

## Student Eligibility and Exclusion

\* Please read the 'Student Enrolment Policy' in conjunction with the Student Eligibility and Exclusion Policy.

### Purpose

The purpose of the Student Eligibility and Exclusion policy is to outline the requirements for assessing an individual's eligibility for the Skills First Program and for collecting necessary supporting evidence as contained in Schedule 1 of the Skills First Program Standard VET Funding Contract 2018-19.

Comm Unity Plus Services Ltd is responsible for determining the eligibility of applicants for government subsidised places, as detailed in the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence. Comm Unity Plus Services Ltd is also responsible for determining what verification processes, if any, are to be applied to evidence supplied by applicants.

It is the responsibility of the applicant to provide complete and accurate information on which to base eligibility decisions, However Comm Unity Plus Services Ltd will employ all possible avenues to ensure that true and accurate data is collected.

Staff members involved in the enrolment of students are thoroughly trained to ensure that the eligibility and exclusion process is implemented consistently.

### Eligibility Requirements

In order to be an Eligible Individual in respect of any training, an individual must be:

a) either:

- i) an Australian citizen;
- ii) a holder of a permanent visa; or
- iii) a New Zealand citizen;

b) enrolling and commencing training in a course or qualification provided by the Training Provider between the Commencement Date and 31 December 2019 inclusive;

and

c) either:

- i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;
- ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;
- iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);

iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); **or**

v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

In addition to the above requirements an individual is only eligible to:

- commence a maximum of two government subsidised courses in each calendar year
- undertake a maximum of two government subsidised courses at any one time in each calendar year

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

For the purpose of applying the "upskilling" requirement 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**

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;

For the purpose of applying the "2 in a Year/2 at a time" requirement 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:

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'.

For more information regarding eligibility requirements, and if there is any doubt, please refer to the latest version of the Department of Education's publication - *Guidelines about Eligibility* which is located at <E:\Skills First\SF VET funding contract 2018-19>.

## Evidence of Eligibility

Evidence of an individual's eligibility for the Entitlement to Funded Training will be sighted and retained by Comm Unity Plus Services Ltd for each Eligible Individual, prior to commencement in training and in accordance with the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence.

### Evidence to be sighted and retained for all Eligible Individuals

A Comm Unity Plus Services Ltd authorised delegate\* will:

a. complete in hard copy or electronically, the information and declarations specified in the Evidence of Eligibility and Student Declaration form;

## 2018 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 an uncertified copy that I have verified through use of a document verification service (where it is possible to do so) of **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 |  |

**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 have also sighted and retained a copy of**

a current drivers license,      **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 clauses 3.3-4 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, e.g. 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 subsidised 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)

### 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.

**Student Signature:** \_\_\_\_\_ **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:*

*(include full title of qualification/s in which the student is seeking to enroll)*

**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.

and

b. sight and retain the evidence of eligibility specified in the Evidence of Eligibility and Student Declaration form by:

	<b>Sighting</b>	<b>Retaining</b>
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.

#### **NOTES:**

1. Completion of the *Evidence of Eligibility and Student Declaration* form alone does not constitute a comprehensive eligibility assessment. 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. 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.
3. Where Comm Unity Plus Services Lts. 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 organisation may rely upon the information it has sighted and retained for any subsequent commencements by that individual, provided that evidence has not expired when a subsequent enrolment occurs.

### **Evidence of Concession to be retained for Eligible Individuals**

The following process is to be followed by authorised delegates when gathering evidence of concession.

Comm Unity Plus Services must retain a copy of the relevant concession card:

- a) in hard copy or electronically scanned copy where a physical card is presented; or
- b) its equivalent record as extracted from Centrelink Confirmation eServices; or
- c) where the concession card is presented via a Digital Wallet through a Centrelink Express Plus mobile application, of which a copy is not possible, the delegate must make a written declaration and attach it to the student's file stating that the digital concession card has been sighted using Evidence of Concession Declaration Form.

The declaration form must include:

- a. Name of the authorised delegate who sighted the digital concession card;
- b. Date the digital concession card was sighted;
- c. Document number of the concession card; and
- d. Name of concession holder.

**Concession Fees** - the Centrelink Express Plus mobile app enables people to use their smart device as an alternative to physical concession cards (see Student Eligibility & Exclusion Policy).

For enrolments in courses at the Certificate IV level and below, Comm Unity Plus Services Ltd will charge the concession fee to an individual who, prior to the commencement of training, holds a current and valid:

- a. Health Care Card issued by the Commonwealth;



1. Check name (must match enrolment form and Medicare card if Skills First Program eligible)
2. Check date (must be valid for first day of course)
3. Check signed
4. Make a photocopy of the card and write "Original sighted by" and sign and date the photocopy.

- b. Pensioner Concession Card; or





You can get a Pensioner Concession Card if you receive any of these payments:

- Age Pension (AP)
- Bereavement Allowance (BA)
- Carer Payment (CP)
- Disability Support Pension (DSP)
- Newstart Allowance or Youth Allowance as a job seeker if you are single, caring for a dependent child, and looking for work
- Parenting Payment (PP)
- Check name (must match enrolment form and Medicare card if VTGSkills First Program eligible)
- Check date (must be valid for first day of course)
- Check signed
- Make a photocopy of both sides of the card and write " Original sighted by" and sign and date the photocopy.

c. Veteran's Gold Card;



(War widow's card)

1. Check name (must match enrolment form and Medicare card if Skills First Program eligible)
2. Check date (must be valid for first day of course)
3. Check signed
4. Make a photocopy of both sides of the card and write " Original sighted by" and sign and date the photocopy.

The concessions provided for above (in a) and b)) also apply to a dependant spouse or dependant child of a card holder.



## Proxy Declarations in Exceptional Circumstances

In 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 or of a relevant government or community service provider, may be acceptable pending the approval of the Department.

Comm Unity Plus Services Ltd. will 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).

## Evidence to be sighted and retained for individuals referred under particular initiatives

### Indigenous Completions Initiative

Under the Indigenous Completions Initiative, for enrolments in a course at any level the Comm Unity Plus Services Ltd must charge the concession fee to individuals who self-identify as being of Aboriginal or Torres Strait Islander descent (and are reported as such through the "Indigenous Student Identifier" field of the Student Statistical Report).

The Comm Unity Plus Services Ltd must retain a copy of the enrolment form on which the individual self-identified as indigenous.

### Asylum Seeker VET Program

- 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
- 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

Asylum Seekers are entitled to a fee concession.

### Latrobe Valley Initiative

- sight and retain a referral letter, form or other written advice from the Latrobe Valley Authority or Morwell Skills and Jobs Centre

OR

- retain 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

- 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.

Eligible individuals are entitled to eligibility exemptions

### **Back to Work**

- 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.

### **Skills First Youth Access Initiative**

To be eligible to study under the Skills First Youth Access Initiative and **pay no tuition fees,**

the young person must be:

- under 22 years as at 01 January in the year of first commencing education and training; and
- 'has been' or 'currently on' a Child Protection Order or a Youth Justice Order.

The eligible young person must present a completed Referral Form to the training provider in order to successfully enrol and obtain the fee waiver.

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

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 Comm Unity Plus Services will:

- confirm the individual has attended a Skills and Job Centre to discuss referral to training
- sight and retain a copy of **one** of the following:
  - a separation certificate from the individual's employer

- a letter from an employer/receiver on company/receiver letterhead stating that the individual has been made redundant
- a letter from the individual's current employer on company/receiver letterhead specifying that retrenchment will occur for that individual on a nominated date
- a signed JVEN registration form

## Eligibility Exclusions

An individual is not eligible for training subsidised through the Skills First Program if the individual is:

- a student enrolled in a school (excluding a school based Apprentice/Trainee)
- a prisoner held at a prison, including:
  - Hopkins Correctional Centre (Ararat);
  - Barwon Prison;
  - Beechworth Correctional Centre;
  - Dame Phyllis Frost Centre;
  - Dhurringile Prison
  - Langi Kal Kal Prison
  - Loddon Prison Precinct
  - Marngoneet Correctional Centre
  - Tarrengower Prison
  - Metropolitan Remand Centre
  - Melbourne Assessment Prison
  - Fulham Correctional Centre
  - Port Phillip Prison
  - Karrenga Annex
- a person who is detained under the Mental Health Act 2014 (Vic), or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic) or the Sentencing Act 1991 (Vic) at the Thomas Embling Hospital
- a person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (Vic) or the Sentencing Act 1991 (Vic) or who is held on remand in one or more of the following youth justice facilities
  - Malmsbury Youth Justice Centre
  - Parkville Youth Residential Centre
  - Melbourne Youth Justice Centre

The exclusions do not apply to:

- young people on community based orders made under the Children, Youth and Families Act 2005 (Vic)
- individuals held in Judy Lazarus Transition Centre

## Students under the age of 17

Prior to enrolling a student under the age of 17, the authorised delegate is required to sight evidence of eligibility as follows:

For students who have not yet completed Year 10, the authorised delegate must sight correspondence or a certificate signed by a Department Regional Director that exempts the student from school attendance and clearly identifies Comm Unity Plus Services Ltd and the training program the student intends to undertake.

For students who have completed Year 10, the authorised delegate must sight:

a completed 'Transition From School Form', or correspondence or a certificate signed by the school principal or a Department Regional Director that exempts that individual from school attendance and either:

- (i) clearly identifies the Training Provider and the training to be undertaken; or
- (ii) clearly identifies the relevant employer where the student is to undertake an apprenticeship or traineeship.

Where an individual under 17 years is enrolled in training on the basis that they have been granted an exemption from school attendance to undertake a specific course with Comm Unity Plus Services Ltd., if that individual stops attending that training, and is at that time still under 17 years, Comm Unity Plus Services Ltd. will notify the Department that the individual is no longer attending training.

1. All provided and supporting documentation is used by an authorised delegate to enter enrolment information into aXcelerate prior to being uploaded to SVTS;
2. All referral, enrolment, fee related and eligibility documentation and supporting evidence is maintained in the student's file.
3. Where a student's response indicates they are not eligible but the authorised delegate determines the student eligible based on a comprehensive discussion, evidence of why the student is eligible must be documented and retained in the student's file.

## Related Policies

[Pre-Training Review and Training Plan Policy](#)

[Fees and Refunds Policy](#)

[Skills First Program PTR Process Flowchart](#)

[Skills First Program Enrolment Form](#)

[Statement of Fees](#)

[Student Handbook](#)

## Supporting Documents

2018-19 Standard VET Funding Contract *Skills First Program*

2018 Guidelines about Determining Student Eligibility and Supporting Evidence

Skills First Quality Charter

## Definitions

**\*An Authorised Delegate** means an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent. The CEO of Comm Unity Plus Services Ltd has formally authorised Student Compliance and Liaison Officers and Team Leader, Project Officers, Education Management and Pre-Training Assessors to act as an authorised delegates.

A **certified photocopy** is a photocopy of an original document which has been certified as being a true copy by an **Authorised Person** including:

- 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).