



Swinburne University of Technology

Skills First Program

2024 Evidence of Eligibility and Student Declaration

Providing evidence of student eligibility for the Skills First Program

Information Sheet

It is mandatory for Vocational Education (VET) students enrolling in a government subsidised place under a Qualification and/or skill set to complete this declaration form for each course enrolment and provide evidence prior to commencing your course.

General Information

The *Skills First* Program is a Victorian Government scheme that aims to facilitate access to vocational education and training for people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold.

The Victorian Government mandates that all registered training organisations (such as Swinburne University of Technology) must sight evidence of eligibility for the *Skills First* Program from all students who are commencing a course as a government subsidised student.

Further detailed information about the *Skills First* Program and eligibility requirements may be found at: vic.gov.au/how-check-your-eligibility

How to prove eligibility

Visit studentHQ on any campus of study prior to commencing your course and bring:

- Your completed and signed form (Section B only)
- An original or certified copy of your evidence proving eligibility for a government subsidised place (see page 2 for acceptable evidence)

If you are not attending classes on campus, **prior** to your commencement date please post the following documentation to: **studentHQ, PO Box 218, Hawthorn Victoria 3122.**

1. Your completed and signed declaration form (Section B only)
2. Certified proof of citizenship (original certified copy **not** a copy of an original certified document)
3. Certified proof of age – if your age is under 20 and your age is not included on your proof of citizenship documentation (See below for information on what a Certified document is)

Acceptable evidence to prove eligibility

Refer to Section A of Page 2 for a list of acceptable forms of evidence that you can use to prove your eligibility for the *Skills First* Program.

A certified copy is a photocopy of an original document which has been certified as being a true copy by a person listed on the Victorian Department of Justice's approved List of Victorian state authorised witnesses at:

justice.vic.gov.au/certifiedcopies#List_authorised

Deadline to prove eligibility

You must prove eligibility for the *Skills First* Program prior to commencing your course of study. This may be done when you enrol or at any time prior to commencement.

Failure to prove eligibility

You will be enrolled in a full fee paying place.

View full fee paying rates for your course online at: swinburne.edu.au/current-students/manage-course/fees/paying-fees/indicative-fees/

More Information

For more information about submitting this form or appropriate evidence of eligibility, please contact 1300 794 628 or visit studentHQ on your campus during business hours.

Skills First Program: 2024 Evidence of Student Eligibility and Student Declaration

Section A – To be completed by an authorised delegate of Swinburne University

Evidence of citizenship/residency

DO NOT LEAVE ANY SECTIONS BLANK

I confirm that in relation to: Student ID:
(Insert student's full name)

I have sighted **one** of the following:

- an Australian Birth Certificate (not Birth Extract) a New Zealand Birth Certificate a New Zealand Citizenship Certificate
- a current Australian Passport a current New Zealand Passport a current green Medicare Card
- an Australian Citizenship certificate an Australian Certificate of Registration by Descent
- a proxy declaration for individuals in exceptional circumstances as per Clauses 2.13-2.17 of the Guidelines About Eligibility (the Eligibility Guidelines).
- confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the student's foreign passport or ImmiCard.
- confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program.

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 Guidelines About Eligibility]; 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 Guidelines About Eligibility]; or
- relying on evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.10 of the Guidelines About Eligibility]; or
- verifying through VEVO, and viewing supporting evidence, if required [in accordance with Clause 2.5(e) or (f) or 2.7(a) or (b) of the Guidelines About Eligibility].

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 Guidelines About Eligibility [where verified through the DVS]; or
- declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Guidelines About Eligibility]; or
- evidence as set out in Clause 2.5(e) or (f) or 2.7(a) or (b) of the Guidelines About Eligibility [where verified through VEVO]; or
- declaration of sighting a document where a student has objected to their document being retained [as set out in clause 2.6 of the Guidelines About Eligibility].

Section B – To be completed by the student

Student declaration

DONT LEAVE ANY QUESTION BLANK UNLESS YOU ARE ASKED TO SKIP A QUESTION OR GO TO THE DECLARATION. PLEASE CONTACT 1300 794 628 OR VISIT STUDENT HQ ON YOUR CAMPUS DURING BUSINESS HOURS FOR HELP IF YOU DONT UNDERSTAND A QUESTION.

- Q1 Write the name of the course and the course code that you're applying for
.....
- Q2 Are you doing, or have you done any other Skills First training in 2024? Tick your response.
No
Yes - write the course name(s) and course code(s) below. Include training you haven't started yet
.....
- Q3 Are you enrolled in a school, including government, non-government, independent, Catholic or home school?
No
Yes – and if you selected Yes, are you in a School Based Apprenticeship or Traineeship?
Yes or
NO (If you have answered No, you may not be eligible for Skills First Funding, please contact us to discuss your study options)

- Q4 Are you enrolled in the Commonwealth Government's Skills for Education and Employment program?
 No
 Yes (If you have selected Yes, and you are enrolling in a Foundation Skills program, you are not eligible for Skills First Funding, please contact us to discuss your study options)
- Q5 If you are enrolling in a Foundation Skills program, do you have a AQF qualification at a Diploma level or higher?
 N/A
 No
 Yes (if you have selected Yes, you are not eligible for Skills First Funding, please contact us to discuss your study options)

Free TAFE

- Q6 Are you applying for a course that is listed on the Free TAFE Priority courses initiative?
swinburne.edu.au/courses/fees/loans-discounts-local-students/free-tafe-for-priority-courses/
 No – go to Student Declaration
 Yes – go to Q7
- Q7 Do you want to use your Free TAFE fee waiver for this course? Tick your response
 No – go to the Student Declaration
 Yes – go to Q8
- Q8 Have you had a fee waiver for a Free TAFE course before? Tick your response
 No - go to the Student Declaration
 Yes - write the course name/s below

Course name and Course Code:	What year did you start this course?	Did you complete this course?	
		Yes	No
		Yes	No
		Yes	No
		Yes	No

Read and complete the Declaration below.

I understand that my enrolment may be subsidised by the Victorian and Commonwealth Government under the Skills First Program. I understand my enrolment may affect my eligibility for more Skills First training.

I understand that the Department of Jobs, Skills, Industry and Regions may contact me to participate in a survey or interview.

I declare the information in this form is true and accurate.

Swinburne Student ID:

Family Name/Surname: Given Names:

Signature: Date:

Section C – To be completed by an authorized delegate of Swinburne University

Swinburne University Declaration

DO NOT LEAVE ANY SECTIONS BLANK

I confirm that in relation to: *(insert student's full name)* Student ID:

Program(s) the student is seeking to enrol in (include course code and name):

Based on:

- the evidence I have sighted and retained in Section A;
- the information the student has provided, including in Section B; and
- any additional information I acquired and recorded in the 'notes' section below;

I confirm the student is eligible for Skills First funding for the program/s listed above because they:

are an Australian or New Zealand citizen, or permanent resident of Australia, or eligible for the Asylum Seeker VET Program;

are not enrolled in a school (except if they are doing a School Based Apprenticeship or Traineeship);

will not be:

- commencing more than 2 Skills First AQF qualifications in the same year
- commencing more than 2 Skills First Skills Sets in the same year
- doing more than 2 Skills First programs at the same time; and

(if applicable) are enrolling in a Foundation Skills Program, and they:

- do not currently hold a qualification at AQF level 5 (Diploma) or higher,
- are not enrolled in the Commonwealth Government's 'Skills for Education and Employment' (SEE) program.

Authorised Swinburne University delegate declaration

By signing this declaration, I acknowledge that:

- I am responsible for ensuring that all parts of this form are complete.
- I have reviewed Sections A and B and have confirmed they have been completed in full.

Name: Position:

Signature: Date:

Notes

Record additional details or eligibility information, including information you used to verify the student's eligibility that is not captured in Sections A or B.

If there are no notes, write N/A