

## Instructions:

Please print and complete or download Acrobat Reader to digitally complete this form, and email to [enrol@tabt.edu.au](mailto:enrol@tabt.edu.au)

Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**IMPORTANT** Please go to the TABT website to determine your eligibility for Government Funding at [www.tabt.edu.au/government-funding](http://www.tabt.edu.au/government-funding). If you are eligible for Government Funding, you are required to do two things:

**1. Complete this declaration form digitally or complete with a pen and sign.**

**AND**

**2. Provide TABT with required evidence of eligibility** (see acceptable evidence below)

**To receive government funding you must email** copies of these documents to [enrol@tabt.edu.au](mailto:enrol@tabt.edu.au).

TABT will check your eligibility through a secure government documentation verification service.

If the verification service is unable to verify your documents then you will be requested to provide certified copies either in person or via Australia Post. Emailed evidence will NOT be accepted in these circumstances.

Please don't hesitate to contact us on 1300 795 056 if you require any assistance.

## SECTION A – EVIDENCE OF CITIZENSHIP/RESIDENCY AND AGE

You must provide one of the following to confirm your citizenship or permanent residency:

- a current green Medicare Card
- an Australian birth certificate (not birth extract)
- a current Australian passport
- a current New Zealand passport
- New Zealand Birth Certificate
- New Zealand Citizenship Certificate
- Australian citizenship certificate
- Australian Certificate of Registration by Descent
- formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND foreign passport or ImmiCard
- a proxy declaration for individuals in exceptional circumstances as per Clause 2.11–2.15 of 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.

**Evidence required – Date of birth**

If the document produced from the list above does not include a date of birth and you were under 20 years old on the 1st January of this year, you will also need to provide one of the documents below.  
(This will exempt you from the upskilling requirement)

- Current drivers license
- Current learner permit
- Birth certificate
- Passport
- Proof of Age card
- a 'Keypass' card

**Evidence required – Victorian location**

You will need to provide one of the following to confirm your current Victorian residency.  
Alternate evidence may be accepted.

- Victorian Driver's License/learner permit
- Electricity, gas or telephone bill (< 3 months old)
- Lease/rental contract, rates notice
- Bank statement

**Evidence required – Concession (if applicable)**

We can accept the following evidence of concession:

- Pensioner concession card
- Health care card
- Veterans Gold card

**Please complete this section if you are under 24 years of age. Otherwise, move onto 'Education History'.**

Enter your VSN (if known) :

If unknown, have you attended a Victorian school since 2009?                      No                      Yes, and  
the most recent school attended was:

**OR**

Have you done any training with a Vocational Education and Training (VET) registered training organisation or an Adult and Community Education provider in Victoria since 2011?

No                      Yes, and the training organisation/s are:

- 1
- 2
- 3

## SECTION B – EDUCATION HISTORY

A **'skill set'** means a course with the title 'Course in ...' or a single subject, or small group of subjects (for example, 'Course in Family Violence').

A **'qualification'** means a course that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate IV in Accounting & Bookkeeping', 'Diploma of Leadership & Management' ).

### Q1 - UPSKILLING

What is the highest qualification that you have **now** or **EXPECT TO COMPLETE** at the time the training you are applying for is scheduled to start? **Don't include** secondary and high school qualifications (include code and full title of qualification if possible, eg FNS50217 Diploma of Accounting. If you have not completed any qualification, write 'none').

### Q2 - 2 COURSES IN A YEAR

How many other **Skill First funded** qualifications have you enrolled in that have started, or will start in the **same calendar year** as the qualification you are applying for now?

**DON'T** include the qualifications you are applying for now. **Do** include other qualifications you're enrolled in at this and other training providers, but haven't started yet.

### Q3 - 2 COURSES AT A TIME

Not including the qualification you are applying for now, how many other **Skills First funded** skill sets and/or qualifications are you doing at the moment?

### Q4 - 2 COURSES IN A LIFETIME

In your lifetime, how many **government funded** qualifications have you started (commenced) that are at the same level as the one you are applying for now?

## SECTION C – STUDENT DECLARATION

- |   |    |     |
|---|----|-----|
| 1. I am enrolled in a school, including government, non-government, independent, Catholic or home school.   | No | Yes |
| 2. I am enrolled in the Commonwealth Government’s Skills for Education and Employment program.  | No | Yes |
| 3. I am a person who is detained under the Mental Health Act 2014 (Vic), the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic) or the Sentencing Act 1991 (Vic) at the Thomas Embling Hospital.   | No | Yes |
| 4. I am a person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (Vic) or the Sentencing Act 1991 (Vic) or who is held on remand in one or more of the following youth justice facilities: Malsbury Juvenile Justice Centre; Parkville Youth Residential Centre; or Melbourne Youth Justice Centre. | No | Yes |
| 5. A prisoner held at a prison within the meaning of the Corrections Act 1986 (Vic).  | No | Yes |
| <i>These exclusions do not apply to young people on community based orders made under the Children, Youth and Families Act 2005 (Vic) or individuals held in Judy Lazarus Transition Centre and are able to physically access training outside of a custodial setting.</i>  |    |     |
| 6. I understand that my enrolment in the above qualification/s and/or skill set/s may be subsidised by the Victorian and Commonwealth Government under the Skills First Program. I understand how my enrolment will affect my future training options and eligibility for further training under the Skills First program.                            | No | Yes |
| 7. 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.   | No | Yes |
| 8. I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.   | No | Yes |

# 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

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

Monarch Institute provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at: [www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx](http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx).

## 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 subject 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 Monarch Institute's Privacy Officer in the first instance by phone 1300 795 056 or email [admin@tabt.edu.au](mailto:admin@tabt.edu.au).

## Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, visit: [www.education.vic.gov.au/Pages/privacypolicy.aspx](http://www.education.vic.gov.au/Pages/privacypolicy.aspx)

For further information about Unique Student Identifiers, including access, correction and complaints, go to: <https://www.usi.gov.au/documents/privacy-notice>.

## Student declaration

I, (student's full name)

am seeking to enrol in: (write the code and full title of the qualification/s):

I declare that all the statements I have made in this form are true and accurate statements and I acknowledge that I have read the Victorian Government's VET Student Privacy Enrolment Notice.

## Please print and sign this page.

Student signature:

Date:

If under 18 years of age.

Parent/guardian signature:

Date:

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## SECTION D – TRAINING PROVIDER DECLARATION

### I have sighted and retained

The below document/s by verifying through the Document Verification Service (DVS) a unique verification number or code issued by a Gateway Service Provider after it has connected to the Commonwealth Government's Document Verification Service (the DVS) to verify the details an individual has entered into an online enrolment form or provided to the training provider; and confirming via securely logging in to the administrative platform provided by the Gateway Service Provider: the type of document the individual entered into the online enrolment form and that it is an accepted form of evidence of eligibility and concession (if applicable); and that the issuing of the unique number or code by the Gateway Service Provider has verified that an individual's name and date of birth matches a valid and current document number in the DVS.

I have retained a transaction record that can be viewed by securely logging in to the administrative platform provided by a Gateway Service Provider, that identifies that an accepted form of eligibility and concession (if applicable) evidence was checked and confirms that the individual's name and date of birth were verified to match a valid and current document number in the DVS.

an original of the eligibility and concession (if applicable) documents

the certified copy of the eligibility and/or concession (if applicable) documents

relying on evidence sighted and retained as part of a previous enrolment

viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device.

viewing a printed or electronic reward from VEVO that confirms a student holds valid 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.

### Evidence sighted and retained

#### Citizenship

Australian Birth Certificate (not Birth Extract)	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.
Current Australian Passport	
Current New Zealand Passport	
Australian Citizenship certificate	A proxy declaration for individuals in exceptional circumstances as per Clauses 2.11–2.15 of the Guidelines
Australian Certificate of Registration by Descent	Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard.
New Zealand Birth Certificate	
New Zealand Citizenship Certificate	
Current Green Medicare card	A Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross

#### Date of Birth:

Not relevant	Current drivers licence	Current learner permit
Proof of Age card	'Keypass' card	Birth certificate
Passport		

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**Concession:**

- |                    |                  |                                   |
|--------------------|------------------|-----------------------------------|
| Not applicable     | Health Care Card | Pensioner Concession Card         |
| Veterans Gold Card | Asylum Seeker    | Indigenous Completions Initiative |

**Training Provider Declaration**

Based on:

- my discussion with the student
- the evidence I have sighted and retained in Section A
- the information provided to me by the student in Section B and Section C

I confirm that the student is:

- eligible for Skills First funding for the program/s listed below
- not eligible for Skills First funding
- not eligible for Skills First funding, but I have granted an eligibility exemption for the program/s listed below

**Qualification:**

- CHC30121 Certificate III in Early Childhood Education and Care
- CHC50121 Diploma of Early Childhood Education and Care

Where I have granted an exemption under any initiatives in Part C of Schedule 1 of the Contract, I have sighted and retained any additional evidence specified in Attachment 2 of the Eligibility Guidelines.

I acknowledge that as the Training Provider's authorised delegate, I am responsible for ensuring that all parts of this form are complete. By signing this Declaration, I acknowledge that I have reviewed all sections of this form and have confirmed they have been completed in full.

**Authorised Training Provider delegate:**

Name: \_\_\_\_\_ Position: \_\_\_\_\_  
 Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Notes**

Use this section to record additional, relevant eligibility information, including information used by the Training Provider to verify the individual's eligibility that is not captured in the form.

- Not applicable – leave notes section below blank
- Applicable – enter notes below

**Notes:**