

Victorian Chamber of Commerce and Industry
(RTO 4166)
2024 Skills First Program - Evidence of Eligibility and
Student Declaration Form



Student Declaration (Section B)

To be completed by the student – don't leave any question blank unless you are asked to skip a question or go to the declaration. If you don't understand a question, please contact Victorian Chamber by phone 03 8662 5211 or e-mail via training@victorianchamber.com.au

Write the name of the course/s
you're applying for

Are you doing, or have you done any
other Skills First training in 2024? Tick
your response

- ☐ No
☐ Yes - write the course name(s) below. Include training you haven't started yet.

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

- ☐ No
☐ Yes

Are you enrolled in the
Commonwealth Government's Skills
for Education and Employment
program?

- ☐ No
☐ Yes

Student declaration – read and complete the declaration below.

- I understand that my enrolment may be subsidised by the Victorian and Commonwealth Government under the Skills First Program. I understand my enrolment may affect my eligibility for more Skills First training.
- I understand that the Department of Jobs, Skills, Industry and Regions may contact me to participate in a survey or interview.
- I declare the information in this form is true and accurate.

Name

Signature

Date

Victorian Chamber of Commerce and Industry (RTO 4166)

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Evidence of Citizenship/Residency (Section A)

OFFICE USE ONLY: To be completed by an authorized delegate of Victorian Chamber of Commerce and Industry (RTO 4166)

I confirm that for (student's full name)

I have sighted ONE of the following

- ☐ Australian Birth Certificate (not Birth Extract)
- ☐ current Australian Passport
- ☐ Australian Citizenship Certificate
- ☐ current green Medicare card
- ☐ New Zealand Birth Certificate
- ☐ New Zealand Citizenship Certificate
- ☐ current New Zealand Passport
- ☐ Australian Certificate of Registration by Descent a proxy declaration for individuals in exceptional circumstances as per Clauses 2.13 – 2.17 of the Guidelines About Eligibility
- ☐ confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the student's foreign passport or ImmiCard
- ☐ confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program.

By either

- ☐ viewing an original
- ☐ viewing a certified copy
- ☐ verifying through the Document Verification Service (DVS) [where it is possible to do so, and in accordance with Clause 2.5(c) of the Guidelines About Eligibility]
- ☐ 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 Guidelines About Eligibility]
- ☐ relying on evidence sighted and retained as part of a previous enrolment [in accordance with Clause 2.10 of the Guidelines About Eligibility]
- ☐ 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 Guidelines About Eligibility]

And I have retained ONE of the following

- ☐ a copy of the original or certified copy
- ☐ the certified copy
- ☐ evidence as set out in Clause 2.5(c) of the Guidelines About Eligibility [where verified through the DVS]
- ☐ declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Guidelines About Eligibility]
- ☐ evidence as set out in Clause 2.5(e) or (f) or 2.7(a) or (b) of the Guidelines About Eligibility [where verified through VEVO]
- ☐ declaration of sighting a document where a student has objected to their document being retained [as set out in clause 2.6 of the Guidelines About Eligibility]

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Victorian Chamber Declaration

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Program(s) the student is seeking to enrol in (code and name):

Based on:

- the evidence I have sighted and retained in Section A;
- the information the student has provided, including in Section B; and
- any additional information I acquired and recorded in the 'notes' section below;

I confirm the student 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 Seeker 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 Skills Sets in the same year
 - doing more than 2 Skills First programs at the same time; and
- ☐ (if applicable) are enrolling in a Foundation Skills Program, and they:
- do not currently hold a qualification at AQF level 5 (Diploma) or higher,
 - are not enrolled in the Commonwealth Government's 'Skills for Education and Employment' (SEE) program.

Authorised training provider declaration

By signing this declaration, I acknowledge that:

- I am responsible for ensuring that all parts of this form are complete.
- I have reviewed Sections A and B and have confirmed they have been completed in full.

Name

Position

Signature

Date

Notes: Record additional details or 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