

# SWINBURNE UNIVERSITY OF TECHNOLOGY SKILLS FIRST PROGRAM

## 2021 Evidence of Eligibility and Student Declaration

Providing evidence of student eligibility for the Skills First Program

### 2021 Information Sheet

It is mandatory for Vocational Education (VET) students enrolling in a government subsidised place under a **Qualification and/or skill set** to complete this declaration form for each course enrolment and provide evidence prior to commencing your course.

#### GENERAL INFORMATION

The *Skills First* Program is a Victorian Government scheme that aims to facilitate access to vocational education and training for people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold.

The Victorian Government mandates that all registered training organisations (such as Swinburne University of Technology) must sight evidence of eligibility for the *Skills First* Program from all students who are commencing a course as a government subsidised student.

Further detailed information about the *Skills First* Program and eligibility requirements may be found at:  
[skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx](https://skills.vic.gov.au/victorianskillsgateway/Students/Pages/vtg-eligibility-indicator.aspx)

#### HOW TO PROVE ELIGIBILITY

Visit studentHQ or attend a scheduled enrolment session on your campus of study prior to commencing your course and bring:

- Your completed and signed form (Section A only)
- An original or certified copy of your evidence proving eligibility for a government subsidised place (see page 3 for acceptable evidence)

If you are not attending classes on campus, **prior** to your commencement date please post the following documentation to: **studentHQ, PO Box 218, Hawthorn Victoria 3122.**

1. Your completed and signed declaration form (Section A only)
2. Certified proof of citizenship (original certified copy **not** a copy of an original certified document)
3. Certified proof of age – if you aged are under 20 and your age is not included on your proof of citizenship documentation

#### ACCEPTABLE EVIDENCE TO PROVE ELIGIBILITY

Refer to Section B of Page 5 for a list of acceptable forms of evidence that you can use to prove your eligibility for the *Skills First* Program.

A certified copy is a photocopy of an original document which has been certified as being a true copy by a person listed on the Victorian Department of Justice's approved List of Victorian state authorised witnesses at: [justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/](https://justice.vic.gov.au/home/justice+system/legal+assistance/statutory+declarations/)

#### DEADLINE TO PROVE ELIGIBILITY

You must prove eligibility for the *Skills First* Program prior to commencing your course of study. This may be done when you enrol or at any time prior to commencement.

#### FAILURE TO PROVE ELIGIBILITY

You will be enrolled in a full fee paying place.

View full fee paying rates for your course online at: [swinburne.edu.au/current-students/manage-course/fees/paying-fees/indicative-fees/](https://swinburne.edu.au/current-students/manage-course/fees/paying-fees/indicative-fees/)

#### MORE INFORMATION

For more information about submitting this form or appropriate evidence of eligibility, please contact 1300 794 628 or visit studentHQ on your campus during business hours.

# Skills First Program: 2021 Evidence of Student Eligibility and Student Declaration

## Section 1A – To be completed by the student

### STUDENT DECLARATION

Swinburne Student ID no: .....

Family Name/Surname: ..... Given Names: .....

I (print your full name) ....., in seeking to enrol in  
(Student's full name)

Write the code and full title of the qualification/s or skill set/s in which you are seeking to enrol:

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.  
(select appropriate response)
- I **am / am not** enrolled in the Commonwealth Governments Skills for Education and Employment program. (select appropriate response)
- I understand that my enrolment in the above qualification/s and/or skill set/s is being subsidised by the Victorian and Commonwealth Governments under the Skills First Program. I understand how my enrolment will affect my future training and options and eligibility for further 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.

### EDUCATION HISTORY (ENROLMENT IN A QUALIFICATION)

DO NOT LEAVE ANY SECTIONS BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION. PLEASE CONTACT STUDENTHQ IF YOU DO NOT UNDERSTAND A QUESTION.

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

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

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 course code and full title of qualification if possible, e.g. Certificate III in Aged Care. Do not include overseas qualification not formally mapped to an Australia equivalence. **If you have not completed any qualification, write 'not applicable'.**)

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? (**Do not** 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+ (select number)

Q3. **Not including** the qualification/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+ (select number)

Q4. In your lifetime, how many **government 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, select '**not applicable**'.

0 1 2 3 4+ **Not applicable** (select answer)

### FREE TAFE INITIATIVE

Q5. If you are applying for a qualification on the 'Free TAFE for Priority Courses List', do you want to access your opportunity to receive a Fee Waiver for this qualification? **Note:** You can only receive a Fee Waiver for **one qualification** on this list, unless you are eligible for a second Fee Waiver under the JobTrainer initiative.

**Yes No Not applicable** (select answer)

If no, or not applicable, proceed to Student Signature.

Q6. If you answered 'YES' to Q5, have you already received a Fee Waiver for **this qualification** or for **any other qualification** on the 'Free TAFE for Priority Courses List'?

**Yes No** (select answer)

**Note:** Not all courses are eligible. Please visit [swinburne.edu.au/current-students/manage-course/fees/loans-discounts/free-tafe-priority-courses/](http://swinburne.edu.au/current-students/manage-course/fees/loans-discounts/free-tafe-priority-courses/) to check if your qualification is eligible.

Q7. If you answered 'YES' to Q6, are you applying to recommence in the same qualification for which you previously received a Fee Waiver?

**Yes No** (select answer)

**If yes**, please write course code and full title of qualification for qualification which you previously commenced under the Free TAFE for Priority Courses initiative.

Q8. If you answered No to Q7, did you receive the Fee Waiver for a qualification under the JobTrainer initiative?

**Yes No** (select answer)

**JOBTRAINER INITIATIVE**

Q9. 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** (select answer)

**If no**, proceed to Student Signature.

Q10. If you answered Yes to Q9, have you previously started a qualification under the JobTrainer initiative?

**Yes No** (select answer)

**If no**, proceed to Q12

Q11. If you answered Yes to Q10, are you applying to recommence in the same qualification that you already started under the JobTrainer initiative?

**Yes No** (select answer)

**If yes**, please write course code and full title of the qualification for the qualification which you previously commenced under the JobTrainer initiative.

Q12. Are you 17 to 24 years old?

**Yes No** (select answer)

**If yes**, please supply Proof of Age and proceed to Student Signature.

Q13. Are you a job seeker?

**Yes No** (select answer)

**If no**, proceed to Student Signature.

Q14. If you answered Yes to Q13, please tick and supply one of the following supporting documentations:

I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card

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 Student Declaration)

Q15. If you did not tick any of the boxes in Q14, 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.

**Student Signature**

Signed: ..... Date (DD/MM/YY): .....

# Skills First Program: 2021 Evidence of Student Eligibility and Student Declaration

## Section 2A – To be completed by the student

### EDUCATION HISTORY (ENROLMENT IN A SKILL SET)

DO NOT LEAVE ANY SECTIONS BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION - PLEASE ASK THE TRAINING PROVIDER FOR HELP IF YOU DONT UNDERSTAND A QUESTION.

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

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

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+    (select 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+    (select number)

Q3. Please tick any of the boxes if you are doing, or will start, one of the skill sets on this list:

- Infection Control Skill Set
- Construction Industry Skill Sets
- Course In Identifying and Responding to Family Violence Risk

### JOBTRAINER INITIATIVE

Q4. Are you seeking to enrol in a skill set under the JobTrainer initiative? **Note:** You can only enrol in one one skill set under the JobTrainer initiative.

**Yes**    **No**    (select answer)

**If no**, proceed to Student Signature.

Q5. If you answered Yes to Q9, have you previously started a skill set under the JobTrainer initiative?

**Yes**    **No**    (select answer)

**If no**, proceed to Q12

Q6. If you answered Yes to Q10, are you applying to recommence in the same skill set that you already started under the JobTrainer initiative?

**Yes**    **No**    (select answer)

**If yes**, please write course code and full title of the skill set which you previously commenced under the JobTrainer initiative.

.....  
Q7. Are you 17 to 24 years old?

**Yes**    **No**    (select answer)

**If yes**, please supply Proof of Age and proceed to Student Signature.

Q8. Are you a job seeker?

**Yes**    **No**    (select answer)

**If no**, proceed to Student Signature.

Q9. If you answered Yes to Q13, please tick and supply one of the following supporting documentations:

- I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card
- 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 Student Declaration)

Q10. If you did not tick any of the boxes in Q14, 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.

### Student Signature

Signed: ..... Date (DD/MM/YY): .....

# Skills First Program: 2021 Evidence of Student Eligibility and Student Declaration

## Section B – To be completed by an authorised delegate of Swinburne University

### EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE

DO NOT LEAVE ANY SECTIONS BLANK

I confirm that in relation to: .....  
(Insert 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 of one of the following:

- evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.8 of the Eligibility Guidelines]
- an Australian Birth Certificate (not Birth Extract)      a current New Zealand Passport      a current **green** Medicare Card
- a current Australian Passport      an Australian Citizenship certificate      an Australian Certificate of Registration by Decent
- Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) **and** the student's foreign passport or ImmiCard.
- A proxy declaration for individuals in exceptional circumstances as per Clauses 2.12-2.16 of the Guidelines of Eligibility (the Eligibility Guidelines).

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

- a Referral to Government Subsidised Training – Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross, *or*
- confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

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

- a copy of the original or certified copy, *or*      the certified copy, *or*
- declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Eligibility Guidelines];
- evidence as set out in Clause 2.2 (iii) of the Guidelines about Determining Student Eligibility and Supporting Evidence {where verified through the DVS}; *or*
- viewing a printed or electronic record from VEVO that confirms a student holds valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

**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, (or if the date of birth has not been verified through use of the DVS), I have also **sighted** and **retained** a copy of **one** of the following:

- a current drivers licence, *or*      a current learner permit *or*      a Proof of Age card, *or*      a "Keypass" card      Not applicable

**NB** The University must retain a copy of all documentation used in Section B.

Number of qualifications student is currently eligible for:      **0**      **1**      **2 (select number)**

Number of skill sets student is currently eligible for:      **0**      **1**      **2 (select number)**

### SWINBURNE UNIVERSITY DECLARATION

Based on a discussion with the student, the evidence I have sighted (and retained a copy of) and the information provided to me by the student on this, I believe that the above individual satisfies the Skills First Entitlement eligibility requirements as set out in the VET Funding Contract (the Contract) and the Guidelines about Eligibility (the Eligibility Guidelines) and is eligible for funding under the Skills First Program for the following program/s:

.....  
(Include Swinburne Course code and full title of qualification/s in which the student is seeking to enrol)

Where applicable I have also sighted and retained evidence required to grant an exemption from eligibility requirements or other limits under any initiatives in Part C of Schedule 1 of the Contract and as specified in Attachment 4 of the Eligibility Guidelines.

I acknowledge that as the Training Provider's authorised delegate, I am responsible to ensure that all parts of this form are complete. By signing this Declaration, I acknowledge that I have reviewed both Section A and B and have confirmed they have been completed in full.

**Authorised Swinburne delegate:**

Name: .....

Position: .....

Signed: ..... Date (DD/MM/YY): .....

**Notes:** Where the authorised delegate has granted an individual an Eligibility Exemption under the Eligibility Exemption Initiative you must indicate why in the space provided below.

.....  
2021 Eligibility Exemptions Initiative enables Swinburne to exempt an individual from 'upskilling' and/or '2 at level in a lifetime' eligibility requirements to access a government subsidised place under the Skills First Program.

**YES      NO**