



Swinburne University of Technology

Skills First Program

2023 Evidence of Eligibility and Student Declaration

Providing evidence of student eligibility for the Skills First Program

2023 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:

education.vic.gov.au/training/providers/funding/Pages/skillsfirst.aspx

How to prove eligibility

Visit studentHQ on any 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 4 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 your age is under 20 and your age is not included on your proof of citizenship documentation (See below for information on what a Certified document is)

Acceptable evidence to prove eligibility

Refer to Section B on Page 4 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/certifiedcopies#List_authorized

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: <https://www.swinburne.edu.au/courses/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.

SECTION A—STUDENT DECLARATION

STUDENT DECLARATION

STUDENT ID

I, (print your full name):

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

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 the appropriate response)
- I **AM** / **AM NOT** enrolled in the Commonwealth Government's Skills for Education and Employment program. (select 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.

SIGNED:

DATE:

SECTION A – ENROLMENT IN A QUALIFICATION AND/OR SKILL SET

TO BE COMPLETED BY THE STUDENT – DON'T LEAVE ANY SECTION BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION – PLEASE CONTACT STUDENT HQ FOR HELP IF YOU DON'T UNDERSTAND A QUESTION

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').

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

Q1 If you are enrolling in a qualification, 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 or skill sets you are applying for now.

Do include other qualification/s or skill sets you've enrolled in at this or another training provider, but haven't started yet.

N/A 0 1 2 3 4+ *(select answer)*

Q2 If you are enrolling in skill set, 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 set/s you've enrolled in at this or another training provider, but haven't started yet.

N/A 0 1 2 3 4+ *(select answer)*

Q3 Not including the qualification or skill set/s you are applying for now, how many other **Skills First funded** qualifications and/or skill sets are you doing at the moment?

0 1 2 3 4+ *(select answer)*

Q4 If you are enrolling in a Foundation Skills program, do you have a qualification at a Diploma level or higher?

N/A Yes No *(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 Fee Waiver for this qualification? **Note:** You can only receive a Fee Waiver for **one qualification** on this list unless you're eligible to do a further qualification(s) as part of a Free TAFE pathway.

YES NO N/A *(select answer)* *(If 'NO', or 'not applicable' go to Student Declaration)*

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)* *(If 'NO', go to Student Declaration)*

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' go to Student Declaration)*

Q8 If you answered **'NO'** to Q7, did you receive the Fee Waiver for a qualification under the **JobTrainer** initiative?

YES NO *(select answer)*

Q9 For which qualification(s) have you already received a Fee Waiver?

SECTION B – EVIDENCE OF CITIZENSHIP/RESIDENCY

TO BE COMPLETED BY AN AUTHORISED DELEGATE OF SWINBURNE UNIVERSITY – DON'T LEAVE ANY SECTIONS BLANK

I confirm that for:

(student's full name):

I have sighted **ONE** of the following:

- | | |
|---|--|
| <input type="checkbox"/> Australian Birth Certificate (not Birth Extract) | <input type="checkbox"/> Current Australian Passport |
| <input type="checkbox"/> Current New Zealand Passport | <input type="checkbox"/> Australian Citizenship Certificate |
| <input type="checkbox"/> Current green Medicare card | <input type="checkbox"/> Australian Certificate of Registration by Descent |
| <input type="checkbox"/> New Zealand Birth Certificate | <input type="checkbox"/> New Zealand Citizenship Certificate |
| <input type="checkbox"/> A proxy declaration for individuals in exceptional circumstances as per Clauses 2.11 – 2.15 of the Guidelines About Eligibility (the Eligibility Guidelines) | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| <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"/> 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, Bridging visa class F, Humanitarian Stay (Temporary) (subclass 449) visa, or Temporary (Humanitarian Concern) (subclass 786) visa. |

By Either:

- viewing an original; OR
- viewing a certified copy; OR
- verifying through the Document Verification Service (DVS) [where it is possible to do so, and in accordance with Clause 2.5(c) of the Eligibility Guidelines]; 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
- relying on evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.8 of the Eligibility Guidelines] OR
- 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, Bridging visa class F, Humanitarian Stay (Temporary) (subclass 449) visa, or Temporary (Humanitarian Concern) (subclass 786) 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 the Eligibility Guidelines [where verified through the DVS]; OR
- declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Eligibility Guidelines]; OR
- 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 Bridging visa class F, Humanitarian Stay (Temporary) (subclass 449) visa, or Temporary (Humanitarian Concern) (subclass 786) visa.

SECTION C – SWINBURNE UNIVERSITY DECLARATION**TO BE COMPLETED BY AN AUTHORISED DELEGATE – DON'T LEAVE ANY SECTIONS BLANK**

Based on:

- my discussion with the student
- the evidence I have sighted and retained in **Section B**
- the information provided to me by the student in **Section A**

I confirm that the student is: **[CHOOSE ONE]**

- eligible for Skills 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.
Note: only applicable for Asylum Seekers VET program and the Training to Support the 10 Year Industry Plan for Family Violence Prevention and Response

Write the code and full title of the program/s in which the student is seeking to enrol

COURSE CODE :

COURSE TITLE :

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 Swinburne University delegate:

Name:

Position:

Signed

Date:

NOTES

Use this section to record additional detail, relevant eligibility information, including information you used to verify the student's eligibility that is not captured in Sections A or B.

If there are no notes, write N/A