

SKILLS FIRST PROGRAM 2018 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION

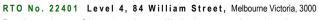
Section A - To be completed by an authorised delegate of the Training Provider

Evidence of citizenship/residency and age		
I confirm that in relation to		
I have <u>sighted:</u> an original; or a certified copy; or I have verified possible to do so) one of the following:		
☐ an Australian Birth Certificate (not Birth Extract)	☐ a current Australian Passport	
□ a current New Zealand Passport	☐ a naturalisation certificate	
☐ a current <i>green</i> Medicare Card	☐ a proxy declaration for individuals in exceptional circumstances as per Clauses 2.16 – 2.20 of these Guidelines	
$\hfill \square$ formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence	$\hfill \square$ an Australian citizenship by descent extract	
OR if the individual is undertaking training under the Asylum Seeke Clause 17 of Schedule 1 of the VET Funding Contract, I have sighter		
$\hfill\Box$ a Referral Letter from the Asylum Seeker Resource Centre or the	e Australian Red Cross, <u>or</u>	
☐ for TAFE Institutes and Learn Locals organisations only, an elect holds a current valid Bridging Visa Class E (BVE), Safe Haven Enter as verified via the Commonwealth's Visa Entitlement Verification Or	prise Visa (SHEV) or Temporary Protection Visa (TPV)	
AND I have <u>retained</u> :		
\square a copy of the original or certified copy, \underline{or}		
\Box the certified copy, <u>or</u>		
$\hfill \square$ secure login access to the administrative function of a document extracted that confirms that the individual's name and date of birth		
AND if the student's age is relevant to their eligibility and the docu of birth, I have also sighted and retained a copy of:	iment produced from the list above does not include a date	
\Box a current drivers licence, $\underline{or} \ \Box$ a current learner permit, $\underline{or} \ \Box$ a	Proof of Age card, $\underline{or} \ \square$ a 'Keypass' card	
NB: The Training Provider must retain a copy of all documentation	used in Section A, as per Section 2 of these Guidelines.	



Section B - To be completed by the student

EDUCATION HISTORY			
1. The highest qualification I have <i>completed</i> is:			
(Include full title of qualification, eg. Certificate III in Aged Care)			
2. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you nrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but ot yet started.			
0 1 2 3 4+ (Circle number)			
23. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are youndertaking 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)			
TUDENT DECLARATION			
, in seeking to enrol in			
(Student's full name)			
(Include full title of qualification/s in which you are seeking to enrol)			
eclare 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 <i>Skills for Education and Employment Program (circle ppropriate response).</i>			
c. I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the <i>Skills First</i> Program. I understand how enrolling in the above qualification/s will affect my future raining options and eligibility for further government subsidised training under the <i>Skills First</i> 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.			
igned: Date:			





 $\textbf{Email:} \ \underline{\textbf{enrolments@integrity.edu.au}} \quad \textbf{Website:} \ \underline{\textbf{www.integrity.edu.au}}$

Section C - To be completed by an authorised delegate of the Training Provider

Number of courses student is currently eligible for:			
RTO DECLARATION:			
Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section A, and 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 the Skill First Program for the following qualification/s.			
I have also sighted and retained (where applicable) relevant evidence required to grant an exemption from eligibility requirements or other limitations pursuant to any initiatives in Part C of Schedule 1 of the VET Funding Contract and as specified in Section 3.2 of the Guidelines About Determining Student Eligibility and Supporting Evidence:			
(Include full title of qualification/s in which the student is seeking to enrol)			
Authorised Training Provider delegate:			
Name:			
Position:			
Signed: Date:			
Notes Use this section to record additional, relevant eligibility information, including information used by the Training to verify the individual's eligibility that is not captured in Sections A, B or C.	g Provider		





Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document "I have sighted the original document and certify this to be a true copy of the original", sign each statement and provide their designation, for example "Pharmacist".

Authorised persons include:

- 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).

Source: Victorian Department of Justice