

2023 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 -
Asylum Seekers' form from the Asylum Seeker
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
granted by the Department of Home Affairs (or its
successor) AND the Learner's foreign passport or
ImmiCard. |
| <input type="checkbox"/> Confirmation obtained from the Visa Entitlement Verification
Online System (VEVO) that the student holds a valid Bridging Visa
Class E, Safe Haven Enterprise Visa, Temporary Protection Visa or
Bridging Visa Class F, or Humanitarian Stay (Temporary) (subclass
449) visa. | <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, or Humanitarian Stay (Temporary) (subclass 449) visa.

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 2.5(c) 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, or Humanitarian Stay (Temporary) (subclass 449) visa.

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 B - ENROLMENT IN A QUALIFICATION AND/OR SKILL SET

To be completed by the learner - do not leave any sections blank unless you are asked to skip a question or go to the declaration – please ask the MP representative for help if you don't understand a question

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

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')

Q1 Are you already enrolled in any Skills First funded training? Yes No (if NO go to Q4)

Q2 How many other Skills First Funded qualifications or skill sets 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).

Qualification	0	1	2	3	4+
	(circle number)				
Skill set	0	1	2	3	4+
	(circle number)				

Q3 Not including the qualification or skill set 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 If you are enrolling in a Foundations Skills program, do you have a qualification at a Diploma level or higher? Yes No
 not applicable

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 2023 inclusive?

- Yes – eligibility for funded training may apply
 No – not eligible for funded training

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

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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

Section B – 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	

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Section C – 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; and
- the information provided to me by the Learner in Section A, B and D 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

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:

Position:

Signed:

Date:

*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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Section D – Learner Declaration

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 skills for Education and Employment program (circle the appropriate response)
- I understand that my enrolment in the above qualification and/or skill set 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.

- The Eligibility Assessment has been an informative and comprehensive discussion between myself and the RTO Authorised Delegate.
- I confirm that the training will meet my needs, taking into account my career aspirations, general interests or likely job and/or participation outcomes, and minimises duplication of my existing competencies.
- I acknowledge and declare that the information supplied is true and correct.
- I acknowledge that submission of incorrect information may result in the withdrawal or cancellation of enrolment.
- I understand that it is my responsibility to provide all relevant and requested documentation.
- I authorise my RTO to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility.

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>