

PRE-ELIGIBILITY CHECKLIST

This form is to be filled prior to enrolment into Skills First Program to check learners' eligibility.

A Your Personal Details

First Name:	Family Name:
Address:	
Preferred communication mode: <input type="checkbox"/> Email <input type="checkbox"/> Phone <input type="checkbox"/> SMS	
Phone:	Email:

B Eligibility Questionnaire

1. Are you

- An Australian Citizen
- A holder of a permanent visa
- A New Zealand citizen
- None of the above

2. Are you currently residing in Victoria?

- Yes No

If the above address is different from the address in Victoria please provide your address here:

3. Are you under 20 years of age on 1 January 2017?

- Yes No

4. Which course are you seeking to enrol in?

- EAL (Foundation Skills)
- Automotive
- Business and Management
- Marketing

5. Are you seeking to do RPL of your existing skills and knowledge?

- Yes No

6. Have you been referred under any particular training initiative?

- Asylum seekers and victims of human trafficking initiative
- Retrenched employees

- Workers in transition program
- Single and teenage parents training initiative
- I have no referrals (go to no 7)

Do you have the relevant referral forms?

- Yes No

7. Do you have any current concession cards?

- Healthcare Card
- Job Seekers Concession Card
- Pensioner Concession Card
- Veteran's Gold Card
- None of the above

C Skills First Program 2017 evidence of student eligibility and student declaration

I. Education History

Q1. The highest qualification I currently hold is: _____

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

Q2. Not including the course/s you are seeking to enrol in now, how many other government funded courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

 0 1 2 3 4+ (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government funded courses are you undertaking training in at the moment?

 0 1 2 3 4+ (circle number)

Q4. In your lifetime, how many government funded 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)

Q5. Have you successfully completed the above mentioned qualification in Australia? Yes No

Q6. Have you successfully completed the above mentioned qualification overseas? Yes No

Q7. Is your overseas qualification assessed and recognised in Australia? Yes No

II. Student Declaration

I _____ (Student's full name), in seeking to enrol in _____ (include full title of the qualification/s in which you are seeking to enrol) 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. (circle appropriate response)
- b. I AM / AM NOT enrolled in the Commonwealth Government's Skills for Education and Employment program. (circle appropriate response):
- c. I understand that my enrolment in the above qualification/s may be 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 student survey, interview or other questionnaire.

Student Signature:*	Parent or Legal Guardian's Signature:*	
Date (dd/mm/yyyy):	Parent or Legal Guardian's Name:*	Date (dd/mm/yyyy):

*** Please Note:** This application must be signed by a parent or legal guardian if the student is under 18 years of age at the time of application.

D To be completed by an Authorised Delegate of CAC

I. Evidence of citizenship/residency and age

I confirm that in relation to _____ (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:

- | | |
|---|---|
| <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"/> a naturalisation certificate |
| <input type="checkbox"/> a current <u>green</u> Medicare Card | <input type="checkbox"/> a proxy declaration for individuals in exceptional circumstances as per clause 3.15 – 3.19 of these Guidelines |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Border Protection confirming permanent residence | |

and I have retained:

- a copy of the original or certified copy, or

- the certified copy, or
- the uncertified copy and a receipt from a document verification service;

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:

- a current drivers license or
- a current learner permit or
- a Proof of Age card or
- a 'Keypass' card

Or if the individual is undertaking training under the Asylum Seeker VET Program and meets the requirements set out in Clause 2.1 of these Guidelines, I have sighted and retained:

- a Referral Letter from the Asylum Seeker Resource Centre or the Australian Red Cross or

Please note: The Authorised delegate must retain a copy of all documentation used in Section D (I), as per clauses 3.3-4 of the 2017 Guidelines about Determining Student Eligibility and Supporting Evidence.

II. Number of course student is currently eligible for: 1 2

Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section D (I), and the information provided to me by the student in Section C (I) 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 under the Skill First Program for the following qualification/s:

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised CAC's delegate:

Name: _____

Position: _____

Signed: _____ Date: _____

E Notes

Use this section to record additional, relevant eligibility information, including information used by the CAC to verify the individuals' eligibility that is not captured in Section B, C, or D.

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

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Is the student eligible for Skills First funding? Yes No

If yes, recommend:

- a. Student to fill up the enrolment form
- b. Student to provide evidence of eligibility
- c. Student to provide relevant referral letter
- d. Student to provide evidence of previous qualification if seeking RPL or Credit Transfer
- e. Student to be informed about LLN test and PTR

If no, recommend:

- a. Fee for service options
- b. Options of concession provided if they are eligible
- c. Recommend Department of Education website to look for providers offering other courses

If any comments:

Declaration: Students pre-eligibility check was conducted and necessary recommendation has been made.

Admin Signature: _____

Date: / /