

# 2022 VIC Evidence of Eligibility and Declaration Form

## Section A – To be completed by an authorised delegate of the RTO

### Evidence of citizenship/residency and age

I confirm that in relation to \_\_\_\_\_  
(PRINT Learner full name)

I have sighted 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"/> an Australian Citizenship certificate  |
| <input type="checkbox"/> a proxy declaration for individuals in exceptional circumstances*  | <input type="checkbox"/> a current <u>green</u> Medicare Card   |
| <input type="checkbox"/> a Referral to Government Subsidised Training -<br>Asylum Seekers' form from the Asylum Seeker<br>Resource Centre or the Australian Red Cross   | <input type="checkbox"/> an Australian citizenship by descent extract   |
| <input type="checkbox"/> New Zealand Citizenship Certificate  | <input type="checkbox"/> Formal confirmation of permanent residence<br>granted by the Department of Home Affairs (or its<br>successor) AND the Learner's foreign passport or<br>ImmiCard. |
| <input type="checkbox"/> Confirmation obtained from the Visa Entitlement Verification<br>Online System (VEVO) that the student holds a valid Bridging Visa<br>Class E, Safe Haven Enterprise Visa, Temporary Protection Visa or<br>Bridging Visa Class F. | <input type="checkbox"/> New Zealand Birth Certificate  |

By either:

- viewing the original, or
- viewing a certified copy, or
- viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device [in accordance with Clause 2.5(d) of the Eligibility Guidelines]; or
- verifying through Document Verification Service (DVS) [where it is possible to do so and in accordance with Clause 2.5(c) of the Eligibility Guidelines], or
- relying on evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.8 of the Eligibility Guidelines]
- viewing a printed or electronic record from VEVO that confirms a student holds valid Bridging Visa Class E, Safe Haven Enterprise Visa, Temporary Protection Visa or Bridging Visa Class F.

**and** I have **retained ONE** of the following:

- a copy of the original or certified copy, or
- the certified copy, or
- evidence as set out in Clause 2.2(iii) of these Guidelines [where verified through the DVS], or
- declaration of sighting a digital green Medicare card [as set out in Clause 2.5(c) of the Eligibility Guidelines], (go to Section C),
- 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, Temporary Protection Visa or Bridging Visa Class F.

**AND** if the learner'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 had not been verified through use of the DVS), I have also sighted and retained a copy of:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> a current drivers licence, <u>or</u> | <input type="checkbox"/> a current learner permit, <u>or</u> | <input type="checkbox"/> A 'Keypass' card         |
| <input type="checkbox"/> Not applicable                       | <input type="checkbox"/> Proof of Age card                   | <input type="checkbox"/> current foreign passport |

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

Certified copies that are scanned or faxed are not acceptable forms of evidence

In absolutely exceptional circumstances where an individual is unable to provide any of the listed documents specified in the Evidence of Eligibility and Learner 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. The Training Provider must seek the approval of the Department for each individual for whom a proxy declaration is being proposed.

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## Section B1-ENROLMENT IN A QUALIFICATION –To be completed ONLY if enrolling in a Qualification

A 'qualification' means a qualification that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate III in Business', 'Diploma of Nursing').

### Education history

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')

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

Q2 How many other Skills First Funded qualifications have you enrolled in that have started or will start in the same calendar year as the qualification/s you are applying for now? (DON'T include the qualification/s you are applying for now. DO include other qualification/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 qualification/s you are applying for now, how many other Skills First Funded skill set and/or qualifications are you doing at the moment?

0 1 2 3 4+ (circle number)

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

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

Q5 Are you seeking to enrol in a qualification under the JobTrainer initiative? Note: You can only enrol in one qualification under the JobTrainer initiative

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

Q6 If you answered 'YES' to Q5, have you previously started a qualification under the JobTrainer initiative?

YES NO (circle answer) (If 'NO', proceed to Q8)

Q7 If you answered 'YES' to Q6, are you applying to recommence in the same qualification that you already started under the JobTrainer initiative?

YES NO (circle answer) (Proceed to Learner Declaration)

Q8 Are you 16 to 24 years old?

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

Q9 Are you a job seeker?

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

Q10 If you answered 'YES' to Q9, tick any of these boxes if they apply to you:

I have a current and valid Health Care Card, Pensioner Concession Card, Veteran's Gold Card or or am the dependant of a card holder

I have a letter from my employer or a company receiver on company letterhead that says I have been, or will be, made redundant or retrenched

I have a separation certificate from my employer

(If you ticked a box, proceed to Learner Declaration)

Q11 If you did not tick any of the boxes in Q10, you can make a declaration that you are a job seeker by ticking this box and signing this form.

I declare that I am currently unemployed.

## Section B2 - ENROLMENT IN A SKILL SET – To be completed ONLY if enrolling in a Skill Set

A 'skill set' means a course with the title 'Course in...' or a single subject, or small group of subjects (for example 'Course in Family Violence', 'Infection control Skill Set (Retail)').

Q1 How many other **Skills First funded** skill sets have you enrolled in that have started, or will start in the **same calendar year** as the skill set you are applying for now? (**Don't** include the skill set you are applying for now. **Do** include other skill sets at this and other training providers you've enrolled in, but haven't started yet).

0 1 2 3 4+ (circle number)

Q2 Not including the skill set/s you are applying for now, how many other **Skills First funded** skill sets and/or qualifications are you doing at the moment?

0 1 2 3 4+ (circle number)

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Q3 Please tick any of these boxes if you are doing, or will start, one of the skill sets on this list:			
<input type="checkbox"/> Construction Industry Skill Set			
<input type="checkbox"/> Course in identifying and responding to family violence risk			
Q4 Do you have a qualification at a Diploma level or higher?			
Yes	No	(circle answer)	
Q5 Are you seeking to enrol in a Skill Set under the JobTrainer initiative? Note: You can only enrol in one Skill Set under the JobTrainer initiative			
YES	NO	(circle answer)	(If 'NO', proceed to Learner Declaration)
Q6 If you answered 'YES' to Q5, have you previously started a Skill Set under the JobTrainer initiative?			
YES	NO	(circle answer)	(If 'NO', proceed to Q7)
Q7 If you answered 'YES' to Q6, are you applying to recommence in the same Skill Set that you already started under the JobTrainer initiative?			
YES	NO	(circle answer)	(Proceed to Learner Declaration)
Q8 Are you 17 to 24 years old?			
YES	NO	(circle answer)	(If 'YES', proceed to Learner Declaration)
Q9 Are you a job seeker?			
YES	NO	(circle answer)	(If 'NO', proceed to Learner Declaration)

Q10 If you answered 'YES' to Q9, tick any of these boxes if they apply to you:	
<input type="checkbox"/> I have a current and valid Health Care Card, Pensioner Concession Card, Veteran's Gold Card or or am the dependant of a card holder	
<input type="checkbox"/> I have a letter from my employer or a company receiver on company letterhead that says I have been, or will be, made redundant or retrenched	
<input type="checkbox"/> I have a separation certificate from my employer	
(If you ticked a box, proceed to Learner Declaration)	
Q11 If you did not tick any of the boxes in Q10, you can make a declaration that you are a job seeker by ticking this box and signing this form.	
<input type="checkbox"/> I declare that I am currently unemployed.	

<b>Learner declaration</b>	
I _____, in seeking to enrol in	
<i>(PRINT Learner full name)</i>	
_____	
<i>(Include full title of qualification/s and/or Skill Set in which you are seeking to enrol)</i>	
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. <i>(Circle appropriate response)</i>	
b. I AM / AM NOT enrolled in the Commonwealth Government's <i>Skills for Education and Employment</i> program. <i>(Circle appropriate response)</i> .	
c. I understand that my enrolment in the above qualification/s may being 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 Learner survey, interview or other questionnaire.	
<b>Signed</b>	<b>Date</b>

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## Skills First Eligibility Requirements

1. Are you enrolling **and** commencing training in a qualification or qualification provided by MP Training and Recruitment between the commencement date and 31 December 2022 inclusive?

Yes – eligibility for funded training may apply

No – not eligible for funded training

1.1. **and are you either:**

under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;

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

Evidence has been sighted **and** retained in the form of a Commonwealth or Victorian Government issued document which verifies the Learner's full name and date of birth.

Type of evidence sighted **and** retained: Refer to page 1, section A.

## Additional Apprentice/Trainee Eligibility Requirements

2. Are you seeking to engage funded training as an Apprentice and/or Trainee?

Yes – go to question 3  No – go to question 4

3. Additional Apprentice/Trainee Eligibility Requirements, are you:

3.1. employed in Victoria in either a full time or part time capacity under an award or registered agreement, **and**

3.2. undertaking an Approved Training Scheme, **and**

3.3. a signatory to a Training Contract with their employer which is registered with the VRQA a signatory, jointly with the employer and the Training Provider, to a Training Plan; **and**

3.4. involved in paid work and Structured Training: Workplace-based or Structured Training: Off-the job?

Yes - Apprentice and/or Trainee eligibility for funded training may apply

No – Not eligible for funded training as an Apprentice and/or Trainee

**If you are enrolling an individual under the age of 17 years – complete questions 4, 5 and 6**

4. Will you be under the age of 17 Prior to enrolling and **NOT YET completed Year 10?**

Yes – evidence requirements apply  No

Evidence has been sighted in the form of correspondence or a certificate signed by a Department Regional Director that exempts that individual from school attendance **and** clearly identifies the MP Training and Recruitment and the training to be undertaken; **or** clearly identifies the relevant employer where the Learner is to undertake an apprenticeship or traineeship.

Type of evidence sighted \_\_\_\_\_

5. Will you be under the age of 17 Prior to enrolling and **HAVE completed Year 10?**

Yes – evidence requirements apply  No

Evidence has been sighted in the form of a copy of the signed and completed endorsement page from the "Exemption from School Application Form" **or** correspondence or a certificate signed by the school principal or a Department Regional Director. It clearly identifies the MP Training and Recruitment and the training to be undertaken; **or** clearly identifies the relevant employer where the Learner is to undertake an apprenticeship or traineeship.

Type of evidence sighted \_\_\_\_\_

6. Will you be under the age of 17 Prior to enrolling and **is NOT currently, or have never been enrolled in a Victorian School?** (Home schooling, just moved to Victoria)

Yes – evidence requirements apply  No

Evidence has been sighted in the form of correspondence or a certificate signed by a Department Regional Director that exempts that individual from school attendance **and** clearly identifies the MP Training and Recruitment and the training to be undertaken; **or** clearly identifies the relevant employer where the Learner is to undertake an apprenticeship or traineeship.

Type of evidence sighted \_\_\_\_\_

## Back to Work Scheme

7. Do you hold a standard email issued by the State Revenue Office confirming the your eligibility status as 'back to work'?

Yes – exemptions may apply for upskilling and two at a level  No – standard exemptions exist

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## Section C – To be completed by an authorised delegate of the RTO

### Digital Green Medicare Card

#### 8. Do you hold a digital Green Medicare Card?

Yes – evidence requirements apply     No – go to section D

Full name of the card holder	
Number of the card	
Name of authorised staff who sighted card	
Signature of authorised staff	
Date card was sighted	

## Section D – To be completed by an authorised delegate of the RTO

Based on:

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

I confirm that the learner is: (Choose one)

eligible for Skill First funding for the program/s listed below

not eligible for Skills First funding

not eligible for Skills First funding, but I have granted an eligibility exemption for the program/s listed below

*(write the code and full title of the qualification/s in which the learner is seeking to enrol i.e. BSB30120 – Certificate III in Business)*

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Where I have granted an exemption under any initiatives in Part C of Schedule 1 of the Contract, I have sighted and retained any additional evidence specified in Attachment 2 of the Eligibility Guidelines.

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:
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Position:
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Signed:
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Date:
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*Notes: Use this section to record additional, relevant information, including information used by the Training Provider to verify the individual's eligibility that is not captured in sections A, B, C or D. - If there are no notes, write N/A*

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## Learner Declaration

I, (print your name):

In seeking to enrol in (write the code and full qualification/s or skill set):

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 and/or skill set/s may be subsidised by the Victorian and Commonwealth Government under the Skills First Program. I understand how my enrolment will affect my future training options and eligibility for further 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.

Signature

Date

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## 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

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- 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



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- 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>