

VIC Evidence of Eligibility and Declaration Form

Section A – To be completed by an authorised delegate of the RTO.

Evidence of citizenship/residency and age

I confirm that in relation to _____

(PRINT Learner full name)

I have sighted one of the following:

- | | |
|---|--|
| <input type="checkbox"/> An Australian Birth Certificate (not Birth Extract) | <input type="checkbox"/> A current Australian Passport |
| <input type="checkbox"/> A current New Zealand Passport | <input type="checkbox"/> An Australian Citizenship certificate |
| <input type="checkbox"/> A proxy declaration for individuals in exceptional circumstances* | <input type="checkbox"/> A current <u>green</u> Medicare Card |
| <input type="checkbox"/> A proxy declaration for individuals in exceptional circumstances as per Clauses 2.12 – 2.17 of the Guidelines About Eligibility (the Eligibility Guidelines) | <input type="checkbox"/> An Australian citizenship by descent extract |
| <input type="checkbox"/> New Zealand Citizenship Certificate | <input type="checkbox"/> Confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the student's foreign passport or ImmiCard |
| <input type="checkbox"/> Confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program. | <input type="checkbox"/> New Zealand Birth Certificate |

By either:

- ☐ viewing the original, or
- ☐ viewing a certified copy, 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
- ☐ verifying through Document Verification Service (DVS) [where it is possible to do so and in accordance with Clause 2.5(c) 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
- ☐ 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 Eligibility Guidelines].

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 these Guidelines [where verified through the DVS], or
- ☐ declaration of sighting a digital green Medicare card [as set out in Clause 2.5(c) of the Eligibility Guidelines], (go to Section C), or
- ☐ evidence as set out in Clause 2.5(e) or (f) or 2.7(a) or (b) of the Eligibility Guidelines [where verified through VEVO].
- ☐ declaration if sighting a document where a learner has objected to their document being retained [as set out in clause 2.6 of the Guidelines About Eligibility]

AND if the learner's age is relevant to their eligibility and the document produced from the list above does not include a date of birth (or if the date of birth has had not been verified through use of the DVS), I have also sighted and retained a copy of:

- | | | |
|--|--|--|
| <input type="checkbox"/> a current driver's licence, <u>or</u> | <input type="checkbox"/> a current learner permit, <u>or</u> | <input type="checkbox"/> A 'Keypass' card, <u>or</u> |
| <input type="checkbox"/> Not applicable, <u>or</u> | <input type="checkbox"/> Proof of Age card, <u>or</u> | <input type="checkbox"/> current foreign passport |

AND if the learner has a Concession Card, a letter confirming a concession entitlement or a digital Concession Card (via the Centrelink Express App) that is relevant to their eligibility. I have sighted the below evidence of concession:

- ☐ Date sighted:
- ☐ Concession Holders Name:
- ☐ Concession type:
- ☐ Name of the authorising delegate:

NB: The Training provider MUST not keep a copy of the Centrelink Reference Number (CRN).

NB: The Training Provider must retain a copy of all documentation used in Section A, as per Section 2 of these Guidelines.

Certified copies that are scanned or faxed are not acceptable forms of evidence.

*In absolutely exceptional circumstances where an individual is unable to provide any of the listed documents specified in the Evidence of Eligibility and Learner Declaration form a proxy declaration, being a signed declaration by the CEO of the Training Provider or of a relevant government or community service provider, may be acceptable pending the approval of the Department. The Training Provider must seek the approval of the Department for each individual for whom a proxy declaration is being proposed.

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Section B - ENROLMENT IN A QUALIFICATION AND/OR SKILL SET

To be completed by the learner - do not leave any sections blank unless you are asked to skip a question or go to the declaration – please ask the Personnel Training representative for help if you don't understand a question.

A 'qualification' means a qualification that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate III in Business', 'Diploma of Nursing').

A 'skill set' means a course with the title 'Course in.....' or a single subject or small group or subjects for example 'Course in Family Violence'

Q1 Write the name of the course/s you are applying for: _____

Q2 Are you doing, or have you done any other Skills First Training in 2025?

☐ No

☐ Yes, write the course (s) name (s) below. Including training you have not started yet.

Q3 Are you enrolled in a school, including government, non-government, independent, Catholic or home school?

☐ Yes

☐ No

Q4 Are you enrolled in the Commonwealth Government Skills for Education and Employment Program

☐ Yes

☐ No

Skills First Eligibility Requirements

4. Are you enrolling and commencing training in a qualification or qualification provided by Personnel Training between the commencement date and 31 December 2025 inclusive?

☐ Yes – eligibility for funded training may apply.

☐ No – not eligible for funded training

5. Will you be undertaking all training and assessment while physically present in:

a) the State of Victoria, or

b) a border region with one of the following postcodes (please circle relevant postcode):

NSW

2546, 2548-2551, 2625-2633, 2640-2648,
2650, 2651, 2653, 2655, 2656, 2658-2660
2700-2707, 2710-2717, 2720, 2730-2739

SA

5262, 5263, 5267-5272, 5277-5279, 5290-5291
5302-5304, 5311, 5333, 5340, 5342-5345

☐ Yes – eligible*

☐ No – not eligible

* To remain eligible for Victorian funding you must meet this criteria for the duration of your qualification

Additional Apprentice/Trainee Eligibility Requirements

6. Are you seeking to engage funded training as an Apprentice and/or Trainee?

☐ Yes – go to question 7 ☐ No – go to question 8

7. Additional Apprentice/Trainee Eligibility Requirements, are you:

1.1. employed in Victoria in either a full time or part time capacity under an award or registered agreement, and

1.2. undertaking an Approved Training Scheme, and

1.3. a signatory to a Training Contract with their employer which is registered with the VRQA a signatory, jointly with the employer and the Training Provider, to a Training Plan; and

1.4. involved in paid work and Structured Training: Workplace-based or Structured Training: Off-the job?

☐ Yes - Apprentice and/or Trainee eligibility for funded training may apply.

☐ No – Not eligible for funded training as an Apprentice and/or Trainee

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If you are enrolling an individual under the age of 17 years – complete questions 8, 9 & 10.

8. Will you be under the age of 17 Prior to enrolling and NOT YET completed Year 10?

☐ Yes – evidence requirements apply ☐ No

Evidence has been sighted in the form of correspondence or a certificate signed by a Department Regional Director that exempts that individual from school attendance **and** clearly identifies Personnel Training and the training to be undertaken; **or** clearly identifies the relevant employer where the Learner is to undertake an apprenticeship or traineeship.

Type of evidence sighted _____

9. Will you be under the age of 17 Prior to enrolling and HAVE completed Year 10?

☐ Yes – evidence requirements apply ☐ No

Evidence has been sighted in the form of a copy of the signed and completed endorsement page form the “Exemption from School Application Form” **or** correspondence or a certificate signed by the school principal or a Department Regional Director. It clearly identifies Personnel Training and the training to be undertaken; **or** clearly identifies the relevant employer where the Learner is to undertake an apprenticeship or traineeship.

Type of evidence sighted _____

10. Will you be under the age of 17 Prior to enrolling and is NOT currently, or have never been enrolled in a Victorian School?
(Home schooling, just moved to Victoria)

☐ Yes – evidence requirements apply ☐ No

Evidence has been sighted in the form of correspondence or a certificate signed by a Department Regional Director that exempts that individual from school attendance **and** clearly identifies Personnel Training and the training to be undertaken; **or** clearly identifies the relevant employer where the Learner is to undertake an apprenticeship or traineeship.

Type of evidence sighted _____

Back to Work Scheme

11. Do you hold a standard email issued by the State Revenue Office confirming your eligibility status as ‘back to work’

☐ Yes – exemptions may apply for upskilling and two at a level ☐ No – standard exemptions exist

Section B – To be completed by an authorised delegate of the RTO.

Digital Green Medicare Card

12. Do you hold a digital Green Medicare Card?

☐ Yes – evidence requirements apply ☐ No – go to section D

Full name of the card holder	
Number of the card	
Name of authorised staff who sighted card	
Signature of authorised staff	
Date card was sighted	

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Section C – To be completed by an authorised delegate of the RTO (do not leave any sections blank)

Programs (s) the learner is seeking to enrol in (including program code and name).

i.e., BSB30120 – Certificate III in Business

Based on:

- discussion with the learner.
- the evidence I have sighted (and retained a copy of) in Section A; **and**
- the information provided to me by the Learner in Section A, B and D of this form; **and**
- any additional information I acquire and recorded in the 'notes' section below.

I confirm that the learner 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-Seeking 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 Skill Sets in the same year
- Doing more than 2 Skills First programs at the same time; and

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

- Do not hold a qualification as AQF level 5 (Diploma) or higher.
- Are not enrolled in the Commonwealth Government's Skills for Education and Employment (SEE) program.

Authorised Training Provider delegate:

Be signing this declaration, acknowledge that:

- I am responsible for ensuring that all parts of the form are complete.
- I have reviewed Section A and B and have confirmed that have **completed in full**.

Name:

Position:

Signed:

Date:

Notes: Use this section to record additional, relevant information, including information used by the Training Provider to verify the individual's eligibility that is not captured in sections A, B, C or D. - If there are no notes, write N/A

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Section D – Learner Declaration

Learner Declaration

I, (print your name):

Declare the following to be true and accurate statements:

- I declare that information in this form is true and correct.
- I understand that my enrolment in the above qualification and/or skill set 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 the Department of Jobs, Skills, Industry and Regions may contact me to participate in a survey, interview, or other questionnaire.
- The Eligibility Assessment has been an informative and comprehensive discussion between myself and the RTO Authorised Delegate.
- I confirm that the training will meet my needs, considering my career aspirations, general interests, or likely job and/or participation outcomes, and minimises duplication of my existing competencies.
- I acknowledge and declare that the information supplied is true and correct.
- I acknowledge that submission of incorrect information may result in the withdrawal or cancellation of enrolment.
- I understand that it is my responsibility to provide all relevant and requested documentation.
- I authorise my RTO to check all available records to confirm that information provided is correct, particularly information pertaining to my eligibility.

Signature

Date

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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

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- 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

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- 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>