

PRE-ELIGIBILITY FORM



This form is to be used for assessing an individual's Entitlement to Funded Training and for collecting the necessary supporting evidence. Section I, II and III are to be completed.

I 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:

II 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. Which course are you seeking to enrol in?

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

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

- Yes No

5. 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
- Letter of principal if transitioning from school (For Apprentice under 17 years)
- I have no referrals (go to no 7)

Do you have the relevant referral forms?

- Yes No

6. Do you have any current concession cards?

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

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III Skills First Program Evidence of Eligibility and Student Declaration

SECTION A – EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE

**TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE TRAINING PROVIDER –
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 <i>Referral to Government Subsidised Training - Asylum Seekers'</i> 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 or Bridging Visa Class F, or Humanitarian Stay (Temporary) (subclass 449) 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]
- 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 the Eligibility Guidelines [where verified through the DVS]; OR

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- 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 or Bridging Visa Class F, or Humanitarian Stay (Temporary) (subclass 449) visa.

And if the student's age is relevant to their eligibility, and **ONLY IF** the evidence of citizenship/residency does not show a date of birth, I have also sighted and retained a copy of one of the following:

- current drivers licence
- 'Keypass' card
- Current foreign passport
- current learner permit
- Proof of Age card
- Not applicable

SECTION B1 – EDUCATION HISTORY (ENROLMENT IN A QUALIFICATION)

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 ASK THE TRAINING PROVIDER 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** What is the highest qualification that you have **now**, or **expect to complete** at the time the training you are applying for is scheduled to start? **Don't include** secondary or high school qualifications.
(include code and full title of qualification if possible, for example, Certificate III in Aged Care. If you have not completed any qualification, write 'none')

- 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?

Don't include the qualification/s you are applying for now.

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

- 0 1 2 3 4+ (tick 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+ (tick number)

- Q4** In your lifetime, how many **government funded** qualifications have you started 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 Program, tick 'not applicable'.

- 0 1 2 3 4+ (tick number) not applicable

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[Note: Q5-8 has been deleted, not required]

FOR JOBTRAINER ENROLMENT ONLY

Q9 Are you applying for a qualification under JobTrainer? **Note:** You can only enrol in **one qualification** under JobTrainer.

YES NO *(tick answer)* (If 'NO', go to Student Declaration)

Q10 If you answered 'YES' to Q9, have you previously started a qualification under JobTrainer?

YES NO *(tick answer)* (If 'NO', go to Q12)

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

YES NO *(tick answer)* (If 'YES' or 'NO', go to Student Declaration)

Q12 Are you 17 to 24 years old?

YES NO *(tick answer)* (If 'YES', go to Student Declaration)

Q13 Are you a job seeker?

YES NO *(tick answer)* (If 'NO', go to Student Declaration)

Q14 If you answered 'YES' to Q13, tick any of these boxes if they apply to you:

I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card, or am the dependant of a card holder

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, go to Student Declaration)

Q11 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

SECTION B2 – EDUCATION HISTORY (ENROLMENT IN A 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 ASK THE TRAINING PROVIDER 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',).

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

0 1 2 3 4+ *(tick 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+ *(tick number)*

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

Construction Industry Skill Set Course in identifying and responding to family violence risk

Q4 Do you have a qualification at a Diploma level or higher?

Yes No *(tick answer)*

FOR JOBTRAINER ENROLMENT ONLY

Q5 Are you seeking to enrol in a qualification under the JobTrainer? **Note:** You can only enrol in **one skill set** under JobTrainer.

YES NO *(tick answer)* (If 'NO', go to Student Declaration)

Q6 If you answered 'YES' to Q5, have you previously started a skill set under the JobTrainer?

YES NO *(tick answer)* (If 'NO', go to Q8)

Q7 If you answered 'YES' to Q6, are you applying to recommence in the same skill set that you already started under JobTrainer?

YES NO *(tick answer)* (If 'YES' or 'NO', go to Student Declaration)

Q8 Are you 17 to 24 years old?

YES NO *(tick answer)* (If 'YES', go to Student Declaration)

Q9 Are you a job seeker?

YES NO *(tick answer)* (If 'NO', go to Student Declaration)

Q10 If you answered 'YES' to Q9, tick any of these boxes if they apply to you:

I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card, or am the dependant of a card holder

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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, go to Student Declaration)

Q11 If you did not tick any of the boxes in Q10, 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.

SECTION B3 – EDUCATION HISTORY (STUDENT DECLARATION)

STUDENT DECLARATION

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

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SECTION C – TRAINING PROVIDER DECLARATION

TO BE COMPLETED BY THE TRAINING PROVIDER – DON'T LEAVE ANY SECTIONS BLANK

Based on:

- discussion with the student;
- the evidence I have sighted (and retained a copy of) in **Section A**; and
- the information provided to me by the student in **Section B**

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.

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

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 detail, relevant eligibility information, including information to verify the student's eligibility that is not captured in Sections A or B.

If there are no notes, write N/A