

2018 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 *2018 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'; or
 - ii. any course or skill set undertaken as part of the Department of Education and Training 'Skills Uplift Pilot Program'.

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'; and
 - g. any course or skill set undertaken as part of the Department of Education and Training 'Skills Uplift Pilot Program'.

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:
 - a. The holder of a qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher.
 - b. 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:
 - a. 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
 - b. 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.	a unique verification number from a document verification service confirming that an individual’s name and date of birth matches a valid document number the individual has entered into that document verification service (via securely logging in to the administrative function of that document verification service).	secure login access to the administrative function of a document verification service whereby a record can be viewed or extracted that identifies the type of document that was checked and confirms that the individual’s name and date of birth were verified to match a valid document number in a recognised government database.

- 2.3 If the Training Provider uses a document verification service as part of obtaining and assessing evidence of eligibility, the Training Provider should independently establish that any such service 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) that evidence has been appropriately sighted and retained.
- 2.4 If the Training Provider uses a document verification service as part of obtaining and assessing evidence of eligibility and the document verification service 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:
- a. 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
 - b. 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 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(f), 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(g) must commence training in accordance with the timelines detailed in the *Training Referral Letter*.

Back to Work

- 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 15% 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 October 2018

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

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

22213VIC

Course in Recognised Informal Learning (expires 31/12/2017)

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

22259VIC

Course in EAL

22250VIC

Certificate I in EAL (Access)

22251VIC

Certificate II in EAL (Access)

22253VIC

Certificate III in EAL (Access)

22256VIC

Certificate IV in EAL (Access)

22252VIC

Certificate II in EAL (Employment)

22254VIC

Certificate III in EAL (Employment)

22257VIC

Certificate IV in EAL (Employment / Professional)

22255VIC	Certificate III in EAL (Further Study)
22258VIC	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

Course code	Qualification
22301VIC	Certificate I in Transition Education
22302VIC	Certificate I 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.

Course code	Qualification
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)
22261VIC	Certificate II in Electrotechnology Studies (Pre-vocational)
SHB20216	Certificate II in Salon Assistant
AHC20716	Certificate II in Production Nursery

Attachment 3

SKILLS FIRST PROGRAM

EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

Section A - To be completed by an authorised delegate of the Training Provider

Evidence of citizenship/residency and age

I confirm that in relation to _____
(Student's full name)

I have sighted: an original; or a certified copy; or I have verified through use of a document verification service (where it is possible to do so) **one** of the following:

- | | |
|---|--|
| <input type="checkbox"/> an Australian Birth Certificate (not Birth Extract) | <input type="checkbox"/> a current Australian Passport |
| <input type="checkbox"/> a current New Zealand Passport | <input type="checkbox"/> a naturalisation certificate |
| <input type="checkbox"/> a current <u>green</u> Medicare Card | <input type="checkbox"/> a proxy declaration for individuals in exceptional circumstances as per Clauses 2.16 – 2.20 of these Guidelines |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence | <input type="checkbox"/> an Australian citizenship by descent extract |

OR if the individual is undertaking training under the Asylum Seeker VET Program and meets the requirements set out in Clause 17 of Schedule 1 of the VET Funding Contract, I have sighted:

- a Referral Letter from the Asylum Seeker Resource Centre or the Australian Red Cross, or
- for TAFE Institutes and Learn Locals organisations only, an electronic or printed record demonstrating that the student holds a current valid Bridging Visa Class E (BVE), Safe Haven Enterprise Visa (SHEV) or Temporary Protection Visa (TPV) as verified via the Commonwealth's *Visa Entitlement Verification Online* (VEVO).

AND I have retained:

- a copy of the original or certified copy, or
- the certified copy, or
- secure login access to the administrative function of a document verification service whereby a record can be viewed or extracted that confirms that the individual's name and date of birth were verified to match a valid document number;

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, I have also sighted and retained a copy of:

- a current drivers licence, or a current learner permit, or a Proof of Age card, or a 'Keypass' card

NB: The Training Provider must retain a copy of all documentation used in Section A, as per Section 2 of these Guidelines.

Section B - To be completed by the student

Education history

Q1. The highest qualification I have *completed* is:

(Include full title of qualification, eg. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government funded courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0 1 2 3 4+ (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government funded courses are you undertaking training in 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? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0 1 2 3 4+ (circle number)

Q5. **(FOR TAFE/DUAL SECTOR ENROLMENT ONLY)** If you are seeking to enrol in a course on the 'Free TAFE for Priority Courses List' at a TAFE or Dual Sector University, have you previously commenced a course on the 'Free TAFE for Priority Courses List' and received a fee waiver/exemption for that course?

YES NO (circle answer)

Student declaration

I _____, in seeking to enrol in _____

(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

declare the following to be true and accurate statements:

- a. I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. *(circle appropriate response)*
- b. I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program. *(circle appropriate response):*
- c. I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments 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.
- d. I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

Signed: _____ Date: _____

Section C - To be completed by an authorised delegate of the Training Provider

Number of courses student is currently eligible for: 1 2

Training Provider declaration

Based on discussion with the student, the above 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

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:

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised Training Provider delegate:

Name: _____

Position: _____

Signed: _____ Date: _____

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

Attachment 4

Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice