

This form must be completed by the Student and Authorised Enrolment Delegate, before the commencement of the course. An eligible student is a student who is eligible for training subsidised through the *Skills First Program* in accordance with the eligibility requirements specified in the VET Funding Contract. Sections A, B & D must be completed by the Student.

SECTION A: PERSONAL & COURSE DETAILS

Student ID	<input type="text"/>	Date of birth	<input type="text"/>
Family name	<input type="text"/>	Given name(s)	<input type="text"/>
Course code	<input type="text"/>	Course name	<input type="text"/>

SECTION B: ELIGIBILITY QUESTIONNAIRE

Q1. Were you under 20 years of age on 1 st January 2018? <small>(Circle the correct response)</small>	No	Yes	<small>If yes, go to Q6 & proof of age must be retained</small>		
Q2. The highest qualification I have completed is _____ <small>(include full title of qualification eg Certificate III in Business)</small>					
Q3. Are you seeking to enrol into an Apprenticeship, VCE or VCAL? <small>(Circle the correct response)</small>	No	Yes	<small>If yes, go to Q6</small>		
Q4. If you are seeking to enrol into a Foundation Skills course, have you previously completed a Diploma or Higher Qualification? <small>(Circle the correct response)</small>	No	Yes	N/A		
Q5. Are you applying for a qualification higher than you have already achieved? Does not apply when applying to courses on the Foundation Skills List, VCE or VCAL, or to training as part of an apprenticeship. <small>(Circle the correct response)</small>	No	Yes			
Q6. NOT Including the course 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 to undertake at this and other training providers but not yet started. <small>(Circle the correct response)</small>	0	1	2	3	4+
Q7. NOT Including the course you are seeking to enrol in now, how many other government funded courses are you undertaking training in at the moment? <small>(Circle the correct response)</small>	0	1	2	3	4+
Q8. 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? Do not include courses listed on the Foundation Skills List. <small>(Circle the correct response)</small>	0	1	2	3	4+

Continue over Page

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Number of courses the student is currently eligible for (please circle) 2 1 0

SECTION C: EVIDENCE OF CITIZENSHIP / RESIDENCY AND AGE

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I confirm that in relation to _____
(Students full name)

I have sighted; an original or a certified copy of one of the following:

- | | | |
|---|--|---|
| <input type="checkbox"/> an Australian Birth Certificate | <input type="checkbox"/> a current Australian Passport | <input type="checkbox"/> a current New Zealand Passport |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence | <input type="checkbox"/> a naturalisation certificate | <input type="checkbox"/> a current <u>green</u> Medicare Card |

AND I have retained:

- a copy of the original or certified copy, or the certified copy

AND if the students age (ie under 20 years of age) is relevant to their eligibility and the document produced from the list above does not include a date of birth, you must retain a copy of:

- a current drivers licence a current learner permit a Proof of Age card a 'keypass' card

Campuses:

Metropolitan: Broadmeadows, Docklands, Richmond, Moonee Ponds, Essendon
Regional: Bendigo (City and Charleston), BTEC, Castlemaine, Echuca

ABN 74 802 942 886
CRICOS Provider: 01218G RTO Number: 3077
Form Reference: ED 2018 V2 01/2018

SECTION D: STUDENT DECLARATION

I _____ in seeking to enrol in
(Students full name)

(include full title of qualification in which you are seeking to enrol)

declare the information I have provided on this form to be true and correct, and the following to be true and accurate statements;

Are you enrolled in a school, including government, non-government, independent, Catholic or home school? (Circle the correct response) **YES** NO

Are you currently enrolled in the Commonwealth Government's *Skills for Education and Employment* program? (Circle the correct response) **YES** NO

I WILL have a physical presence in Victoria for the majority of my study with the Institute.* (Circle the correct response) **YES** NO

I understand that my enrolment in the above qualification may be subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand how enrolling in the above qualification 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 or an agent to participate in a student survey, interview or other questionnaire.

Student signature

Date

SECTION E: ELIGIBILITY EXEMPTION (Please complete if student has any answers in the shaded part of Sections B and D) Office use only

If there are any answers circled in the shaded areas of this form, the student is ineligible for funding under the Skills First Program, unless they wish to apply for an Eligibility Exemption outlined below. If a student has been referred to training under the initiatives/provisions below they may not be required to meet particular aspects of the eligibility criteria; Please tick the Eligibility Exemption the student is applying for:

Asylum Seeker VET Program – Students will be exempt from Citizenship eligibility criteria, and must be granted a Fee Concession. The Institute must retain copy of the Referral letter from the Asylum Seeker Resource Centre or Red Cross Victims of Human Trafficking Program.

Latrobe Valley Initiative - Students may be exempt from the 'upskilling' requirement, 2 at level, 2 at level 'courses in..', when an individual is referred to training by the Latrobe Valley Authority or the Morwell Skills and Job centre and the Institute has sighted and retained a copy of the referral. Students must commence training within 12 months of the date shown on the letter.

Back to Work Scheme – Students may be exempt from the 'upskilling' requirement, 2 at level, 2 at level 'courses in..', where the Institute has sighted and retained a copy of the standard email issued by the State Revenue Office to the student's employer that confirms the student's status as a 'Back to Work' participant.

Program X – Students will be exempt from tuition fees if the Institute sights and retains a validly endorsed referral form from either; the Department of Health and Human Services, the Department, the Department of Justice and Regulation, or a referring agency. This program supports young people in relation to Youth Justice Orders or Child Protections Orders.

TAFE and Learn Local Eligibility Exemptions – Students may be exempt from the 'upskilling' requirement, 2 at level, 2 at level "courses in..". Exemptions cannot exceed 15% of total enrolments. The Institute must offer exemptions to individuals from the following cohorts when an individual presents specific evidence;

- Retrenched workers / Automotive supply chain workers / Jobs Victoria Employment Network clients / and or Any other specific cohort as determined by the department from time to time.

Exemption Type: Citizenship criteria Upskilling requirement 2 at level in a lifetime 2 at level "Courses in.."

SECTION F: AUTHORISED ENROLMENT OFFICER DECLARATION

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Based on discussion with the student, the evidence I have sighted (and retained a copy of) in Section C, and the information provided to me by the student in Section A,B,D&E of this form I believe that the above individual

is **ELIGIBLE** is **NOT ELIGIBLE** has an **ELIGIBILITY EXEMPTION**

for the Entitlement to Funded Training as set out in the VET Funding Contract and for funding under the Skill First Program for the following qualification:

Full title of qualification in which the student is seeking to enrol

Delegate name

Delegate signature

Delegate position

Date

*Where training and/or assessment is provided to an Eligible Individual under the VET Funding Contract, the Eligible Individual must be physically present in the State of Victoria at all times at which they are undertaking the training and/or assessment. Notwithstanding the requirement for an eligible Individual to be physically present in the State of Victoria at all times at which they are undertaking the training and/or assessment, where an Eligible Individual is temporarily located interstate or overseas for a defined period as part of an industry or practical placement associated with their training, up to 50% of the total scheduled hours applying to the training and/or assessment in which the Eligible Individual is enrolled may be delivered online during the period the Eligible Individual is interstate or overseas. (2018-19 VET Funding Contract Clause 5.3 & 5.4)

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