox"/> Current Australian Passport  |
| <input type="checkbox"/> Current New Zealand Passport   | <input type="checkbox"/> Australian Citizenship certificate   |
| <input type="checkbox"/> Current <b>green</b> Medicare card   | <input type="checkbox"/> Australian citizenship by descent extract  |
| <input type="checkbox"/> A proxy declaration for individuals in <b>exceptional circumstances</b> as per Clauses 2.16 – 2.20 of these Guidelines                 | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard.  |
| <input type="checkbox"/> a Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross | <input type="checkbox"/> <b>[FOR TAFE/ DUAL SECTOR/ LEARN LOCAL ORGANISATIONS ENROLMENT ONLY – delete field if not required]</b> confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa. |

By **EITHER**:

- |  |
|--|
| <input type="checkbox"/> viewing an original; OR   |
| <input type="checkbox"/> viewing a certified copy; OR  |
| <input type="checkbox"/> verifying through the Document Verification Service (DVS) [where it is possible to do so, and in accordance with Clause 2.2(b)(iii) of the Guidelines About Determining Student Eligibility and Supporting Evidence]; OR  |
| <input type="checkbox"/> <b>[FOR TAFE/ DUAL SECTOR/ LEARN LOCAL ORGANISATIONS ENROLMENT ONLY – delete field if not required]</b> viewing a printed or electronic record from VEVO that confirms a student holds valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.. |

**AND** I have **RETAINED** one of the following:

- |  |
|--|
| <input type="checkbox"/> a copy of the original or certified copy; OR  |
| <input type="checkbox"/> the certified copy; OR  |
| <input type="checkbox"/> evidence as set out in Clause 2.2(iii) of these Guidelines [where verified through the DVS]; OR   |
| <input type="checkbox"/> <b>[FOR TAFE/ DUAL SECTOR/ LEARN LOCAL ORGANISATIONS ENROLMENT ONLY – delete field if not required]</b> a printed or electronic copy of a record from VEVO that confirms the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.. |

**AND** if the student's age is relevant to their eligibility, and the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also **SIGHTED** and **RETAINED** a copy of **ONE** of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> current drivers licence | <input type="checkbox"/> 'Keypass' card |
| <input type="checkbox"/> current learner permit  | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Proof of Age card       |   |

**SECTION B – EDUCATION HISTORY****TO BE COMPLETED BY THE STUDENT – DO NOT LEAVE ANY SECTIONS BLANK – PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DO NOT UNDERSTAND A QUESTION**

**Q1** What is the highest qualification (not including secondary or high school) that you have **COMPLETED**, or **EXPECT TO COMPLETE** at the time the training you are applying for is scheduled to start?

(include code and full title of qualification if possible, eg Certificate III in Aged Care. If you have not completed any qualification, write 'not applicable')

**Q2** How many other **government funded** courses have you enrolled in that will start in the **same calendar year** as the course/s you are applying for now? (DON'T include the course/s you are applying for now. DO include other course/s at this and other training providers you've enrolled in, but haven't started yet).

0      1      2      3      4+      (circle number)

**Q3** **Not including** the course/s you are applying for now, how many other **government funded** courses are you **doing** at the moment?

0      1      2      3      4+      (circle number)

**Q4** In your lifetime, how many **government funded** courses have you started (commenced) that are at the same level as the one you are applying for now? *If you are applying for a course on the Foundation Skills List, tick 'not applicable'.*

0      1      2      3      4+      (circle number)       not applicable

**[FOR TAFE/DUAL SECTOR ENROLMENT ONLY – delete Q5, Q6 and Q7 if not required]**

**Q5** If you are applying for a course on the 'Free TAFE for Priority Courses List', do you want to access your opportunity to receive a Fee Waiver for this course? **Note:** You can only receive a Fee Waiver for one course on this list.

YES      NO      Not applicable      (circle answer)      (If 'NO', or 'not applicable' proceed to Student Declaration)

**Q6** If you answered 'YES' to Q5, have you already received a Fee Waiver for this course or for any other course on the 'Free TAFE for Priority Courses List'?

YES      NO      (circle answer)      (If 'NO', proceed to Student Declaration)

**Q7** If you answered 'YES' to Q6, are you applying to recommence in the same course for which you previously received a Fee Waiver?

YES      NO      (circle answer)

**STUDENT DECLARATION**

I, (print your full name):

In seeking to enrol in (write the code and full title of the qualification/s):

**Declare the following to be true and accurate statements:**

- I **AM / AM NOT** enrolled in a school, including government, non-government, independent, Catholic or home school (circle the appropriate response)
- I **AM / AM NOT** enrolled in the Commonwealth Government's Skills for Education and Employment program (circle the appropriate response)
- I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Government under the *Skills First* Program. I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the *Skills First* program
- I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview or other questionnaire

**SIGNED:**

**DATE:**

**SECTION C – TRAINING PROVIDER DECLARATION**

**TO BE COMPLETED BY THE TRAINING PROVIDER – DO NOT LEAVE ANY SECTIONS BLANK**

**Number of Courses Student is currently eligible for:**       0                       1                       2

**Eligibility exemption granted:**                                       YES                       NO

Based on:

- discussion with the student;
- the evidence I have sighted (and retained a copy of) in **Section A**; and
- the information provided to me by the student in **Section B** of this form;

I believe that the above individual satisfies the Entitlement to Funded Training eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Skill First Program for the following qualification/s:

*(write the code and full title of the qualification/s in which the student is seeking to enrol)*

I have also sighted and retained (where applicable) relevant evidence required to grant an exemption from eligibility requirements or other limitations pursuant to any initiatives in Part C of Schedule 1 of the VET Funding Contract and as specified in Clause 2.21 of the Guidelines About Determining Student Eligibility and Supporting Evidence.

I acknowledge that as the Training Provider’s authorised delegate, I am responsible for ensuring that all parts of this form are complete. By signing this Declaration, I acknowledge that I have reviewed **Sections A** and **B** and have confirmed they have been completed in full.

**Authorised Training Provider Delegate:**

Name:

Position:

Signed

Date:

**NOTES**

Use this section to record additional detail, relevant eligibility information, including information used by the Training Provider to verify the student’s eligibility that is not captured in Sections A or B.

**If there are no notes, write N/A**

## **Attachment 4**

### **How to have a document certified**

Bring both an original and a copy of the original to the certifier.

The certifier will:

1. examine the original to ensure it is not a copy or forgery
2. examine the copy to ensure it is identical to the original. A copy can be considered identical even if it is a different size or colour, so long as that does not result in the loss of any material information.

The certifier will then write or stamp the copy with the words: "Certified to be a true copy of the original seen by me." They will sign and date the copy, and write or stamp their name, personal or professional address and qualification.

If there are multiple pages to the copy, the certifier will sign or initial and number all pages.

The copy has now been certified.

### **Who can certify a document**

Under Section 39 of the *Oaths and Affirmations Act 2018* (as of 1 March 2019) the list of persons who may certify copies of original documents includes:

- A person currently licensed or registered to practice in Australia as one of the following occupations:
  - Architect
  - Chiropractor
  - Conveyancer
  - Dentist
  - Financial adviser or financial planner
  - Legal practitioner
  - Medical practitioner
  - Midwife
  - Migration agent
  - Nurse
  - Occupational therapist
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
- An accountant who meets at least one of the following criteria:
  - Fellow of the National Tax Accountants' Association
  - Member of Chartered Accountants Australia and New Zealand
  - Member of the Association of Taxation and Management Accountants
  - Member of CPA Australia
  - Member of the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

- Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
- Australian Consular Officer or Australian Diplomatic Officer
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not otherwise authorised
- Employee of the Australian Trade and Investment Commission who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the *Consular Fees Act 1955*, if at a place outside Australia and in the course of the employee's duties at that place
- Employee of the Commonwealth who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the *Consular Fees Act 1955*, if at a place outside Australia and in the course of the employee's duties at that place
- An engineer who meets at least one of the following criteria:
  - A member of Engineers Australia, other than a student
  - A Registered Professional Engineer of Professionals Australia
  - Registered as an engineer under a law of the Commonwealth or a State or Territory
  - Registered on the National Engineering Register by Engineers Australia
- Finance company officer with 5 or more years of continuous service
- Holder of a Commonwealth statutory office not otherwise specified
  - For example, Director of the Australian Institute of Family Studies
- IBAC Officers
- Judge
- Justice of the Peace
- Local government Councillor
- Magistrate
- Registered marriage celebrant
- Master of a court
- Member of the Australian Defence Force who meets at least one of the following criteria:
  - An officer
  - A non-commissioned officer with 5 or more years of continuous service
  - A warrant officer
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of the Parliament of a State
- Member of a Territory legislature
- Member of a local government authority

- Registered minister of religion
- Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is employed in an office providing postal services to the public
- Permanent employee with 5 or more years of continuous service who is not otherwise specified, if employed at one of the following:
  - State
  - Territory
  - State authority
  - Territory authority
  - Local government authority
- Police officer
- Police reservist
- Protective service officer (PSO)
- Registrar, or Deputy Registrar, of a court
- A school principal
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- Senior Executive Service employee of the Commonwealth
- Sheriff
- Sheriff's officer
- State Trustees officer or employee with a classification level of 2 or above
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
- Transport Accident Commission officer or employee with a classification of level 2 or above
- VicRoads officer or employee with a classification of level 2 or above
- Victorian Inspectorate Officer
- A Victorian Public Service employee with a prescribed classification level of 2 or above
  - For example, a project officer employed as a VPS4 or an administrative assistant employed as a VPS2
- Victorian WorkCover Authority officer or employee with a classification of band 2 or above
- Any authorised affidavit taker, including:
  - A judicial officer
    - For example, a judge or magistrate
  - An associate to a judicial officer
  - An honorary justice
  - The prothonotary or a deputy prothonotary of the Supreme Court
  - The registrar of probates or an assistant registrar of probates
  - The registrar or a deputy registrar of the County Court
  - The principal registrar, a registrar or a deputy registrar of the Magistrates' Court
  - The principal registrar, a registrar or a deputy registrar of the Children's Court
  - The principal registrar, a registrar or a deputy registrar of VCAT

- The principal registrar or a registrar of the Coroners Court
- A member of VCAT
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A public notary
- A senior officer of a Victorian municipal Council who meets one of the following criteria:
  - Chief Executive Officer
  - A member of Council staff with management responsibilities and reporting directly to the Chief Executive Officer
  - Any other member of Council staff earning a salary of at least \$124,000 (or a higher threshold, if specified by the Minister under s 97B of the *Local Government Act 1989*)
- A fellow of the Institute of Legal Executives (Victoria)
- A person acting judicially
  - For example, an arbitrator or any person or body with authority to hear, receive and examine evidence
- Any other officer or person empowered, authorised or permitted by or under any Act or rules of a court or rules of a tribunal to administer affidavits

**Source:** Department of Justice and Community Safety

**Further information:** <https://www.justice.vic.gov.au/certifiedcopies>