

## 2024 Skills First Enrolment Form

<b>Course Enrolment:</b>	
Please indicate which course you are enrolling in below (tick appropriate box):	
<input type="checkbox"/> <b>MEM20105-</b> Certificate II in Engineering (Traineeship)	
<input type="checkbox"/> <b>MEM20105-</b> Certificate II in Engineering (Non- Traineeship)	
<input type="checkbox"/> <b>MEM30219-</b> Certificate III in Engineering - Mechanical Trade (Apprenticeship)	
<input type="checkbox"/> <b>MEM31922-</b> Certificate III in Engineering - Fabrication Trade (Apprenticeship)	
<input type="checkbox"/> <b>MEM31719 -</b> Certificate III in Engineering - Casting and Moulding Trade (Apprenticeship)	
<input type="checkbox"/> <b>MEM30719-</b> Certificate III in Marine Craft Construction (Apprenticeship)	
<b>Personal Details (Please Print)</b>	
Name (full name) <i>Please write the name that you used when you applied for your Unique Student Identifier (USI)</i>	
Address	Suburb:                      P/C:
Postal Address (if different from above)	Suburb:                      P/C:
Phone and Mobile	Home Phone:                      Mobile Phone:
Date of Birth	
Personal Email	
Emergency Contact Name and phone no	Name Phone
Workplace Name	
Workplace Email	
Workplace Supervisor Name and Phone Number	
Unique Student Identifier (USI)	<p>From 1 January 2015, we, AIE can be prevented from issuing you with a nationally recognised VET Qualification or Statement of Attainment when you complete your course if you do not have a Unique Student Identifier (USI).</p> <p>You may already have a USI if you have done any nationally recognised training. To check if you already have a USI, use the 'Forgotten USI' link on the USI website at <a href="https://www.usi.gov.au/students/find-your-usi">https://www.usi.gov.au/students/find-your-usi</a></p> <p>If you have not yet obtained a USI you can apply for it directly at <a href="https://www.usi.gov.au/your-usi/create-usi">https://www.usi.gov.au/your-usi/create-usi</a> on computer or mobile device.</p> <p>Enter your Unique Student Identifier:</p>

	<table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p><u>Please note:</u> A person with a genuine personal objection to being assigned a USI can apply for an exemption to the Student Identifiers Registrar. To apply for an exemption, the student must complete the Commonwealth Statutory Declaration Form found at: <a href="https://www.usi.gov.au/documents/usi-statutory-declaration">https://www.usi.gov.au/documents/usi-statutory-declaration</a></p>										
Victorian Student Number (VSN)	<p>If you are aged <b>25 or younger</b> at time of enrolment and have a Victorian Student Number then please provide it below:</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table> <p><u>If you don't have a VSN please answer the following:</u> Have you attended any Victorian school since 2009 or done any training with a vocational education and training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?</p> <p><input type="checkbox"/> No - I have not attended a Victorian school since 2009 or a TAFE or other VET training provider since the beginning of 2011. (No more questions if you answer No)</p> <p><input type="checkbox"/> Yes - I have attended a Victorian school since 2009: Most recent Victorian school attended ..... and / or</p> <p><input type="checkbox"/> Yes – I have participated in training at a TAFE or other training organisation since the beginning of 2011 List the most recent training organisations with which you have participated in training in Victoria since 2011 (List up to 3 training organisations): ..... ..... .....</p> <p style="text-align: right;">Obtained ___/___/___ Provided to Student ___/___/___</p>										
<b>General Information.</b> Please answer the following questions:											
What is your gender?	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> (Indeterminate/Intersex/Unspecified)										
In which country were you born?	<input type="checkbox"/> Australia <input type="checkbox"/> Other- please specify										
What is your residential status?	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Asylum Seeker <input type="checkbox"/> Not a Citizen										
Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often.)</i>	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes, other - Please specify _____										
Are you of Aboriginal or Torres Strait Islander origin? <i>(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander										
Do you consider yourself to have a disability, impairment or long-term condition?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If Yes, please indicate the areas of disability, impairment or long-term condition: (You may indicate more than one area.) <table style="width: 100%;"> <tr> <td><input type="checkbox"/>Hearing/Deaf</td> <td><input type="checkbox"/>Intellectual</td> </tr> <tr> <td><input type="checkbox"/>Physical</td> <td><input type="checkbox"/>Vision</td> </tr> <tr> <td><input type="checkbox"/>Medical Condition</td> <td><input type="checkbox"/>Mental Health Condition</td> </tr> <tr> <td><input type="checkbox"/>Acquired Brain Impairment</td> <td><input type="checkbox"/>Learning</td> </tr> </table>	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Physical	<input type="checkbox"/> Vision	<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental Health Condition	<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning		
<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Intellectual										
<input type="checkbox"/> Physical	<input type="checkbox"/> Vision										
<input type="checkbox"/> Medical Condition	<input type="checkbox"/> Mental Health Condition										
<input type="checkbox"/> Acquired Brain Impairment	<input type="checkbox"/> Learning										

	<input type="checkbox"/> Other, please indicate: _____
What is your highest COMPLETED school level? (Tick ONE box only)	<input type="checkbox"/> Completed Year 8 or lower      Year Completed _____ <input type="checkbox"/> Completed Year 9 or equivalent      Year Completed _____ <input type="checkbox"/> Completed Year 10      Year Completed _____ <input type="checkbox"/> Completed Year 11      Year Completed _____ <input type="checkbox"/> Completed Year 12      Year Completed _____ <input type="checkbox"/> Never attended school
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you successfully completed any qualifications or certificates?	<input type="checkbox"/> No <input type="checkbox"/> Yes *If 'yes', please enter ONE of these Prior Education Achievement Identifiers for <b>any</b> applicable qualification level. If you have multiple Prior Educational Recognition Identifiers for any one qualification, use the following priority order to determine which identifier to us. <b>A- Australian    E- Australian Equivalent    I- International</b> <b>A E I</b> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Bachelor Degree or Higher Degree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Advanced Diploma or Associate Degree <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Diploma (or Associate Diploma) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate III (or Trade Certificate) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate II <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificate I <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Certificates other than the above
Of the following categories which BEST describes your current employment status?	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self employed - not employing others <input type="checkbox"/> Self- employed- employing others <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment
Which of the following classifications BEST describes your current or recent occupation? (Tick ONE box only). If never employed skip this question.	<input type="checkbox"/> 1 – Managers <input type="checkbox"/> 2 – Professionals <input type="checkbox"/> 3 – Technicians and Trade Workers <input type="checkbox"/> 4 – Community and Personal Service Workers <input type="checkbox"/> 5 – Clerical and Administrative Workers <input type="checkbox"/> 6 – Sales Workers <input type="checkbox"/> 7 – Machinery Operators and Drivers <input type="checkbox"/> 8 – Labourers <input type="checkbox"/> 9 – Other
Which of the following classifications BEST describes the Industry of your current or previous Employer? (Tick ONE box only) If never employed skip this question.	<input type="checkbox"/> A - Agriculture, Forestry and Fishing <input type="checkbox"/> B - Mining <input type="checkbox"/> C - Manufacturing <input type="checkbox"/> D - Electricity, Gas, Water and Waste Services <input type="checkbox"/> E - Construction <input type="checkbox"/> F- Wholesale Trade <input type="checkbox"/> G - Retail Trade <input type="checkbox"/> H - Accommodation and Food Services <input type="checkbox"/> I - Transport, Postal and Warehousing <input type="checkbox"/> J - Information Media and telecommunications <input type="checkbox"/> K - Financial and Insurance Services <input type="checkbox"/> L -Rental, Hiring and real Estate Services <input type="checkbox"/> M -Professional, Scientific and Technical Services <input type="checkbox"/> N - Administrative and Support Services <input type="checkbox"/> O - Public Administration and Safety <input type="checkbox"/> P -Education and Training <input type="checkbox"/> Q - Health Care and Social Assistance

	<input type="checkbox"/> R - Arts and recreation Services <input type="checkbox"/> S - Other Services
Of the following categories, which BEST describes your main reason for undertaking this program? (Tick ONE box only)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> To get skills for community/ voluntary work <input type="checkbox"/> Other reasons
Have you applied to be a student at this RTO before?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Eligibility for Government Funding

Eligibility for government funded training in Victoria is based on your citizenship, residency status, and how many government funded courses that you commence per year/ at a time.

Generally, you are eligible for a government-subsidised training if you are:

- An Australian citizen
- A holder of a permanent visa; or
- A New Zealand citizen

And have not yet commenced 2 Skills First Qualifications or 2 Skills Sets in a calendar year.

**Do you believe you are eligible for funding?**    Yes    No

If Yes, student and RTO Representative to complete the '2024 Evidence of Student Eligibility and Student Declaration' (at the back of the Enrolment Form).

### Course Fees

**Please see the Schedule of Fees, and the individual Statement of Fees.**

### Payment of Course Fees

Please indicate below if fees will be paid by Employer or Student (tick appropriate box):

- Employer
- Student

### Refund Policy

All applications for refunds must be made in writing by way of the 'Application for Refund' form and submitted to Student Administration. Approved applications will be processed within 14 days from the date of application.

The assessment of refund applications shall be granted as indicated below:

Outline of Refunds	
Withdrawal prior to agreed start date	Full refund of any pre-paid tuition fees.
Withdrawal from course after commencement	No refund of monies paid
Withdrawal after course commencement (with confirmed extenuating circumstances)	Refund only on Units not started.
The RTO is unable to commence the course for which the original enrolment and payment has been made.	Full refund or alternative placement in a course

The RTO is unable to continue to deliver the course as agreed.

Partial refund or alternative placement in a course

Note: There is no refunds for course resources purchased (i.e. workbooks, PPE etc).

#### Extenuating circumstances

Students may have extenuating circumstances that prevent them from attending scheduled course dates. These circumstances may include (but are not limited to):

- Illness, Family or personal matters
- Other extraordinary reasons

Where evidence can be successfully provided to support the student's circumstances, course fees may either be transferred to the next available course where applicable, or a refund of unused course fees will be issued. This decision of assessing the extenuating circumstances rests with the RTO Manager and shall be assessed on a case by case situation.

**Please note: where the student breaches the conditions of enrolment no refund is payable.**

This policy and the availability of complaints and appeals processes, does not remove your right to take action under Australia's consumer protection laws, including but not limited to a statutory cooling off period if one applies.

## Privacy Statements

### **Federal Privacy Notice**

#### **Why we collect your personal information**

*As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.*

#### **How we use your personal information**

*We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.*

#### **How we disclose your personal information**

*We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.*

*We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.*

#### **How the NCVER and other bodies handle your personal information**

*The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.*

*The NCVER is authorised to disclose information to the Australian Government Department of Employment and Workplace Relations (DEWR), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:*

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

*The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.*

*For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at [www.ncver.edu.au/privacy](http://www.ncver.edu.au/privacy).*

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DEWR is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>.

### **Surveys**

You may receive a student survey which may be run by a government department or an NCVET employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

### **Contact information**

At any time, you may contact AIE to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Australian Institute of Engineering  
60 Belfast St, BROADMEADOWS, VIC, 3047  
Ph: 8339 7955  
email: [info@auie.edu.au](mailto:info@auie.edu.au)

### **Victorian Government VET Student Enrolment Privacy Notice**

The Victorian Government, through the Department of Education and Training (the Department), develops, monitors and funds vocational education and training (VET) in Victoria. The Victorian Government is committed to ensuring that Victorians have access to appropriate and relevant VET services. Any personal information collected by the Department for VET purposes is protected in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Health Records Act 2001* (Vic).

#### **Collection of your data**

AIE is required to provide the Department with student and training activity data. This includes personal information collected in the AIE enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

AIE provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at [DJSIR website](#)

#### **Use of your data**

The Department uses student and training data, including personal information, for a range of VET purposes including administration, monitoring and planning, including interaction between the Department and Student where appropriate. The data may also be subjected to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which may be relevant to the services provided to the student.

#### **Disclosure of your data**

As necessary and where lawful, the Department may disclose VET data, including personal information, to its contractors, other government agencies, professional bodies and/or other organisations for VET-related purposes. In particular, this includes disclosure of VET student and training data to the Commonwealth and the National Centre for Vocational Education Research (NCVER).

#### **Legal and Regulatory**

The Department's collection and handling of enrolment data and VSNs is authorised under the *Education and Training Reform Act 2006* (Vic). The Department is also authorised to collect and handle USIs in accordance with the *Student Identifiers Act 2014* (Cth) and the *Student Identifiers Regulation 2014* (Cth).

#### **Survey participation**

You may be contacted to participate in a survey conducted by NCVER or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria. Please note you may opt out of the NCVER survey at the time of being contacted.

#### **Consequences of not providing your information**

Failure to provide your personal information may mean that it is not possible for you to enrol in VET and/or to obtain a Victorian Government VET subsidy.

### Access, correction and complaints

You have the right to seek access to or correction of your own personal information. You may also complain if you believe your privacy has been breached.

For further information, please contact AIE's Privacy Officer, Shubhneet Tyagi in the first instance by phone 9302 1296 or email [info@auie.edu.au](mailto:info@auie.edu.au)

### Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to [Department of Jobs, Skills, Industry and Regions](#) website.

For further information about Unique Student Identifiers, including access, correction and complaints, go to the [Australian Government USI](#)

## Enrolment Conditions

In completing this enrolment form the student is agreeing to a contact with AIE that stipulates the following:

- Once the student commences the nominated course, AIE will deliver the Training Program using competency-based training principles and practices in accordance with the Australian Skills Quality Authority (ASQA).
- AIE and the student agree to work together to produce a unified approach in the student achieving the relevant course outcome
- The course fees payable to AIE are for the provision of the following services: Training and Assessment, Ongoing Administration Processes, Learning Resources, and when appropriate a Statement of Attainment
- Where a student has undertaken an assessment and it has been marked as 'Not yet Competent' (NYC), they be allowed to re-sit the test/or have a re-assessment. If they are deemed 'NYC' for a second time they are to re-enrol into that unit/ subject. This will include re-training and therefore a re-enrolment fee for the unit will apply.
- For re-issuance of Certification the student will be charged \$25.00 per document required. Payment for the re-issuance of such documents is required prior to the re-issuance occurring by AIE
- AIE reserves the right to accept or reject any application for enrolment at its discretion.
- AIE reserves the right to cancel any course prior to the commencement date of the course should it deem it necessary and, in that event, shall refund all payments received from the student (see refund policy).
- Refunds are made when a student application supports one of the reasons for refund (see information about refunds in this document, or the Refund Policy and Procedure). Any refundable amounts found to be due to the student will be made within 14 days.

## Student Declaration

**In signing and submitting this 'Enrolment Form' the applicant acknowledges:**

- That the information provided by the Applicant in their application is complete and correct.
- Is aware of the course costs as outlined in Schedule of Fees and Statement of Fees and agrees to the course fees as listed on those documents at the time of enrolment.
- Agrees to be bound by the RTO rules and regulations and any amendments made to the rules and regulations.
- That they have completed the Language, Literacy and Numeracy activities in the Pre- Training Review as required
- Where a student's contact details change while studying with the RTO the student must advise the RTO of these changes within 7 days. These details include but are not limited to details such as e-mail, address, and contact phone details.
- The Student Information Handbook has been read and all of the content understood.
- Agrees to the Enrolment Conditions (listed above in this document)
- Payment for enrolment into this course as will be undertaken in line with the Statement of Fees
- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice
- I give my permission for AIE to use any footage or photos taken of me in any promotional material.  YES  NO

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Students under 18 years of age must have this form counter signed by a parent/guardian:**

**Parent / Guardian signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NOTE: If Student is under the age of 17 an Exemption from School Application must be supplied before course commencement.

**SKILLS FIRST PROGRAM**  
**2024 EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

**Section A - Evidence of citizenship/residency**

*To be completed by an authorised delegate of the Training Provider*

I confirm that for: (student's full name): \_\_\_\_\_

I have sighted **ONE** of the following:

<input type="checkbox"/> Australian Birth Certificate (not Birth Extract)	<input type="checkbox"/> Current Australian Passport
<input type="checkbox"/> Current New Zealand Passport	<input type="checkbox"/> Australian Citizenship Certificate
<input type="checkbox"/> Current green Medicare card	<input type="checkbox"/> Australian Certificate of Registration by Descent
<input type="checkbox"/> New Zealand Birth certificate	<input type="checkbox"/> New Zealand Citizen Certificate
<input type="checkbox"/> A proxy declaration for individuals in exceptional circumstances as per Clauses 2.13-2.17 of the student's Guidelines About Eligibility	<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.

**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 2.10 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 of the Guidelines about Eligibility].

**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 the Guidelines about Eligibility [where verified through the DVS]; *or*
- declaration of sighting a digital green Medicare card [as set out in Clause 2.5(d) of the Guidelines about Eligibility];

***RTO Written Declaration stating that the digital green Medicare card has been sighted on a Digital wallet on the cardholders mobile device:***

<i>Name of the authorised delegate who sighted the digital card:</i>	
<i>Date the digital card was sighted:</i>	
<i>Sighted on:</i>	<input type="checkbox"/> <b><i>Express Plus Medicare mobile application</i></b> <b><i>OR</i></b> <input type="checkbox"/> <b><i>MyGov mobile application</i></b>
<i>Document number of the card:</i>	
<i>Name of the card holder:</i>	

*Or*

- 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] *or*
- 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].



**Section B – Student Declaration**

*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 - please ask the Training Provider for help if you do not understand a question.**

**Q1.**

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

--

**Q2.**

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:

--

**Q3**

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

No

Yes

**Q4**

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.

<b>Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Section C – Training Provider Declaration**

To be completed the Training Provider- do not leave any sections blank.

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

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Based on:

- the evidence I have sighted and retained in **Section A**
- the information the student has provided, including in **Section B**
- 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

**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.

<b>Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**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