

Victorian Training Guarantee

**2015 Guidelines about Determining
Student Eligibility and Supporting
Evidence**

Department of Education and Early Childhood Development

Purpose

The Victorian Training Guarantee is an entitlement to government subsidised training in Victoria. The registered training organisations (RTOs) that are contracted with the Victorian Government to deliver this training are bound by the requirements of the VET Funding Contract. The 2014 *Guidelines about Determining Student Eligibility and Supporting Evidence* (the Guidelines) must be read in conjunction with the VET Funding Contract.

The purpose of the Guidelines is to describe the requirements for assessing an individual's eligibility for the Victorian Training Guarantee and for collecting the necessary supporting evidence. The Guidelines provide further information on the application of the eligibility requirements contained in Schedule 1 to the VET Funding Contract.

The RTO is reminded that the VET Funding Contract requires all RTOs to have a clear and documented business process for determining the eligibility of individuals for government subsidised training. Processes should reflect the eligibility requirements outlined in the VET Funding Contract and the completion of the process must include the collection of supporting evidence.

These Guidelines apply to all enrolments in Victorian government subsidised training under the Victorian Training Guarantee.

SECTION 1 DETERMINING AN INDIVIDUAL'S ELIGIBILITY FOR THE VICTORIAN TRAINING GUARANTEE

The eligibility criteria for the Victorian Training Guarantee are outlined in Clause 2 of Schedule 1 of the VET Funding Contract. The following information is provided to assist the RTO in determining an individual's eligibility, specifically with regard to:

- the 'upskilling' requirement;
- the '2 in a year' limitation;
- the '2 at a time' limitation;
- the '2 at level' limitation;
- accredited courses with the title 'Course in...'; and
- courses on the Foundation Skills List.

Upskilling: determining prior completed qualification for the purpose of eligibility

1.1. For the purpose of applying Clause 2.6(b)(v) of Schedule 1 of the VET Funding Contract, which is the eligibility criterion relating to the highest qualification held (upskilling), the following prior qualifications are not taken into account:

- a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
- b. qualifications listed in the Foundation Skills List (Attachment 1 to these Guidelines)
- c. any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
- d. qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
- e. non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.

1.2. In accordance with the AQF and for the avoidance of doubt, Vocational Graduate Certificate and Vocational Graduate Diploma level qualifications are higher than qualifications at the Bachelor Degree level.

2 in a year and 2 at a time: determining the number of courses in which an individual is eligible to commence/undertake in 2015

- 1.3. For the purpose of applying subclauses 2.7(a) and 2.7(b) of Schedule 1 of the VET Funding Contract:
- a. an individual is eligible to commence a maximum of two government subsidised courses in 2015.
 - b. an individual is eligible to undertake a maximum of two government subsidised courses at any one time in 2015.
 - c. if an individual is seeking to enrol in an Apprenticeship (not Traineeship), qualifications listed in the Pre-Apprenticeship and Pathway Qualifications ([Attachment 2](#) to these Guidelines) will *not* be counted towards the course maximums outlined at Clauses 1.3(a) and 1.3(b).

2 at level: determining the number of courses previously commenced

- 1.4. For the purpose of applying subclauses 2.7(c) and 2.7(d) of Schedule 1 of the VET Funding Contract, which are the eligibility criteria relating to the lifetime limit on commencements at the same level (the 2 at level lifetime limit), the following commencements are *not* taken into account:
- a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
 - b. qualifications listed in the Foundation Skills List ([Attachment 1](#) to these Guidelines);
 - c. any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
 - d. where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
 - e. where an individual is recommencing training in the same qualification (at either the same or a different provider).

Eligibility for accredited courses with the title ‘Course in...’

A number of courses with the title ‘Course in...’ are accredited. These are nationally recognised training products providing skills recognition leading to a Statement of Attainment, rather than the award of a qualification recognised within the Australian Qualifications Framework (AQF). They are not aligned with the AQF.

- 1.5. Enrolment in a ‘Course in...’ is subject to the same *Victorian Training Guarantee* eligibility requirements as other enrolments.
- 1.6. To address ‘upskilling’ requirements, an individual who holds a qualification no higher than Certificate IV is to be considered eligible to enrol in a ‘Course in...’ (subject to meeting other eligibility criteria).
- 1.7. Qualifications at Diploma level or higher are considered higher than courses with the title ‘Course in...’.
- 1.8. An individual is eligible to commence a maximum of two government subsidised accredited courses with the title ‘Course in...’ in their lifetime (subject to meeting other eligibility criteria).

Eligibility for courses and qualifications on the Foundation Skills List

- 1.9. An individual is *not* eligible for government subsidised training under the VET Funding Contract in courses and qualifications on the Foundation Skills List ([Attachment 1](#) to these Guidelines) if the individual is:
- a. The holder of a qualification issued by an Australian VET or higher education provider that is at AQF level 5 (Diploma) or higher.
 - b. Enrolled in the Commonwealth Government’s ‘Skills for Education and Employment’ program.

SECTION 2 ELIGIBILITY CRITERIA FOR INDIVIDUALS REFERRED UNDER PARTICULAR INITIATIVES OR EXTENSION OF ELIGIBILITY PROVISIONS

Individuals referred to training under the particular initiatives or provisions set out below may not be required to meet particular aspects of the eligibility criteria detailed in Clause 2 of Schedule 1 of the VET Funding Contract.

Asylum Seekers and Victims of Human Trafficking Initiative

- 2.1. Individuals referred to training under the Asylum Seekers and Victims of Human Trafficking Initiative must meet all Victorian Training Guarantee eligibility criteria except the citizenship/residency requirements set out at Clause 2.6(a) of Schedule 1 of the VET Funding Contract.

Retrenched employees

- 2.2. Retrenched employees must meet all Victorian Training Guarantee eligibility criteria except the 'upskilling' requirement set out at Clause 2.6(b)(v) of Schedule 1 of the VET Funding Contract.
- 2.3. Individuals referred to training under this extension of eligibility provision must present the RTO with a Workers in Transition Program Eligibility Letter prior to 3 November 2014 or a Training Referral Letter dated from 3 November 2014 onwards issued by the Department of Education and Early Childhood Development (the Department) and a copy of a notification of employment separation. This notification may take the form of:
 - a. a separation certificate; or
 - b. a letter of separation from their previous employer/receiver on company/receiver letterhead; or
 - c. a statement of service including the date of cessation of employment; or
 - d. a letter specifying that retrenchment *will* occur on a nominated date from their current employer on company/receiver letterhead; or
 - e. a Centrelink Employment Separation Certificate provided that the reason for separation falls within the following categories: 'shortage of work', 'unsuitability for this kind of work', or 'redundancy'.
- 2.4. Referred individuals must commence training within twelve months of the date shown on the Workers in Transition Program Eligibility Letter or the Training Referral Letter issued by the Department.
- 2.5. The RTO must retain the Workers in Transition Program Eligibility Letter or the Training Referral Letter and a copy of the notification of employment separation for audit or review purposes.
- 2.6. Individuals referred under this extension of eligibility provision that do not meet the 'upskilling' requirement must be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the VET Funding Contract.

Young People Transitioning From Care Initiative

- 2.7. Individuals referred to training under the Young People Transitioning From Care Initiative must meet all Victorian Training Guarantee eligibility criteria.

Automotive Supply Chain Training Initiative

- 2.8. Automotive supply chain employees must meet all Victorian Training Guarantee eligibility criteria except the 'upskilling' requirement set out at Clause 2.6(b)(v) of Schedule 1 of the VET Funding Contract.
- 2.9. Individuals referred to training under this extension of eligibility provision must present the RTO with an Automotive Supply Chain Training Initiative Eligibility Letter issued by the Department of Education and Early Childhood Development (the Department) and

evidence of their current or recent employment in the automotive supply chain. This evidence may take the form of:

- a. a separation certificate; or
 - b. a letter of separation from their previous employer/receiver on company/receiver letterhead; or
 - c. a statement of service including the date of cessation of employment; or
 - d. a letter specifying that retrenchment *will* occur on a nominated date from their current employer on company/receiver letterhead; or
 - e. a Centrelink Employment Separation Certificate provided that the reason for separation falls within the following categories: 'shortage of work', or 'redundancy'; or
 - f. a payslip.
- 2.10. Referred individuals must commence training within twelve months of the date shown on the Automotive Supply Chain Training Initiative Eligibility Letter.
- 2.11. The RTO must retain the Automotive Supply Chain Training Initiative Eligibility Letter and a copy of the evidence of their current or recent employment in the automotive supply chain, for audit or review purposes.
- 2.12. Individuals referred under this extension of eligibility provision that do not meet the 'upskilling' requirement must be reported to the Department through the use of the Eligibility Exemption Indicator field in the monthly Student Statistical Reports to be provided under the VET Funding Contract.

SECTION 3 EVIDENCE OF ELIGIBILITY FOR THE VICTORIAN TRAINING GUARANTEE

- 3.1 Evidence of an individual's eligibility for the Victorian Training Guarantee is to be sighted by the RTO for each Eligible Individual, prior to commencement in training, in accordance with these Guidelines.

Evidence to be retained by the RTO for individuals referred under particular initiatives

- 3.2 Prior to commencement in training, individuals referred to training under initiatives specified in Section 2 of these Guidelines must present the relevant Referral Form to the RTO. The RTO must retain a copy of the relevant Referral Form for audit or review purposes.

Evidence to be retained by the RTO for Eligible Individuals

- 3.3 Prior to the commencement of training, for each individual that the RTO assesses as eligible for the Victorian Training Guarantee, the RTO must:
- a. complete in hard copy or electronically, the information and declarations specified in the *Evidence of Eligibility and Student Declaration* form at Attachment 3 to these Guidelines; and
 - b. sight the evidence of eligibility specified in the *Evidence of Eligibility and Student Declaration* form:
 - i. in hard copy original;
 - ii. as certified photocopies of the hard copy original(s); and/or
 - iii. an equivalent record extracted from a document verification service.

The RTO should independently establish that any such service provides the same level of assurance as human processes. At a minimum, the RTO must ensure any such service can produce a record (for example, a unique transaction number or receipt) that relevant evidence of eligibility-verification processes have been undertaken. This record is required to support the RTO declaration

(in the *Evidence of Student Eligibility and Student Declaration* form or electronic equivalent) that evidence has been sighted.

- 3.4 A certified photocopy is a photocopy of an original document which has been certified as being a true copy by a person listed at Attachment 4 to these Guidelines.
- 3.5 Certified photocopies that are scanned or faxed are not acceptable forms of evidence for the purpose of Clause 3.3(b)(ii).
- 3.6 The *Evidence of Eligibility and Student Declaration* form must be completed by an authorised delegate of the RTO.
- 3.7 An authorised delegate of the RTO is defined as:
- a. an employee/s of the RTO who has been formally delegated this function from the CEO or equivalent and written evidence of such a delegation is available at audit, or
 - b. a duly authorised agent of the RTO, and a legally binding agreement between the RTO and the agent is in place and available at audit.
- 3.8 The *Evidence of Eligibility and Student Declaration* form does not replace existing eligibility assessment processes or student enrolment forms. Completion of the *Evidence of Eligibility and Student Declaration* form alone does not constitute a comprehensive eligibility assessment.
- 3.9 Eligibility assessment processes must involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility requirements of the VET Funding Contract, including any variations to that VET Funding Contract.
- 3.10 Where an individual's response to the *Evidence of Eligibility and Student Declaration form* indicates that the individual is not eligible but the RTO deems them eligible based on a comprehensive discussion, the RTO must evidence the reason it found the student to be eligible and retain this evidence.
- For example: an individual (who has met all other eligibility criteria) responds to the form indicating they have completed a Bachelor degree. This would suggest the individual is not eligible for the *Victorian Training Guarantee*. However, the RTO gathers, through a discussion with the individual, that the Bachelor degree declared is an overseas qualification that has not been formally recognised as equivalent. The RTO may therefore enrol the individual in suitable government subsidised training, but must retain evidence for why the upskilling requirement is not applicable.
- 3.11 The RTO must make available to the Department (or persons authorised by the Department) for audit or review purposes, the information and copies of evidence specified in Clause 3.3(a) and (b).

Electronic completion of the Evidence of Eligibility and Student Declaration form

- 3.12 The RTO may choose to complete, and have individuals complete, the *Evidence of Eligibility and Student Declaration* form electronically. If the *Evidence of Eligibility and Student Declaration* form (or equivalent) is completed electronically, the RTO must ensure:
- a. that the information collected is exactly the same as that which would have been collected had the *Evidence of Eligibility and Student Declaration* form been used,
 - b. that the authorised delegate of the RTO completes the information in Section A, including their name and position, and undertakes an electronic action equivalent to their signature upon sighting the individual's evidence of eligibility in hard copy, and
 - c. that the individual completes the information in Section B and undertakes an electronic action equivalent to their signature.
- 3.13 Electronic completion of the *Evidence of Eligibility and Student Declaration* form (or equivalent) does not in any way remove or negate the requirements for the individual to provide and the RTO to sight hard copy documentation in support of eligibility.

Proxy declarations for individuals in exceptional circumstances

- 3.14 In absolutely exceptional circumstances where an individual is unable to provide any of the listed documents specified in the *Evidence of Eligibility and Student Declaration* form a proxy declaration, being a signed declaration by the CEO of the RTO or of a relevant government or community service provider, may be acceptable pending the approval of the Department.
- 3.15 The RTO must make all reasonable efforts to assist an individual to demonstrate their citizenship/residency status in the conventional way, with a proxy declaration being used in exceptional and specific circumstances only.
- 3.16 The RTO must seek the approval of the Department for each individual for whom a proxy declaration is being proposed. Cases should be presented as robustly as the circumstances allow via the enquiry function of the Skills Victoria Training System (or successor).
- 3.17 Proxy declarations are not acceptable where an individual has simply been reluctant to incur the cost or inconvenience of obtaining relevant documents.
- 3.18 The RTO may be required to demonstrate its decision making process in this regard and to show the proxy declaration at audit.

FOUNDATION SKILLS LIST

The following list will be updated from time to time as determined by the Department and in line with updates to accreditation status.

Course code

LNSUPPORT Literacy and Numeracy Support

Domain A: General education, vocational pathways and literacy and numeracy**Course code****Qualification***General education*

22234VIC Course in Initial General Education for Adults
 22235VIC Certificate I in General Education for Adults (Introductory)
 22236VIC Certificate I in General Education for Adults
 22237VIC Certificate II in General Education for Adults
 22238VIC Certificate III in General Education for Adults

Work and vocational pathways

22213VIC Course in Recognised Informal Learning
 FSK10213 Certificate I in Skills for Vocational Pathways
 FSK10113 Certificate I in Access to Vocational Pathways
 FSK20113 Certificate II in Skills for Work and Vocational Pathways

Language, literacy and numeracy support

21890VIC Certificate I in Initial Adult Literacy and Numeracy (Entry)
 21891VIC Certificate I in Initial Adult Literacy and Numeracy (Foundation)
 21892VIC Certificate I in Initial Adult Literacy and Numeracy (Established)

Indigenous-specific courses

22215VIC Certificate I in Mumgu-dhal tyama-tiyt
 22217VIC Certificate II in Mumgu-dhal tyama-tiyt
 22218VIC Certificate III in Mumgu-dhal tyama-tiyt

Senior secondary study

VCALFND001 Victorian Certificate of Applied Learning (Foundation)

Domain B: English as an Additional Language (EAL) and related courses**Course code****Qualification**

22259VIC Course in EAL
 22250VIC Certificate I in EAL (Access)
 22251VIC Certificate II in EAL (Access)
 22253VIC Certificate III in EAL (Access)
 22256VIC Certificate IV in EAL (Access)
 22252VIC Certificate II in EAL (Employment)
 22254VIC Certificate III in EAL (Employment)
 22257VIC Certificate IV in EAL (Employment / Professional)
 22255VIC Certificate III in EAL (Further Study)
 22258VIC Certificate IV in EAL (Further Study)

10361NAT	Course in Preliminary Spoken and Written English
10362NAT	Certificate I in Spoken and Written English
10363NAT	Certificate II in Spoken and Written English
10364NAT	Certificate III in Spoken and Written English
10365NAT	Certificate IV in Spoken and Written English – Further Studies
10366NAT	Certificate IV in Spoken and Written English – Employment

Domain C: Disability-specific courses

Course code	Qualification
22129VIC	Certificate I in Transition Education
22128VIC	Certificate I in Work Education

Note: These categories are limited to the specific qualifications listed or their equivalent as determined by the Department.

PRE-APPRENTICESHIP AND PATHWAY QUALIFICATIONS

The following list will be updated from time to time as determined by the Department.

Course code	Qualification
AUR20712	Certificate II in Automotive Vocational Preparation
22015VIC	Certificate II in Automotive Studies (Pre-Vocational)
CPC20211	Certificate II in Construction Pathways
22216VIC	Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating, Wall and Ceiling Lining, Wall and Floor Tiling and Solid Plastering) Pre-apprenticeship
22145VIC	Certificate II in Joinery/Shopfitting/Stairbuilding Pre-apprenticeship
22003VIC	Certificate II in Signage
22138VIC	Certificate II in Plumbing (Pre-apprenticeship)
FDF20510	Certificate II in Retail Baking Assistance
ICP20110	Certificate II in Printing and Graphic Arts
MSF20313	Certificate II in Furniture Making
MSF20413	Certificate II in Glass and Glazing
22067VIC	Certificate II in Furnishing (Pre-Apprenticeship – Flat Glass Working)
22209VIC	Certificate II in Engineering Studies
MEM20413	Certificate II in Engineering Pathways
MTM20411	Certificate II in Meat Processing (Food Services)
UEE22011	Certificate II in Electrotechnology (Career Start)
22261VIC	Certificate II in Electrotechnology Studies (Pre-vocational)
SIH20111	Certificate II in Hairdressing

**VICTORIAN TRAINING GUARANTEE
2015 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

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

Evidence of citizenship/residency and age

I confirm that in relation to _____
(Student's 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"/> a naturalisation certificate |
| <input type="checkbox"/> a current <u>green</u> Medicare Card | <input type="checkbox"/> a signed declaration by a relevant referee |
| <input type="checkbox"/> formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence | |

and if the student's age is relevant to their eligibility and the document produced from the list above does not include a date of birth:

- a current drivers licence, or a current learner permit, or a Proof of Age card, or a 'Keypass' card

Section B - To be completed by the student

Education history

Q1. The highest qualification I have *completed* is:

(Include full title of qualification, eg. Certificate III in Aged Care)

Q2. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses have you enrolled to undertake this year? Include training you have enrolled in to undertake at this and other training providers but not yet started.

0 1 2 3 4+ (circle number)

Q3. Not including the course/s you are seeking to enrol in now, how many other government subsidised courses are you undertaking training in at the moment?

0 1 2 3 4+ (circle number)

Q4. In your lifetime, how many government subsidised courses have you started (commenced) that are at the same level as the one you are applying for now? Don't answer this question if you are seeking to enrol in a course on the Foundation Skills List.

0 1 2 3 4+ (circle number)

**VICTORIAN TRAINING GUARANTEE
2015 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

Section B - continued

Student declaration

I _____, in seeking to enrol in
(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

declare the following to be true and accurate statements:

- a. I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)
- b. I AM / AM NOT enrolled in the Commonwealth Government's *Skills for Education and Employment* program. (circle appropriate response):
- c. I understand that my enrolment in the above qualification/s may be subsidised by the Victorian and Commonwealth Governments under the Victorian Training Guarantee. I understand that enrolling in the above qualification/s may affect my future training options and eligibility for further government subsidised training under the Victorian Training Guarantee.

Signed: _____ Date: _____

Section C - To be completed by an authorised delegate of the RTO

Number of courses student is currently eligible for: 1 2

RTO declaration

Based on discussion with the student, the above evidence I have sighted in Section A, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the Victorian Training Guarantee eligibility criteria as set out in the VET Funding Contract and is eligible for funding under the Victorian Training Guarantee for the following qualification/s:

(Include full title of qualification/s in which the student is seeking to enrol)

Authorised RTO delegate:

Name: _____

Position: _____

Signed: _____ Date: _____

Notes Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual's eligibility that is not captured in Sections A, B or C.

Certifying Documents

To have a document certified, an individual must take the original and a photocopy to an authorised person. The authorised person must write on every page of the copy document “I have sighted the original document and certify this to be a true copy of the original”, sign each statement and provide their designation, for example “Pharmacist”.

Authorised persons include:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Source: Victorian Department of Justice