**AD166 ELIGIBILITY CHECKLIST**

 **Skills First Program**

*This checklist is to be completed and retained by ATMC for each Eligible Individual under the Skills First Program. It is in accordance with the eligibility requirements set out in the 2021 Standard VET Funding Contract and the 2021 Guidelines about Eligibility. The checklist will be made available to the Department, or authorised persons by the Department for audit, review or investigation purposes. It must be completed prior to commencement in training.*

Student and Course details:

|  |  |
| --- | --- |
| Student Name | Click or tap here to enter text. |
| Student ID | Click or tap here to enter text. |
| Course Code & Name: | Click or tap here to enter text. |

1. Standard Eligibility:

|  |  |  |
| --- | --- | --- |
|  | * 1. Has Section A of the Evidence of Eligibility and Student Declaration Form been completed, and evidence of Citizenship or Residence\* sighted and retained?
 | [ ]  Yes[ ]  No |
| * 1. Select provided evidence
 | Choose an item. |
| * 1. Evidence Expiry Date (if applicable)
 | Click or tap to enter a date. OR [ ]  N/A |
| *\*If student is a referred Asylum Seeker, see Q7* |
|  | * 1. Does the applicant’s Education History in Section B of the Eligibility and Student Declaration Form make them eligible for Government Funding for then chosen course? (see Appendix, item 1 for information)
 | [ ]  Yes[ ]  No |
| *If No, but the student is eligible for exemptions, refer to Section D - Exemptions* |
|  | * 1. Has Section C of the Evidence of Eligibility and Student Declaration Form been completed, indicating that the student is eligible for Skills First funding?
 | [ ]  Yes[ ]  No |

1. Victorian Residency

|  |  |  |
| --- | --- | --- |
|  | * 1. Has the applicant provided proof of a Victorian Physical Address?
 | [ ]  Yes[ ]  No |
| * 1. Select provided evidence
 | Choose an item. |
|  | * 1. Does address listed in application form match proof of address provided?
 | [ ]  Yes[ ]  No |

1. Age

|  |  |  |
| --- | --- | --- |
|  | * 1. Is the applicant’s age relevant to their eligibility? (See Appendix A, items 2.1 & 3.2 for information)
 | [ ]  Yes[ ]  No |
| * 1. If Yes, has evidence of age been sighted and retained?
 | [ ]  Yes[ ]  No |
| * 1. Select provided evidence
 | Choose an item. |
|  | * 1. Will the applicant be under 17 years of age at the time of commencement?
 | [ ]  Yes[ ]  No |
| * 1. If Yes, has the applicant provided an exemption from the school? (see Appendix A, item 2.3 for information)
 | [ ]  Yes[ ]  No |

1. Exemptions

|  |  |
| --- | --- |
| \* Does the applicant’s eligibility rely on Exemptions to Standard Eligibility? (See Appendix B for available exemptions) | [ ]  Yes[ ]  No |
| If Yes, indicate relevant Exemption and fill out fields D1, D2 or D3 below |
| If No, continue to Section E |  |
| **D1: Asylum Seeker VET Program – Citizen or Permanent Residence Exemption** |
|  | * 1. Does the applicant have a referral from the Asylum Seeker Resource Centre of the Australian Red Cross Victims of Human Trafficking Program?
 | [ ]  Yes[ ]  No |
| * 1. If Yes, has a signed ‘Referral to Government Subsidised Training – Asylum Seekers’ form been sighted and retained?
 | [ ]  Yes[ ]  No |
| **D2: Eligibility Exemption Initiative - Upskilling and 2-at-a-Level-in-a-Lifetime Exemption** |
|  | * 1. Is the applicant being offered an exemption available to 10% of 2021 commencements?
 | [ ]  Yes[ ]  No |
| * 1. If Yes, does the PTR demonstrate how the training will meet identified skills shortages and localised labour market needs and/or improve employment prospects (see Appendix B for information)
 | [ ]  Yes[ ]  No |
|  | * 1. Is the applicant a retrenched worker, automotive supply chain worker, or JVEN client?
 | [ ]  Yes[ ]  No |
| * 1. If Yes, has evidence been sighted and retained (see Appendix B for information)
 | [ ]  Yes[ ]  No |
| * 1. Select provided evidence
 | Choose an item. |
| **D3: Job Trainer - Upskilling and 2-at-a-level-in-a-lifetime Exemptions**  |
|  | * 1. Does applicant require, and is eligible for, the Job Trainer Initiative Exemption? (see Appendix B for information)
 | [ ]  Yes[ ]  No |
| * 1. If Yes, has evidence of eligibility been sighted and retained?
 | [ ]  Yes[ ]  No |
| * 1. Select provided evidence
 | Choose an item. |

1. Eligibility Exclusions

|  |  |  |
| --- | --- | --- |
|  | * 1. Does the applicant fall into any of the following Eligibility Exclusions? (See Appendix A, Item 4 for information)
 | [ ]  Yes[ ]  No |
| * 1. Select Eligibility Exclusions:
 | Choose an item. |
| * 1. The exclusions in Question 11.b do not apply to (select the options below if applicable):

Choose an item. |  |

1. Declaration

**BDR Declaration**

[ ]  I confirm that the applicant has been informed of the eligibility requirements for government subsidised training under the Skills First Program, and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration, including withdrawal of any government subsidised training offer and/or cancellation of enrolment.

[ ]  I further declare that sections A and C of the Skills First Program Evidence of Eligibility and Student Declaration Form has been completed correctly and saved with the applicant’s application.

|  |  |  |  |
| --- | --- | --- | --- |
| BDR Name:  | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

**Admission Declaration**

[ ]  I confirm that I have reviewed the application and supporting evidence, and I support the BDRs assessment that this applicant is eligible for funding under the Skills First Program.

[ ]  I further declare that all supporting evidence to prove eligibility has been retained correctly.

|  |  |  |  |
| --- | --- | --- | --- |
| Admission Officer Name:  | Click or tap here to enter text. | Date: | Click or tap to enter a date. |

 **Appendix A**

1. **Upskilling and Limits on the amount of training that can be subsidised (2-in-a “” Rules)**

**1.1. The ‘upskilling requirement’**

*A student who is* ***20 years of age or older****, can only enrol in a program at a higher AQF level than the highest qualification level they will hold at the time when their training will commence.*

**NOTE:**

a**.** The following qualifications are not taken into account for the purpose of determining if a student meets the upskilling requirement**:**

* Senior secondary school certificates including VCE, VCAL (intermediate or senior); International Baccalaureate (IB) Diploma; senior secondary school certificates from Australian jurisdictions; and and training undertaken at a TAFE Institute or Dual Sector University by students whose completion of VET certificates as part of VCE or VCAL was impacted by COVID-19 and who present a letter from the Victorian Curriculum and Assessment Authority;
* Programs on the Foundations Skills List;
* Any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
* Skill Sets; and
* Non– Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.

b. Applicants who are retrenched workers, automotive supply chain workers or JVEN clients, JobTrainer Initiative or under 20 years of age **are exempted from** “**upskilling**” requirement.

 **1.2. The ‘2 in a year’ limit:**

*In a calendar year, a student (regardless of their age) may only commence a maximum of two Skills First subsidised Skills Sets (not offered at ATMC) and two Skills First subsidised AQF qualifications.*

**NOTE:**

The following scenarios are not counted when determining if a student meet the ‘2 in a year’ limit:

* transitioning from a superseded program to the current version of the same program; and
* recommencing training in the same program (at either the same or a different provider).

 **1.3. The ‘2 at level in a lifetime’ limit:**

*In their lifetime, a student (regardless of their age) may only commence a maximum of two government-subsidised qualifications at the same level in the AQF.*

**NOTE:**

a. The following types of commencements are not taken into account when determining if a student meet the ‘2 at level in a lifetime’ limit:

* Senior secondary school certificates;
* Programs on the Foundations Skills List;
* any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
* where an individual is transitioning from a superseded program to the current version of the same program; and
* where an individual is recommencing training in the same program (at either the same or a different provider).

b. Applicants who are retrenched workers, automotive supply chain workers or JVEN clients and JobTrainer Initiative **are exempted from** “**two at level in a lifetime**” limitation.

**1.4. The ‘2 at a time’ limit:**

*A student (regardless of their age) may only commence a maximum of two Skills First subsidised programs at any one time.*

**2. Age Exemptions**

2.1 An individual who is **under 20 years of age** (as at 1 January in the year of commencement of training) is eligible to enrol in any *Skills First* subsidised training.

2.2 If an individual will be under 17 years of age at the time their training commences, unless they are undertaking training as part of a School Based Apprenticeship or Traineeship, to be eligible for *Skills First* subsidised training, they must have received an exemption from school attendance.

2.3 To receive an exemption from school attendance, an individual must participate in training on a **full-time basis[[1]](#footnote-2)**, or participate in a combination of training and employment. The exemption from school attendance referred to in Clause 2.2 must:

a) clearly identify:

i) the Training Provider and the training to be undertaken; or

ii) the employer, if the individual is to undertake an Apprenticeship or Traineeship; and

b) be signed by:

i) a Department Regional Director if the individual has not yet completed Year 10 **[[2]](#footnote-3)**; or

ii) the school principal or a Department Regional Director if the individual has completed Year 10; or

iii) a Department Regional Director if the individual **is not currently, or has not ever been, enrolled in a Victorian school**, for example, an individual registered for home schooling or who has previously only undertaken schooling interstate or overseas.

1. **Job Trainer Exemption**

3.1 The Training Provider may exempt an individual who is eligible to participate in JobTrainer and is seeking to enrol in a program that is an AQF qualification on the JobTrainer Funded Programs Report from the following eligibility requirements:

a) ‘**upskilling**’

b) ‘**2 at level in a lifetime’**

3.2 To participate in the JobTrainer initiative an individual must be:

a) 17 to 24 years of age at the time of commencement of training; or

b) a job seeker.

1. **Eligibility Exclusions**

An individual is NOT eligible for *Skills First* subsidised training if they are:

1. enrolled in a school (unless they are a School Based Apprentice or Trainee). This includes:

i) any government, non-government, independent or Catholic school; or

ii) a student registered for home schooling in Victoria;

b) a prisoner held at a prison within the meaning of the *Corrections Act 1986* (Vic);

c) detained under the *Mental Health Act 2014* (Vic), the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* (Vic) or the *Sentencing Act 1991* (Vic) at the Thomas Embling Hospital; or 3. detained (other than on weekend detention) under the *Children, Youth and Families Act 2005* (Vic) or the *Sentencing Act 1991* (Vic) or held on remand in a youth justice facility.

The eligibility exclusions mentioned above do not apply to individuals who are:

a) either:

i) young people on community-based orders made under the Children, Youth and Families Act 2005 (VIC); or

ii) individuals held in Judy Lazarus Transition Centre and

1. able to physically access training outside of a custodial setting without supervision.

**Appendix B - Government initiatives and programs where eligibility exemptions may be granted**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of program or initiative**  | **Exemption/s that can be offered:** | **Student can receive the exemption if:** | **Training Provider must sight:** | **Training Provider must retain:** |
| Asylum Seeker VET Program | Citizenship or permanent residence.  | They are referred to training by the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program.  | A signed ‘*Referral to Government Subsidised Training - Asylum Seekers*’ form. | A copy of the form. |
| Eligibility Exemptions Initiative  | Upskilling; and/or‘2 at level in a lifetime’. | There are no criteria a student must meet, however, the Training Provider must:* preference exemptions for students seeking training that will meet identified skills shortages and localised labour market needs and/or improve employment prospects; and
* offer an exemption to a student who is:
	+ a retrenched worker;
	+ an automotive supply chain worker; or
	+ a Jobs Victoria Employment Network (JVEN) client.
 | If a student is a retrenched worker, automotive supply chain worker or JVEN client, confirmation the individual has attended a Skills and Job Centre to discuss referral to training and: * a separation certificate from the individual’s employer;
* a letter from an employer/receiver on company/receiver letterhead stating that the individual has been made redundant;
* a letter from the individual’s current employer on company/receiver letterhead specifying that retrenchment will occur for that individual on a nominated date; or
* if the individual is a JVEN client, a signed JVEN registration form.
 | A copy of the evidence required if a student is in a mandatory cohort. |
| JobTrainer | ‘Upskilling’‘2 at level in a lifetime’. | They are aged 17 to 24 or a job seeker. | A completed *Evidence of Eligibility and Student Declaration* form or otherwise confirming with the individual that they have not previously received JobTrainer benefits for another program; andOne of the documents in Section A of the *Evidence of Eligibility and Student Declaration* form that provides evidence of their age; orIf they are a job seeker:* a current and valid Health Care Card, Pensioner Concession Card or Veteran’s Gold Card;
* a separation certificate from the individual’s employer;
* a letter from an employer or company receiver on company letterhead stating that they have been made, or will be made, redundant or retrenched; or

If they do not have one of the above:* their response to Part B1 Q15 on the *Evidence of Eligibility and Student Declaration* form;
* their response to Part B2 Q10 on the *Evidence of Eligibility and Student Declaration* form; or
* a self-declaration that they are currently unemployed.
 | A copy of the item of evidence that demonstrates the student is eligible to participate in JobTrainer. |

1. Training on a ‘full-time basis’ has the meaning given in Ministerial Order No. 705, that is:

	1. a) a course of education or training considered to be full-time by the provider of the education or training; or
		1. b) an average of at least 25 hours per week, subject to the following provisions: i) when computing the 25 hours, the time spent by the child in travelling to and from an education institution or employer is to be excluded; and
		2. ii) normal term and public holidays of an education institution and recreation leave and other leave entitlements if the student is in employment are excluded when calculating the average number of hours spent in education, training and employment per week. [↑](#footnote-ref-2)
2. ‘completed Year 10’ has the meaning given in Ministerial Order No. 705, that is:

	1. a) the completion of a program of study at a registered school or as part of registered home schooling in Victoria that would ordinarily entitle the student to progress to a senior secondary course;
	2. b) the completion of a nationally recognised VET course as equivalent to Certificate I or above;
	3. c) the completion of a program of study undertaken in another State, Territory or country which is equivalent to a program of study in Victoria that would ordinarily entitle the student to progress to a senior secondary course; or
	4. d) the completion of education in any special, similar or other circumstances approved by the Secretary. [↑](#footnote-ref-3)