

CL270 ADMISSIONS DOCUMENTS CHECKLIST

The below checklist lists the required documents for enrolment into Baxter and ATMC VET courses. This document must be read in conjunction with policies P02 Domestic Admissions and P03 International Admissions.

International Students (on student visa)			
No	Documents		Requirements
	Onshore students	Offshore students	
1	VET enrol online form	VET enrol online form	Completed
2	Passport (identification page)	Passport (identification page)	Certified copy (^)
3	Current visa	N/A	From VEVO check
4	Previous qualifications and transcripts (such as High school, vocational, college/university)	Previous qualifications and transcripts (such as High school, vocational, college/university)	Certified, translated if not in English
5	All COEs linked to current visa	N/A	Copy
6	English proficiency documents (IELTS, PTE, TOEFL)	English proficiency documents (IELTS, PTE, TOEFL)	Certified copy
7	GTE Statement (on request of Admissions staff if GTE required)	GTE Statement (compulsory, except Level 1 country)	Signed and dated

(^): Refer to Annex 1: who can certify a document for more information

Domestic/International Full Fee Students (not on student visa)			
No	Documents		Requirements
	Domestic Full Fee	International Full Fee	
1	VET enrol online form	VET enrol online form	Completed
2	Passport (identification page), or Australian citizenship certificate, or birth certificate	Passport (identification page)	Certified copy
3	N/A	Current visa	From VEVO check
4	Previous qualifications and transcripts to support prerequisites for entry into the course (refer to course flyer on website for pre-requisite information).	Previous qualifications and transcripts (such as High school, vocational, college/university)	Certified, translated if not in English

Skills First Funded Students				
No	Documents		General Requirements	Specific requirement
1	<ul style="list-style-type: none"> VET enrol online form OR Application form (AD128.a) 		Completed Signed and dated	N/A
2	AD166 Eligibility checklist		Signed and dated	N/A
3	FOR ALL STUDENTS	Australian Birth Certificate (not Birth Extract)	1. Viewing an original; OR	N/A
		Current New Zealand Passport		Identification page

Skills First Funded Students				
No	Documents		General Requirements	Specific requirement
	Proof of Citizenship / Permanent Residency ONE of these	Current green Medicare Card	viewing a certified copy 2. Retain a copy of the original or certified copy; OR the certified copy	Colour copy
		Current Australian Passport		Identification page
		Australian Citizenship certificate		N/A
		Australian citizenship by descent extract		N/A
		A proxy declaration for individuals in exceptional circumstances as per Clauses 2.16-2.20 of 2020 Guidelines about Determining Student Eligibility and Supporting Evidence (Version 2.0)		N/A
		Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard.		N/A
		a <i>Referral to Government Subsidised Training -Asylum Seekers'</i> form from the Asylum Seeker Resource Centre or the Australian Red Cross		N/A
4	FOR ALL STUDENTS Proof of Residency in Victoria ONE of these	Current driver's licence	Sight and retain a copy	Front (if address included on front)
		Current learner permit		Front (if address included on front)
		Proof of Age card		Front
		Health Care Card		Front folded flat to include card holder signature
		Bank Statement (within 3 months)		Statement Info Redacted
		Utility Bills (within 3 months)		Bill Info Redacted
5	IF ELIGIBILITY BASED ON AGE Proof of Age ONE of these (*)	Current driver's licence	Sight and retain a copy	Front (if address included on front)
		Current learner permit		Front (if address included on front)
		Proof of Age card		Front
		'Keypass' card		Front and Back
(*) if the student's age is relevant to their eligibility, and the document produced from the list in Item 3 does not include a date of birth (or if the date of birth has not been verified through use of the DVS))				
6	IF STUDENT ENTITLED TO CONCESSION (**) Proof of Concession Eligibility (Applicable to Certificate IV and below levels)	Health Care Card issued by the Commonwealth (valid at the time of enrolment)	Sight and retain a copy	Front folded flat to include card holder signature
		Pensioner Concession Card (valid at the time of enrolment)		Front folded flat to include card holder signature
		Veteran's Gold Card		N/A
(**) Although entitlement to Concession does not impact on Fees charged (as no Tuition Fees charged), we do need to report who is eligible to concessions.				

Refer to **Annex 2** for Evidence to be sighted and retained by the Training Provider for individuals referred under particular initiatives.

ANNEX 1: Who can certify a document

Under Section 39 of the Oaths and Affirmations Act 2018 (as of 1 March 2019) the list of persons who may certify copies of original documents includes:

- A person currently licensed or registered to practice in Australia as one of the following occupations:
 - Architect
 - Chiropractor
 - Conveyancer
 - Dentist
 - Financial adviser or financial planner
 - Legal practitioner
 - Medical practitioner
 - Midwife
 - Migration agent
 - Nurse
 - Occupational therapist
 - Optometrist
 - Patent attorney
 - Pharmacist
 - Physiotherapist
 - Psychologist
 - Trademarks attorney
 - Veterinary surgeon
- An accountant who meets at least one of the following criteria:
 - Fellow of the National Tax Accountants' Association
 - Member of Chartered Accountants Australia and New Zealand
 - Member of the Association of Taxation and Management Accountants
 - Member of CPA Australia
 - Member of the Institute of Public Accountants
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Public Service employee engaged on an ongoing basis with 5 or more years of continuous service who is not otherwise authorised
- Australian Consular Officer or Australian Diplomatic Officer
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for Affidavits
- Commissioner for Declarations
- Credit union officer with 5 or more years of continuous service
- Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not otherwise authorised
- Employee of the Australian Trade and Investment Commission who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place

- Employee of the Commonwealth who is authorised in writing by the Secretary of DFAT to collect fees under s 3(d) of the Consular Fees Act 1955, if at a place outside Australia and in the course of the employee's duties at that place
- An engineer who meets at least one of the following criteria:
 - A member of Engineers Australia, other than a student
 - A Registered Professional Engineer of Professionals Australia
 - Registered as an engineer under a law of the Commonwealth or a State or Territory
 - Registered on the National Engineering Register by Engineers Australia
- Finance company officer with 5 or more years of continuous service
- Holder of a Commonwealth statutory office not otherwise specified
 - For example, Director of the Australian Institute of Family Studies
- IBAC Officers
- Judge
- Justice of the Peace
- Local government Councillor
- Magistrate
- Registered marriage celebrant
- Master of a court
- Member of the Australian Defence Force who meets at least one of the following criteria:
 - An officer
 - A non-commissioned officer with 5 or more years of continuous service
 - A warrant officer
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Governance Institute of Australia Ltd
- Member of the Parliament of a State
- Member of a Territory legislature
- Member of a local government authority
- Registered minister of religion
- Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
- Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is employed in an office providing postal services to the public
- Permanent employee with 5 or more years of continuous service who is not otherwise specified, if employed at one of the following:
 - State
 - Territory
 - State authority
 - Territory authority
 - Local government authority
- Police officer
- Police reservist
- Protective service officer (PSO)
- Registrar, or Deputy Registrar, of a court
- A school principal
- Senior executive employee of a Commonwealth authority
- Senior executive employee of a State or Territory
- Senior Executive Service employee of the Commonwealth
- Sheriff
- Sheriff's officer
- State Trustees officer or employee with a classification level of 2 or above
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution

- Transport Accident Commission officer or employee with a classification of level 2 or above
- VicRoads officer or employee with a classification of level 2 or above
- Victorian Inspectorate Officer
- A Victorian Public Service employee with a prescribed classification level of 2 or above
 - For example, a project officer employed as a VPS4 or an administrative assistant employed as a VPS2
- Victorian WorkCover Authority officer or employee with a classification of band 2 or above
- Any authorised affidavit taker, including:
 - A judicial officer
 - For example, a judge or magistrate
 - An associate to a judicial officer
 - An honorary justice
 - The prothonotary or a deputy prothonotary of the Supreme Court
 - The registrar of probates or an assistant registrar of probates
 - The registrar or a deputy registrar of the County Court
 - The principal registrar, a registrar or a deputy registrar of the Magistrates' Court
 - The principal registrar, a registrar or a deputy registrar of the Children's Court
 - The principal registrar, a registrar or a deputy registrar of VCAT
 - The principal registrar or a registrar of the Coroners Court
 - A member of VCAT
 - A member or former member of either House of the Parliament of Victoria
 - A member or former member of either House of the Parliament of the Commonwealth
 - A public notary
 - A senior officer of a Victorian municipal Council who meets one of the following criteria:
 - Chief Executive Officer
 - A member of Council staff with management responsibilities and reporting directly to the Chief Executive Officer
 - Any other member of Council staff earning a salary of at least \$124,000 (or a higher threshold, if specified by the Minister under s 97B of the Local Government Act 1989)
 - A fellow of the Institute of Legal Executives (Victoria)
 - A person acting judicially
 - For example, an arbitrator or any person or body with authority to hear, receive and examine evidence
 - Any other officer or person empowered, authorised or permitted by or under any Act or rules of a court or rules of a tribunal to administer affidavits

Source: Department of Justice and Community Safety

Further information: <https://www.justice.vic.gov.au/certifiedcopies>

From: 2020 Guidelines about Determining Student Eligibility and Supporting Evidence (Version 2.0, published 27 July 2020).

ANNEX 2: Evidence to be sighted and retained by the Training Provider for individuals referred under particular initiatives

Name of program or initiative	Exemption/s that can be offered	Student can receive the exemption if:	Sight:	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
Latrobe Valley Initiative	Upskilling '2 at level in a lifetime'	They are referred to training by the Department of Education and Training	a Training Referral Letter signed by the Executive Director, Industry Engagement and VET Systems Division of the Department of Education and Training	A copy of the letter
Back to Work Scheme	Upskilling '2 at level in a lifetime'	They are a participant in the Back to Work Scheme	An email issued by the State Revenue Office to the individual's employer that confirms the individual's status as a 'Back to Work' participant.	A copy of the email

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