

LEARNER ELIGIBILITY ASSESSMENT AND EVIDENCE

2022 ACFE Training Delivery Guideline Factsheet 1

This factsheet explains what must be sighted and retained when you check a student's evidence of eligibility for pre-accredited program funding.

Eligibility assessment processes must involve informative discussions with applicants, as well as comprehensive assessments of the circumstances against the eligibility criteria listed in the ACFE 2022 *Training Delivery Guidelines*, including that to be eligible for funding a prospective learner must be either.

- Citizenship or permanent residence — being either an Australian Citizen, a Holder of an Australian permanent visa, or be a New Zealand citizen, and:
 - have place of residence in Victoria
 - not be attending school.

OR

- An eligible Asylum seeker — that have been referred by Jobs Victoria Employment Network providers to pre-accredited pre-employment programs.

The Evidence of Eligibility and Student Declaration is the primary evidence of eligibility

Prior to the commencement of training, for each learner who is assessed to be eligible, the Training Provider must complete the information and declarations in the *Evidence of Eligibility and Student Declaration* form at **Attachment 1** to this Factsheet.

This form must be completed by an authorised delegate of the Training Provider, which is defined as:

- an employee/s of the Training Provider who has been formally delegated this function from the CEO or equivalent and written evidence of such a delegation is available at audit, or
- a duly authorised agent of the Training Provider, and a legally binding agreement between the Training Provider and the agent is in place and available at audit.

The Training Provider must make available to the Department for audit or review purposes the completed *Evidence of Eligibility and Student Declaration* form and any of the evidence that is sighted and retained in relation to any individual learner.

You can use information about learners for subsequent enrolments

If the Training Provider has completed *Evidence of Eligibility and Student Declaration* form and sighted and retained the relevant evidence, this may be used for subsequent enrolments with that Training Provider, on the proviso that:

- the evidence has not expired when a subsequent enrolment occurs, and
- the information continues to be retained for audit, review or investigation purposes.

You must have a process for sighting and retaining evidence of eligibility

The Training Provider must have a clear and documented business process for determining a learner's eligibility. This business process must include the collection and retention of evidence supporting eligibility specified in the *Evidence of Eligibility and Student Declaration* form.

LEARNER ELIGIBILITY CRITERIA AND EVIDENCE

Further detail on the type of evidence that must be sighted and retained is provided in Attachment 2.

You can use an electronic *Evidence of Eligibility and Student Declaration form*

Where the Evidence of Eligibility and Student Declaration form is completed electronically, the provider must ensure:

- that the information collected is exactly the same as that which would have been collected in hard copy; and
- an electronic action equivalent to a signature is undertaken in any instance where a signature is required on the form.

What is evidence of Victorian residence?

The learner will need to provide evidence of a current Victorian residential address.

- Any official photo ID showing Victorian residential address (passport, Driver's/Marine license etc)

Or two documents that include:

- Contract of sale, lease, or rental document that shows your current address
- Water bill, gas bill, electricity bill or telephone that shows your current address
- Current renewal notice for a driver licence or vehicle registration
- Australian Taxation Office Assessment (last or current financial year).

If the learner still cannot establish evidence of your Victorian residence, you must provide a referee statement which must:

- be signed by a Victorian driver licence holder who has known you for 12 months or more, and
- The referee's name, licence number and signature.

What is evidence of 'not enrolled at school' (including people aged under 17)?

Learners must not be enrolled in school to be eligible for ACFE Board funded pre-accredited training. All learners must complete the *Student School Attendance Status Declaration* in Attachment 1.

Victoria aged from 6 to 17 years are legally required to be at school unless they've been granted an exemption from school attendance and enrolment ('exemption'). You can enrol a learner who will be under 17 when their program starts only if they have an exemption.

Additional evidence that must be sighted and retained for students under 17 years of age is detailed in Attachment 2 and includes evidence of Exemption From School that has been endorsed by their School Principal or a Department Regional Director.

Privacy notice for student enrolment

When enrolling learners in ACFE Board pre-accredited training, Learn Local providers are required to use the student enrolment privacy notice set out in the latest version of the [Victorian VET Student Statistical Collection Guidelines](#).

The Student Enrolment Privacy Notice the [Victorian VET Student Statistical Collection Guidelines – 2022](#) which is available from the Department's website.

The privacy notice must be used in all enrolment forms for all students who are commencing or re-enrolling. Providers may need to add further information to cover their training provider's use of student data.

Where electronic enrolment forms are provided, appropriate electronic confirmation procedures should be implemented for the student to confirm that the details provided are correct and that the student has accepted the privacy notice. Please ensure that you are using the latest version of the [Victorian VET Student Statistical Collection Guidelines](#) at all times.

You must report your data accurately to receive payment

Late or inaccurately reported data on student eligibility will result in delayed or withheld payments.

The [Victorian VET Student Statistical Data Collection Guidelines](#) is the primary reference when reporting data to SVTS. Specific exceptions relating to agreed Service Agreement and Delivery Plan are detailed in the [2022 Pre-accredited Training Data Reporting Guidelines](#).

LEARNER ELIGIBILITY CRITERIA AND EVIDENCE

Attachment 1 - ELIGIBILITY AND STUDENT DECLARATION FORM

SECTION A: EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE

TO BE COMPLETED BY AN AUTHORISED DELEGATE OF THE TRAINING PROVIDER – **DON'T LEAVE ANY SECTIONS BLANK**

I confirm that in relation
to:
(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"/> A proxy declaration for individuals in exceptional circumstances as per Attachment 1. | <input type="checkbox"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| <input type="checkbox"/> a <i>Referral to Government Subsidised Training - Asylum Seekers'</i> form from the Asylum Seeker Resource Centre or the Australian Red Cross | <input type="checkbox"/> confirmation obtained from the Visa Entitlement Verification Online System (VEVO) that the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa. |

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 or Temporary Protection Visa.

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 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

LEARNER ELIGIBILITY CRITERIA AND EVIDENCE

- a printed or electronic copy of a record from VEVO that confirms the student holds a valid Bridging Visa Class E, Safe Haven Enterprise Visa or Temporary Protection Visa.

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 (or if the date of birth has not been verified through use of the DVS), I have also sighted and retained a copy of one of the following:

- current drivers licence 'Keypass' card Not applicable
 current learner permit Proof of Age card

SECTION B: STUDENT SCHOOL ATTENDANCE STATUS DECLARATION

STUDENT DECLARATION

I, *(print your full name)*:

In seeking to enroll in

(write the code and full title of the program):

Declare the following to be true and accurate statements:

- I **AM NOT** enrolled in a school, including government, non-government, independent, Catholic or home school, and I am aged:
 - over 17 years of age, or
 - under 17 years of age and have provided Evidence of Exemption by a school principal or the Department of Education and Training Regional Director.
- I acknowledge and understand that I may be contacted by the Department of Education and Training or an agent to participate in a survey, interview or other questionnaire.

SIGNED:

DATE:

LEARNER ELIGIBILITY CRITERIA AND EVIDENCE

Attachment 2 – Sighting and retaining evidence

This attachment details the types of evidence that must be sighted and retained to establish learner eligibility.

Sighting:	Retaining:
A hard copy original.	a photocopy or electronic copy of the hard copy original.
OR	
A certified photocopy (not in electronic form) of the hard copy original.	a photocopy or electronic copy of the certified copy, or the original certified copy.
OR	
Confirmation from a Gateway Service Provider ¹ that it has connected to the Commonwealth Government's Document Verification Service (the DVS) ² and verified that an individual's name, (where applicable) date of birth and document number match a current and valid record in the DVS.	a transaction record generated by securely logging in to the administrative platform provided by the Gateway Service Provider, that shows; <ul style="list-style-type: none"> • the individual's name and (where applicable) date of birth; • the type of document that was checked; and • that their name, date of birth and document number were verified to match a valid and current document in the DVS.
OR	
A digital green Medicare card displayed on a Digital Wallet through Express Plus Medicare mobile application on the cardholder's mobile device. The digital card may not be sighted via a screen shot of the card that is e-mailed or otherwise reproduced.	a written declaration attached to the student's file stating that the digital green Medicare card has been sighted. The declaration must include the: <ul style="list-style-type: none"> • name of the authorised delegate who sighted the card; • date the card was sighted; • document number of the card; and • name of the card holder.

Proxy declarations for students in exceptional circumstances

In exceptional circumstances, where a student is unable to provide any of the evidence documents specified in the *Evidence of Eligibility and Student Declaration* form, the Department may accept a proxy declaration, in the form of a signed declaration by the CEO of the Training Provider or of a relevant government or community service provider attesting to the student's citizenship/residency and/or age status.

The Training Provider must make all reasonable efforts to help a student demonstrate their citizenship/residency/age status through providing one of the accepted evidence documents and a proxy declaration can only be used in exceptional and specific circumstances.

Proxy declarations will not be accepted where a student has simply been reluctant to incur the cost or inconvenience of obtaining relevant evidence documents.

¹ A Gateway Service Provider is an organisation authorised to direct information match requests to and from the Commonwealth Government's Document Verification Service (the DVS).

² The DVS is a national online system that allows organisations to compare an individual's identifying information with a government record.

LEARNER ELIGIBILITY CRITERIA AND EVIDENCE

The Training Provider must present a robust case to the Department for approval (via the enquiry function of the Skills Victoria Training System (SVTS)) for the proposed use of a proxy declaration.

If approval is received, the Training Provider must keep a copy of the proxy declaration and the Department's SVTS enquiry response for audit or review purposes.

Additional evidence to be sighted and retained for students under 17 years of age

Prior to enrolling a student who will be under 17 years of age at the time their training commences, the Training Provider must sight and retain evidence the student has been granted an exemption from school attendance as follows:

If the student:	The Training Provider must sight and retain:	And ensure that it:
Has completed year 10	a copy of the signed and completed endorsement page from the 'Exemption From School Application Form'; OR correspondence or a certificate signed by the School Principal or a Department Regional Director.	identifies the Training Provider and the training to be undertaken
Has not completed year 10	correspondence or a certificate signed by the Department Regional Director.	
Is not currently, or has never been, enrolled in a Victorian School*	correspondence or a certificate signed by the Department Regional Director.	

* For example, students enrolled in home schooling, or students who have moved to Victoria from interstate or overseas