

ELIGIBILITY ASSESSMENT CHECKLIST

Skills First Program

This checklist is to be completed and retained by Baxter Institute for each Eligible Individual under the Skills First Program. It is in accordance with the eligibility requirements set out in the 2018 Standard VET Funding Contract and the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence. 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.

SECTION A — CITIZENSHIP / RESIDENCY

Q 1. Student has to provide at least one of the following as proof of citizenship/residency:

- an Australian Birth Certificate (not Birth Extract)
- A current Australian Passport
- A current New Zealand Passport
- A naturalisation certificate
- Permanent Resident documentation
- A proxy declaration for individuals in exceptional circumstances as per Clauses 2.16—2.20 of the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence
- A current Medicare Card (Green)
- An Australian citizenship by descent extract
- Other (please specify) _____

CITIZENSHIP/RESIDENCY REQUIREMENT EXEMPTION

Q 2. Does the applicant meet the Citizenship/Residency requirements?

- Yes — Continue to **Question 4**
- No — Continue to **Question 3**

Q 3. Does the RTO have written advice from the commission; or has the Applicant provided the RTO with a referral form/letter to verify Eligibility Exemption has been granted by an authorised organisation under the Asylum seekers VET program?

- Asylum Seeker Resource Centre or Australian Red Cross Victims of Human Trafficking Program

- Yes — Continue to **Question 4**
- No — Applicant is **NOT ELIGIBLE** under the Skills First Programs.

SECTION B — PROOF OF VICTORIAN RESIDENTIAL ADDRESS

Q 4. Can the applicant provide proof of Victorian physical address?

- Yes—Please tick at least one of the following then continue to **Question 5**
- Current Driver's License/Learner's Permit
- Bank Statements (within 3 months old)
- Recent Utility Bills (within 3 months old)
- Health Care Card
- Keypass ID Card
- Other (please specify) _____
- No—Applicant is **NOT ELIGIBLE** under the Skills First Program

SECTION C — PROOF OF AGE

Q 5. Can the applicant provide proof of age?

- Yes — Please tick at least one of the following then continue to **Question 6**
- Current Passport
- Birth Certificate
- Current Driver's License
- Current Learner's Permit
- Proof of Age Card
- Keypass ID Card
- Other (please specify) _____
- No—Applicant is **NOT ELIGIBLE** under the Skills First Program

Q 6. Is the applicant a student enrolled in a school?*

- Yes — Applicant is **NOT ELIGIBLE** under the Skills First programs.
- No—Continue to **Question 7**

* This includes any government, non-government or catholic school; or a student registered for home schooling in Victoria. This excludes a school based Apprentice/Trainee.

Q 7. Were the applicant under 20 years of age on 1 January this year?

- Yes—Continue to **Question 8**
- No—Continue to **Question 11**

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SECTION C — PROOF OF AGE (CON’T.)

Q 8. If the applicant is under the age of 17 year, has the applicant completed year 10?

Yes — Continue to **Question 9**

No— Continue to **Question 10**

Q 9. Has the applicant provide a correspondence or a certificate signed by a Department Regional Director confirming an exemption from school attendance or a completed “Transition from school form”?

Yes—Continue to **Question 11**

No—Applicant is **NOT ELIGIBLE** under the Skills First Program

Q 10. Has the applicant provide a correspondence or a certificate signed by a Department Regional Director confirming an exemption from school attendance?

Yes—Continue to **Question 11**

No—Applicant is **NOT ELIGIBLE** under the Skills First Program

SECTION D — PROPOSED COURSE OF STUDY

Q 11. What is the applicant’s proposed course of study at Baxter Institute?

Q 12. If the applicant is under the age of 20, is the applicant enrolling in nationally recognised training?

(Skip to **Question 13** if the applicant is over the age of 20)

Yes—Continue to **Question 13**

No—Applicant is **NOT ELIGIBLE** under the Skills First Program

Q 13. Is the applicant’s proposed course of study a Foundation Level course as per the Foundation Skills List?

Yes—Continue to **Question 14**

No—Continue to **Question 15**

Q 14. Is the applicant enrolled in the Commonwealth Government’s Skills for Education and Employment Program?

Yes—Applicant is **NOT ELIGIBLE** under the Skills First Program

No—Continue to **Question 19**

Q 15. If the applicant is from the Latrobe Valley Initiative, has a copy of a Training Referral Letter signed by the Executive Director, Industry Engagement and VET Systems Division of the Department of Education and Training been sighted and retained?

Yes —Continue to **Question 29**

No—Continue to **Question 16**

Q 16. If the applicant is from the Back to Work scheme, has a copy of the standard email issued by the State Revenue Office to the individual’s employer that confirms the individual’s status as a “Back to Work” participant been sighted and retained?

Yes —Continue to **Question 29**

No—Continue to **Question 17**

Q 17. Does the applicant’s proposed course of study at Baxter Institute have the title “Course in...”?

Yes —Continue to **Question 18**

No—Continue to **Question 19**

Q 18. Has the applicant previously commenced more than one course with the title “Course in...” under the Skills First Program?

Yes —Applicant is **NOT ELIGIBLE** under the Skills First Program

No—Continue to **Question 19**

SECTION E — PREVIOUS QUALIFICATIONS

Non-Australian Qualifications

Q 19. Does the applicant have any completed non-Australian qualifications?

Yes—Continue to **Question 20**

No — Continue to **Question 23**

Q 20. Has equivalency formally been established between completed non-Australian qualification and the AQF?

Yes—Continue to **Question 21**

No—Continue to **Question 23**

Q 21. Of the applicant’s non-Australian qualifications, what is the highest AQF level that has been granted equivalency?

AQF Level _____

Q 22. Is the AQF equivalency of the applicant’s non-Australian qualification equal to or lower than the AQF level of the applicant’s proposed qualification?

Yes — Continue to **Question 23**

No—Applicant is **NOT ELIGIBLE** under the Skills First Program.

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SECTION E — PREVIOUS QUALIFICATIONS (CON'T.)

Australian Qualifications

NOTE:

1. The following qualifications are not taken into consideration when assessing applicant's highest Australian qualifications for the Skills First Program:

- ◇ The Victorian Certificate of Education; Victorian Certificate of Applied Learning (intermediate or senior); International Baccalaureate Diploma; and senior secondary school certificates from Australian jurisdictions; and
- ◇ Qualifications listed in the Foundations Skills List; and
- ◇ Any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships/ Traineeships)
- ◇ Qualifications with the title 'Course in' which are not aligned to a specified level within the AQF; and

Non– Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.

2. For the purpose of determining eligibility, the following qualifications are deemed to be equivalent to Certificate I:

- ◇ Victorian Certificate of Education and its predecessor qualifications
- ◇ International Baccalaureate Diploma
- ◇ Senior secondary certificate from non-Victorian Australian jurisdictions

Q 23. Does the applicant have any completed Australian qualifications?

- Yes—Continue to **Question 24**
- No—Continue to **Question 29**

Q 24. Has the applicant successfully completed any of the following qualifications? (Please tick all applicable)

- | | |
|--|--|
| <input type="checkbox"/> Vocational Graduate Diploma | <input type="checkbox"/> Certificate IV |
| <input type="checkbox"/> Vocational Graduate Certificate | <input type="checkbox"/> Certificate III |
| <input type="checkbox"/> Bachelor Degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Advanced Diploma | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Diploma | <input type="checkbox"/> Others |

- ◇ Victorian certificate of applied learning (Senior)

Q 25. Of the applicant's Australian qualifications, what is the highest AQF level that has been completed?

AQF Level _____

Assessment of highest qualification against proposed course of study for eligibility

Q 26. Given evidence presented in **Non-Australian Qualification** (qualification which has equivalency with the AQF formally established) and **Australian Qualification** the **highest** qualification (AQF level or Qualification title) the applicants has completed is:

(Title and AQF Level of highest completed qualification)

Q 27. Does the applicant hold a qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher? (Only answer this question if the applicant's proposed course of study is in the Foundation Skills List)

- Yes — Applicant is **NOT ELIGIBLE** under the Skills First Program
- No—Continue to **Question 29**

Q 28. Is the applicant's highest prior qualification lower than the applicant's proposed course of study?

- Yes — Continue to **Question 29**
- No — Applicant is **NOT ELIGIBLE** under the Skills First Program

SECTION F — LIMITED NUMBER OF COURSES

Q 29. Not including the course/s the applicant is seeking to enrol in now, how many other government funded courses has the applicant enrolled to undertake this year? Include training the applicant has enrolled in to undertake at this and other training providers but not yet started.

Number of courses: _____

Q 30. Not including the course/s the applicant is seeking to enrol in now, how many other government funded courses is the applicant undertaking training in at the moment?

Number of courses: _____

NOTE: Q 29 and Q 30—Please do not take the following commencements into account:

1. where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
2. where an individual is recommencing training in the same qualification (at either the same or a different provider).

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SECTION F — LIMITED NUMBER OF COURSES (con't.)

Q 31. In the applicant's lifetime, how many government funded courses has the applicant started (commenced) that are at the same level as the one the applicant is applying for now?

NOTE:

1. Please do not take the following commencements into account:

- ◇ the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Immediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
- ◇ qualifications listed in the Foundation 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 qualification to the current version of the same qualification; and
- ◇ where an individual is recommencing training in the same qualification (at either the same or a different provider).

2. Applicants from the Latrobe Valley Initiative or the Back to Work Scheme are exempted from "two at level in a lifetime" limitation.

Number of courses: _____

Q 32. Is the applicant satisfied the following "3 limitations":

- ◇ commencing a maximum of two government subsidised courses in a calendar year ("2 in a year")
- ◇ undertaking a maximum of two government subsidised courses at any one time ("2 at a time")
- ◇ commencing a maximum of two government subsidised courses at the same level in his/her lifetime

- Yes — Continue to **Question 33**
- No — Applicant is **NOT ELIGIBLE** under the Skills First Program

SECTION G — ELIGIBILITY EXCLUSION

Q 33. Does the applicant fall into any of the following Eligibility Exclusions?

1. within the meaning of the Corrections Act 1986 (Vic), a prisoner held at a prison, including:

- i) Hopkins Correctional Centre (Ararat);
- ii) Barwon Prison;
- iii) Beechworth Correctional Centre;
- iv) Dame Phyllis Frost Centre;
- v) Dhurringile Prison;
- vi) Langi Kal Kal Prison;
- vii) Loddon Prison Precinct;

- viii) Marngoneet Correctional Centre;
- ix) Tarrengower Prison;
- x) Metropolitan Remand Centre;
- xi) Melbourne Assessment Prison;
- xii) Fulham Correctional Centre;
- xiii) Port Phillip Prison; or
- xiv) Karrenga Annex;

2. a person who is detained under the *Mental Health Act 2014* (Vic), or 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. a person who is detained (other than on weekend detention) under the *Children, Youth and Families Act 2005* (Vic) or the *Sentencing Act 1991* (Vic) or who is held on remand in one or more of the following youth justice facilities:

- i) Malmsbury Youth Justice Centre;
- ii) Parkville Youth Residential Centre; or
- iii) Melbourne Youth Justice Centre.

- Yes— Applicant is **NOT ELIGIBLE** under the Skills First Program
- No—Applicant is **ELIGIBLE** under the Skills First Program

NOTE: Question 33 does not apply to the followings (tick if applicable):

- A young person on community based orders made under the Children, Youth and Families Act 2005 (VIC)
- An individual held in Judy Lazarus Transition Centre

SECTION H — AUTHORISED DELEGATED

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 the evidence to verify information in PART A, B, C, D has been sighted, photocopied and placed on the applicant's file (one required per section).

RTO Authorised Delegate Name: _____

RTO Authorised Delegate Position: _____

Signature: _____ Date: ____/____/____

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