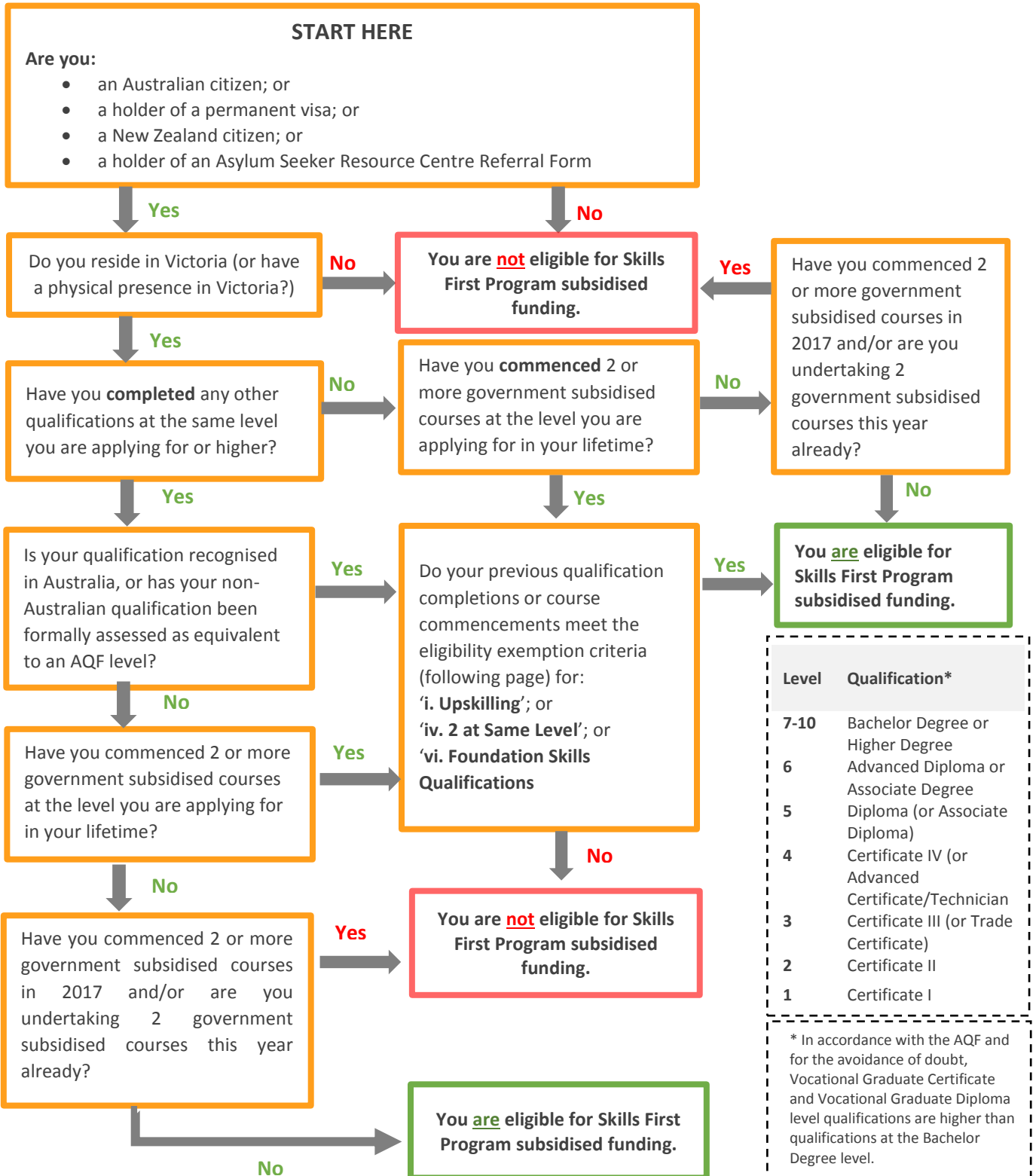


Skills First Program Eligibility Flowchart Checklist

I confirm that the applicant, _____, has been informed of the eligibility requirements for government subsidised training under the *Skills First Program*, and the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration, including withdrawal of any government subsidised training offer and/or cancellation of enrolment.

RTO representative: _____ Date: _____

Signature: _____ Eligible Ineligible



Skills First Program Government Subsidised Funding Eligibility

The Skills First Program is a government subsidised funding scheme that makes vocational training more accessible to people who do not hold a post-school qualification, or who want to gain a higher level qualification than they already hold.

Please be aware that accessing your Skill First Program entitlement may impact your access to future government subsidised training.

Please note that an individual is not eligible for government subsidised training if they are enrolled into a school (excluding a School Based Trainee). This includes any government, non-government, independent or Catholic school; or a student registered for home schooling in Victoria.

Please also note there is no sunset periods for qualifications when assessing Skills First Program eligibility.

The following eligibility restrictions apply:

- i. Upskilling** - to be eligible you must be upskilling to a higher level qualification
Exemptions - please note the following prior qualifications are **not** to be taken into account:
 - a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions
 - b. qualifications listed in the Foundation Skills List
 - c. any VET certificates completed as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
 - d. qualifications with the title 'Course in...' which are not aligned to a specified level within the Australian Qualifications Framework (AQF); and
 - e. non-Australian qualifications, except where equivalency has been formally established with a qualification within the AQF.

* In accordance with the AQF and for the avoidance of doubt, Vocational Graduate Certificate and Vocational Graduate Diploma level qualifications are higher than qualifications at the Bachelor Degree level.
- ii. 2 in a Year** - you can only commence 2 government subsidised courses in a calendar year
- iii. 2 at a Time** - you can only undertake training in 2 government subsidised courses at a time in a calendar year
- iv. 2 at Same Level** - you can only **commence** training in the same level qualification twice in a lifetime
Exemptions - please note the following commencements are not taken into account:
 - a. the Victorian Certificate of Education; Victorian Certificate of Applied Learning (Intermediate or Senior); International Baccalaureate Diploma; and senior secondary school certificates from other Australian jurisdictions;
 - b. qualifications listed in the Foundation Skills List;
 - c. any VET certificates undertaken as part of a senior secondary qualification (including School Based Apprenticeships/Traineeships);
 - d. where an individual is transitioning from a superseded qualification to the current version of the same qualification; and
 - e. where an individual is recommencing training in the same qualification (at either the same or a different provider).
- v. Courses with the Title 'Course in...'** - accredited courses with the title 'Course in...' are not aligned with an AQF qualification but result in a Statement of Attainment. Qualifications at Diploma level or higher are considered higher than courses with the title 'Course in...'.
- vi. Foundation Skills Qualifications** – qualifications on the Foundations Skills List are not to be taken into account when assessing eligibility.

Concession Eligibility

Concession fees are available to Skills First Program eligible individuals enrolling into a Certificate III or Certificate IV level qualification. These concessions also apply to a dependant spouse or dependant child of a concession card holder.

Concession fees are also applicable to all Skills First Program eligible individuals enrolling into any level qualification who self-identify as being of Aboriginal or Torres Strait Islander descent.

Exemptions to the Skills First Program eligibility criteria

Individuals enrolling under one of the following arrangements may not be required to meet particular aspect of the eligibility criteria if they present the relevant referral form or letter:

- Asylum Seeker VET Program
- Young People Transitioning from Care Initiative
- Retrenched employees
- Automotive Supply Chain Training Initiatives

Transitioning from School

For learners who are under the age of 17 and have not yet completed Year 10, Gowrie Victoria must be presented with correspondence or a certificate signed by the Department of Education and Training Regional Director that exempts the learner from school attendance.

For learners who are under the age of 17 and have completed Year 10, Gowrie Victoria must be presented with either the correspondence or a certificate signed by the Department of Education and Training Regional Director that exempts the learner from school attendance or a completed 'Transition from School' form.