

Draft 2022 Guidelines About Eligibility

Skills First Program

Department of Education and Training

PURPOSE

These Guidelines describe the Skills First eligibility requirements the Training Provider must apply in assessing and evidencing a student's Skills First Entitlement.

The Training Provider must have a clear and documented business process for determining a student's eligibility, as required by the VET Funding Contract (the Contract). This business process must include the collection of supporting evidence.

These Guidelines apply to all enrolments in Skills First subsidised training and must be read in conjunction with the Contract.

1. DETERMINING ELIGIBILITY FOR THE SKILLS FIRST PROGRAM

1.1. The Training Provider must assess a student's eligibility against the requirements outlined in this Section 1.

Citizenship/residency

1.2. A student must be either:

- a) an Australian citizen;
- b) a holder of a permanent visa; or
- c) a New Zealand citizen,

as evidenced by one of the documents described in the Evidence of Eligibility and Student Declaration form at **Attachment 1** to these Guidelines.

The 'upskilling requirement'

1.3. A student who is **20 years of age or older**¹, 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.

1.4. A student does not have to meet the upskilling requirement if they are:

- a) enrolling in a Foundation Skills Program;
- b) enrolling in training as an Apprentice (not a Trainee) under an Approved Training Scheme;
- c) enrolling in training in the Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) (Intermediate or Senior);
- d) enrolling in a Skill Set; or
- e) under 20 years of age.²

(this is subject to the further limits outlined in these Guidelines).

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

- a) senior secondary school certificates³;
- b) Foundation Skills Programs;
- c) any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships or Traineeships);
- d) Skill Sets; and
- e) non-Australian programs, except where equivalency has been formally established with a qualification level within the AQF.

¹ As at 1 January in the year their training will commence.

² As at 1 January in the year their training will commence.

³ Senior secondary school certificates includes the VCE, VCAL (Intermediate or Senior), International Baccalaureate (IB) Diploma and senior secondary school certificates from other Australian jurisdictions.

The '2 Skill Sets in a year' and '2 AQF qualifications in a year' limits

- 1.6. In a calendar year, a student (**regardless of their age**) may only commence a maximum of two:
 - a) Skills First subsidised Skill Sets; and
 - b) two Skills First subsidised programs that are AQF qualifications.
- 1.7. The following scenarios are not counted when determining if a student meets these limits:
 - a) transitioning from a superseded program to the current version of the same program;
 - b) recommencing training in the same program (at either the same or a different provider);
 - c) enrolling in an Apprenticeship (not Traineeship) after having participated in one of the programs identified as a 'Pre-Apprenticeship and Pathway Program' on the Funded Programs Report; or
 - d) participation in:
 - i) '22510VIC – Course in Identifying and Responding to Family Violence Risk'; or
 - ii) any program undertaken as part of the Department's 'Construction Industry Skill Sets' initiative.

The '2 at a time' limit

- 1.8. A student (**regardless of their age**) may only commence a maximum of two Skills First subsidised programs at any one time.
- 1.9. Participation in the following programs or initiatives will not be counted when determining if a student meets this limit:
 - a) '22510VIC – Course in Identifying and Responding to Family Violence Risk'; or
 - b) any program undertaken as part of the Department's 'Construction Industry Skill Sets' initiative.

The '2 at level in a lifetime' limit

- 1.10. 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.
- 1.11. The following types of commencements are not taken into account when determining if a student meets this limit:
 - a) senior secondary school certificates;
 - b) Foundation Skills Programs;
 - c) any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
 - d) transitioning from a superseded program to the current version of the same program; or
 - e) recommencing training in the same program (at either the same or a different provider).

Eligibility for Foundation Skills programs

- 1.12. A student is not eligible for a Foundation Skills Program if they:
 - a) hold an AQF qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher.
 - b) are enrolled in the Commonwealth Government's 'Skills for Education and Employment' program.

Eligibility exemptions

- 1.13. The Training Provider may only exempt a student from the eligibility requirements in accordance with Part C of Schedule 1 of the Contract. The Training Provider must sight and retain evidence of a student's eligibility to receive an exemption as specified in **Attachment 2** to these Guidelines.

2. SIGHTING AND RETAINING EVIDENCE OF ELIGIBILITY

Completing the Evidence of Eligibility and Student Declaration form

- 2.1 Eligibility assessment processes must involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility requirements of the Contract, including any variations to that Contract.
- 2.2 Prior to the commencement of training, for each student who is assessed to be eligible, the Training Provider must complete the information and declarations in the Evidence of Eligibility and Student Declaration form at **Attachment 1** to these Guidelines.
- 2.3 The Evidence of Eligibility and Student Declaration form must be completed by an authorised delegate of the Training Provider, which is defined as:
- an employee/s of the Training Provider who has been formally delegated this function from the CEO or equivalent and written evidence of such a delegation is available at audit, or
 - a duly authorised agent of the Training Provider, and a legally binding agreement between the Training Provider and the agent is in place and available at audit.
- 2.4 The Training Provider must make available to the Department for audit or review purposes the completed Evidence of Eligibility and Student Declaration form and any of the evidence that is sighted and retained in relation to any individual student.
- 2.5 The evidence of eligibility specified in the Evidence of Eligibility and Student Declaration form must be sighted and retained by:

	Sighting:	Retaining:
a)	a hard copy original.	a photocopy or electronic copy of the hard copy original.
OR		
b)	a certified photocopy (not in electronic form) of the hard copy original. <i>(refer to Attachment 3 for information about document certification)</i>	a photocopy or electronic copy of the certified copy, or the original certified copy.
OR		
c)	confirmation from a Gateway Service Provider ⁴ that it has connected to the Commonwealth Government's Document Verification Service (the DVS) ⁵ and verified that an individual's name, (where applicable) date of birth and document number match a current and valid record in the DVS.	a transaction record generated by securely logging in to the administrative platform provided by the Gateway Service Provider, that shows; <ul style="list-style-type: none"> • the individual's name and (where applicable) date of birth; • the type of document that was checked; and • that their name, date of birth and document number were verified to match a valid and current document in the DVS.
OR		

⁴ A Gateway Service Provider is an organisation authorised to direct information match requests to and from the Commonwealth Government's Document Verification Service (the DVS).

⁵ The DVS is a national online system that allows organisations to compare an individual's identifying information with a government record.

d)	a digital green Medicare card displayed on a Digital Wallet through Express Plus Medicare mobile application on the cardholder's mobile device. The digital card may not be sighted via a screen shot of the card that is e-mailed or otherwise reproduced.	a written declaration attached to the student's file stating that the digital green Medicare card has been sighted. The declaration must include the: <ul style="list-style-type: none"> • name of the authorised delegate who sighted the card; • date the card was sighted; • document number of the card; and • name of the card holder.
OR		
e)	a digital 'Keypass' card displayed using the Australia Post Digital iD mobile application on the cardholder's mobile device. The digital card may not be sighted via a screen shot of the card that is e-mailed or otherwise reproduced.	a written declaration attached to the student's file stating that the digital Keypass card has been sighted. The declaration must include the: <ul style="list-style-type: none"> • name of the authorised delegate who sighted the card; • date the card was sighted; • document number of the card; • name of the card holder; and • card holder's date of birth.

Electronic completion of the Evidence of Eligibility and Student Declaration form

- 2.6 If the Training Provider completes, and has students complete, the Evidence of Eligibility and Student Declaration form electronically, it must ensure:
- a) that the information collected is exactly the same as that which would have been collected in hard copy; and
 - b) an electronic action equivalent to a signature is undertaken in any instance where a signature is required on the form.
- 2.7 If the Training Provider engages a Gateway Service Provider to access the DVS as part of obtaining and assessing evidence of eligibility and the DVS is unable to verify an individual's document, then the Training Provider must offer that individual the opportunity to provide their evidence of eligibility in an alternative format, prior to making an assessment of that individual's eligibility.

Relying on information obtained about a student for a subsequent enrolment

- 2.8 If the Training Provider has sighted and retained evidence of a student's citizenship and (where relevant) their age (in accordance with the requirements of the Evidence of Eligibility and Student Declaration form), it may use this evidence for any subsequent enrolments by that student, with only that Training Provider, provided that:
- a) the evidence has not expired when a subsequent enrolment occurs;
 - b) the information continues to be retained for audit, review or investigation purposes; and
 - c) the Training Provider makes all other assessments of the student's Skills First Entitlement for each subsequent enrolment.

Additional evidence to be sighted and retained for students under 17 years of age

- 2.9 Prior to enrolling a student who will be under 17 years of age at the time their training commences, the Training Provider must sight and retain evidence the student has been granted an exemption from school attendance as follows:

	If the student:	The Training Provider must sight and retain:	And ensure that it:
a)	has completed year 10	a copy of the signed and completed endorsement page from the 'Exemption From School Application Form'; OR correspondence or a certificate signed by the School Principal or a Department Regional Director.	identifies the Training Provider and the training to be undertaken; OR identifies the relevant employer if the student is to undertake an Apprenticeship / Traineeship.
b)	has not completed year 10	correspondence or a certificate signed by the Department Regional Director.	
c)	is not currently, or has never been, enrolled in a Victorian School (for example, students enrolled in home schooling, or students who have moved to Victoria from interstate or overseas)	correspondence or a certificate signed by the Department Regional Director.	

- 2.10 An exemption from school attendance is granted on the basis that the student will undertake a specific program at a specific training provider, as identified in the exemption.

If the student is still under 17 years of age and wishes to enrol in a different program or enrol at a different training provider to what is identified in their exemption, the approver of the exemption must confirm that the proposed change is permitted. The Training Provider must sight and retain this confirmation prior to enrolling the student in a different program, or prior to enrolling the student if they are not the training provider referred to in the original exemption.

Proxy declarations for students in exceptional circumstances

- 2.11 In exceptional circumstances, where a student is unable to provide any of the evidence documents specified in the Evidence of Eligibility and Student Declaration form, the Department may accept a proxy declaration, in the form of a signed declaration by the CEO of the Training Provider or of a relevant government or community service provider attesting to the student's citizenship/residency and/or age status.
- 2.12 The Training Provider must make all reasonable efforts to help a student demonstrate their citizenship/residency/age status through providing one of the accepted evidence documents and a proxy declaration can only be used in exceptional and specific circumstances.
- 2.13 Proxy declarations will not be accepted where a student has simply been reluctant to incur the cost or inconvenience of obtaining relevant evidence documents.
- 2.14 The Training Provider must present a robust case to the Department for approval (via the enquiry function of the Skills Victoria Training System (SVTS)) for the proposed use of a proxy declaration.
- 2.15 If approval is received, the Training Provider must keep a copy of the proxy declaration and the Department's SVTS enquiry response for audit or review purposes.

ATTACHMENT 1 - SKILLS FIRST PROGRAM - EVIDENCE OF ELIGIBILITY AND STUDENT DECLARATION FORM**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"/> 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 Referral to Government Subsidised Training - Asylum Seekers' 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 (subclass 051), Safe Haven Enterprise Visa (subclass 790), Temporary Protection Visa (subclass 785) or Bridging Visa Class F (subclass 060). |
| <input type="checkbox"/> New Zealand Birth Certificate | |

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] OR
- viewing a printed or electronic record from VEVO that confirms a student holds valid Bridging Visa Class E (subclass 051), Safe Haven Enterprise Visa (subclass 790), Temporary Protection Visa (subclass 785) or Bridging Visa Class F (subclass 060).

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
- 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 (subclass 051), Safe Haven Enterprise Visa (subclass 790), Temporary Protection Visa (subclass 785) or Bridging Visa Class F (subclass 060).

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:

- | | | |
|--|--|---|
| <input type="checkbox"/> current drivers licence | <input type="checkbox"/> 'Keypass' card | <input type="checkbox"/> current foreign passport |
| <input type="checkbox"/> current learner permit | <input type="checkbox"/> Proof of Age card | <input type="checkbox"/> 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')

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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 at this or another training provider, but haven't started yet.

0 1 2 3 4+ (circle 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+ (circle 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 Foundation Skills Program, tick 'not applicable'.*

0 1 2 3 4+ (circle number) not applicable

[FOR TAFE/DUAL SECTOR ENROLMENT ONLY – delete Q5 - Q8 if not required]

Q5 If you are applying for a qualification on the 'Free TAFE for Priority Courses List', do you want to access your Fee Waiver for this qualification? **Note:** You can only receive a Fee Waiver for **one qualification** on this list, unless you are eligible for a second Fee Waiver under the JobTrainer initiative.

YES NO Not applicable (circle answer) (If 'NO', or 'not applicable' go to Student Declaration)

Q6 If you answered '**YES**' to Q5, have you already received a Fee Waiver for **this qualification** or for **any other qualification** on the 'Free TAFE for Priority Courses List'?

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

Q7 If you answered '**YES**' to Q6, are you applying to recommence in the same qualification for which you previously received a Fee Waiver?

YES NO (circle answer) (If 'YES' go to Student Declaration)

Q8 If you answered '**NO**' to Q7, did you receive the Fee Waiver for a qualification under the JobTrainer initiative?

YES NO (circle answer)

[FOR JOBTRAINER ENROLMENT ONLY – delete Q9 - Q15 if not required]

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

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

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

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

Q12 Are you 17 to 24 years old?
YES NO (circle answer) (If 'YES', go to Student Declaration)

Q13 Are you a job seeker?
YES NO (circle 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

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)

Q15 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

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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').

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+ *(circle 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+ *(circle 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

(circle answer)

[FOR JOBTAINER ENROLMENT ONLY – delete Q5 - Q11 if not required]

Q5 Are you applying for a skill set under JobTrainer? **Note:** You can only enrol in **one skill set** under JobTrainer.

YES

NO

(circle answer)

(If 'NO', go to Student Declaration)

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

YES

NO

(circle 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

(circle answer)

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

Q8 Are you 17 to 24 years old?

YES

NO

(circle answer)

(If 'YES', go to Student Declaration)

Q9 Are you a job seeker?

YES

NO

(circle 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

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

SECTION C – TRAINING PROVIDER DECLARATION

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

Based on:

- my discussion with the student
- the evidence I have sighted and retained in **Section A**
- the information provided to me by the student in **Section B**

I confirm that the student is: **[CHOOSE ONE]**

- 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 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

ATTACHMENT 2

Government initiatives and programs where eligibility exemptions may be granted

Name of program or initiative	Exemption/s that can be offered:	Training provider that can offer the exemption:	Student can receive the exemption if:	Training Provider must sight:	Training Provider must retain:
Asylum Seeker VET Program	Citizenship or permanent residence.	Any training provider.	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.
			They hold a valid visa of one of these types: <ul style="list-style-type: none"> • BE (subclass 051); • SHEV (subclass 790); • TPV (subclass 785); or • BVF (subclass 060). 	Confirmation obtained through the Commonwealth's Visa Entitlement Verification Online (VEVO).	A printed or electronic transaction record from VEVO.
Eligibility Exemptions Initiative	Upskilling; and/or '2 at level in a lifetime'.	TAFE Institute, Dual Sector University, or Learn Local Organisation only.	There are no criteria a student must meet, however, the Training Provider must: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> • 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.
Delivery of training to support the 10-year industry plan for family violence prevention and response	'2 at a time'; and/or '2 Skill Sets in a year'.	Any training provider.	Enrolling in '22510VIC – Course in identifying and responding to family violence risk'.	N/A	N/A
	'Upskilling'; and/or '2 at level in a lifetime'.	TAFE Institute or Dual Sector University only.	They are a family violence practitioner seeking to gain qualifications in training, they have been referred by GEN VIC and they are enrolling in the Certificate IV in Training and Assessment (TAE40116).	A referral letter from GEN VIC.	A copy of the letter.

Name of program or initiative	Exemption/s that can be offered:	Training provider that can offer the exemption:	Student can receive the exemption if:	Training Provider must sight:	Training Provider must retain:
JobTrainer	'Upskilling' '2 at level in a lifetime'.	Any training provider	They are aged 17 to 24 or a job seeker.	<p>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; and</p> <p>One of the documents in Section A of the Evidence of Eligibility and Student Declaration form that provides evidence of their age; or</p> <p>If they are a job seeker:</p> <ul style="list-style-type: none"> • 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 <p>If they do not have one of the above:</p> <ul style="list-style-type: none"> • their response to Part B1 Q15 on the Evidence of Eligibility and Student Declaration form; • their response to Part B2 Q11 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.

ATTACHMENT 3

How to have a document certified

Bring both an original and a copy of the original to the certifier.

The certifier will:

1. examine the original to ensure it is not a copy or forgery
2. examine the copy to ensure it is identical to the original. A copy can be considered identical even if it is a different size or colour, so long as that does not result in the loss of any material information.

The certifier will then write or stamp the copy with the words: "Certified to be a true copy of the original seen by me." They will sign and date the copy, and write or stamp their name, personal or professional address and qualification.

If there are multiple pages to the copy, the certifier will sign or initial and number all pages.

The copy has now been certified.

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
 - Trade marks 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>