**Skills First Program**

**Eligibility for Government Funded Training**

**Types of evidence of citizenship/ residency and age**

Any of the following documents may be used as proof of citizenship/ residency; 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, Safe Haven Enterprise Visa, Temporary Protection Visa or Bridging Visa Class F.

* Australian Birth Certificate (not Birth Extract);
* current Australian Passport;
* current New Zealand Passport;
* Australian Citizenship Certificate;
* Australian Certificate of Registration by Descent
* current green Medicare Card;
* New Zealand Birth Certificate
* New Zealand Citizenship Certificate
* formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student’s foreign passport or ImmiCard
* A proxy declaration for individuals in exceptional circumstances as per Clauses 2.11 – 2.15 of the Guidelines About Eligibility (the eligibility guidelines)
* a ‘Referral to Government Subsidised Training - Asylum Seekers’ form from the Asylum Seeker Resource Centre or the Australian Red Cross
* Confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa, Temporary Protection Visa or Bridging Visa Class F.

And VCCI needs to 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, Haven Enterprise Visa, Temporary Protection Visa or Bridging Visa Class F

Plus any of the following, if the document produced from the list above does not include a date of birth:

* current drivers licence;
* current learner permit;
* Proof of Age card;
* ‘Keypass’ card.
* Current foreign passport

**How to have a document certified**

To have a document certified, you will have to take the original and a photocopy to an authorised person. The authorised person will review your document and will write on every page of the copy document “Certified to be a true copy of the original seen by me’, sign and date the copy and provide their designation, for example “Pharmacist”.

**For a list of persons who can certify copies of original documents and for further information, go to:** <https://www.justice.vic.gov.au/certifiedcopies>