Providing evidence of student eligibility for a Victorian Training Guarantee Place

2014 Information Sheet

> It is mandatory for VE (TAFE) students in a government subsidised place to complete this declaration form for each course enrolment and provide evidence **prior** to enrolling.

General Information

The Victorian Training Guarantee (VTG) is a Victorian Government scheme that aims to facilitate access to vocational education and training for people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold.

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

As you are one of these students, you are required to prove your eligibility by completing the Victorian Training Guarantee 2014 Evidence of Student Eligibility and Declaration form issued by the Victorian Government and presenting it along with acceptable evidence to Swinburne University **prior to enrolment**.

Further detailed information about the VTG and eligibility requirements may be found at:

http://www.education.vic.gov.au/training/learners/vet/Pages/funding.aspx

How to prove eligibility

Visit student HQ or attend a scheduled enrolment session on your campus of study prior to commencing your course and bring:

- Your completed and signed form (Section A only)
- An original or certified copy of your evidence proving eligibility for a government subsidised place (see page 3 for acceptable evidence)

If you are not attending classes on campus, please post the following documentation to studentHQ (see postal address online at:

http://www.swinburne.edu.au/student-administration/enrolment/assets/docs/student_HQ_locations.pdf)

1. Your completed and signed declaration form (Section A only)
2. Certified proof of citizenship (original certified copy *NOT* a copy of an original certified document)
3. Certified proof of age - if you aged are under 20 and your age is not included on your proof of citizenship documentation

Acceptable evidence to prove eligibility

Refer to Section B of Page 3 for a list of acceptable forms of evidence that you can use to prove your eligibility for VTG.

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

http://www.justice.vic.gov.au/home/justice+system/legal+assistance/list+of+victorian+state+authorised+witnesses

Deadline to prove eligibility

You must prove eligibility for VTG prior to commencing your course of study. This may be done *when you enrol* or *prior to the commencement of your course* (if you have enrolled online).

Failure to prove eligibility

Your enrolment cannot be finalised until you submit your student declaration form and present your evidence to prove eligibility for a government subsidised place. You will not be able to attend classes or access Swinburne student systems until your enrolment has been finalised.

You can elect to undertake your course as a full fee paying student if you cannot prove your eligibility under the VTG. View full fee paying rates for your course online at: http://www.swinburne.edu.au/student-administration/docs/fees/2014_Indicative_Fees.pdf

More Information

For more information about submitting this form or appropriate evidence of eligibility, please contact **1300 368 777** or visit student HQ on your campus during business hours.

VICTORIAN TRAINING GUARANTEE
2014 EVIDENCE OF STUDENT ELIGIBLITY AND STUDENT DECLARATION

Section A – To be completed by the student

Student declaration

Swinburne Student ID no: _____

Family Name/Surname: _____   Given Names: _____

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

_____

_____

(Include Swinburne course code/s and 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 Governments *Skills for Education and Employment* program. *(circle appropriate response)*

c. *I understand that my enrolment in the above qualification/s is being 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.*

Education history

Q1. The highest qualification I *currently* hold is: _____

_____

(Include full title of qualification, e.g. Certificate III in Aged Care – Do not include overseas qualifications not formally mapped to an Australian equivalence)

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)*

Signed: _____   Date: _____

VICTORIAN TRAINING GUARANTEE
2014 EVIDENCE OF STUDENT ELIGIBLITY AND STUDENT DECLARATION

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

Evidence of citizenship/residency and age

I confirm that in relation to _____

(Insert student's full name)

I have <u>sighted</u> **one** of the following original, or a certified photocopy of the original, documents:

- ☐ an Australian Birth Certificate (not Birth Extract)   ☐ a current Australian Passport
- ☐ a current New Zealand Passport   ☐ a naturalisation certificate
- ☐ a current <u>green</u> Medicare Card   ☐ a signed declaration by a relevant referee
- ☐ 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 driver's license, <u>or</u>   ☐ a current learner permit, <u>or</u>
- ☐ a Proof of Age card, <u>or</u>   ☐ a "Keypass" card

Number of courses student is currently eligible for: ☐   1   ☐   2

Swinburne University declaration

Based on discussion with the student, the above evidence I have sighted and the information provided to me by the student within Section A 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 Swinburne Course code and full title of qualification/s in which the student is seeking to enrol)

_____

Authorised Swinburne delegate:

Name: _____

Position: _____

Signed: _____   Date: _____