

Skills First Program Eligibility Policy

State Government and Commonwealth Government funding is available for fee subsidies, concessions or exemptions that reduce the cost of training to those students who meet certain eligibility requirements.

Detailed information about Government Funding is supplied in the Eligibility Guidelines issued by The Department of Education and Training from time to time. Staff must be familiar with these guidelines and must consult them in any matter where there is any uncertainty about process.

Students must not commence training until all Evidence of Eligibility has been supplied and all relevant documents signed and dated in full compliance with the SFP Eligibility requirements. There are no exceptions to this rule.

If in doubt about any aspect of the application of the eligibility and fee guidelines, consult your Manager.

Skills First Program Eligibility Procedures

Documentation for Assessing Eligibility

The Skills First Program Evidence of Student Eligibility and Student Declaration form is a component of the TIV on line application pack and MUST be used. No other alternative process is acceptable. The form MUST be completed and dated before the commencement date shown on the Training Plan.

Delegated Staff

Only those staff members nominated in the signed Authorised Delegate form (held by the Chief Executive Officer) are authorised to sign Evidence of Eligibility forms on behalf of TIV for the Skills First Program. *Contracted organisations providing client recruitment services to TIV may gather the required evidence but are not authorised to countersign **any** document requiring TIV's sign-off.*

- a) In countersigning the Student Declaration, delegated staff must have satisfied themselves that applicants seeking to establish SFP eligibility clearly understand that eligibility is based on:
- o Training services only being available to eligible individuals having a physical presence in Victoria;
 - o Up-skilling rules;
 - o Course enrolments rules;
 - o Impact on future funding rules;
 - o The truthfulness of the information supplied by the applicant.

If a delegated officer is in any doubt about the applicant's understanding of eligibility rules, or has any doubt about the integrity of the documentation supplied by the applicant, the delegated officer must advise the Director Training and Industry Liaison or CEO before completing the eligibility assessment.

Delegated Referral Agents

Only those individuals nominated in the signed Authorised Delegate form (held by the Chief Executive Officer) are authorised to sight relevant original documents, or originals of properly certified documents (not scanned or photocopied versions) and that the delegation is strictly limited to the Eligibility Requirements as set out in Clause 2.2 of the Standard VET Funding Contract – Schedule 1 Skills First Program Specifications.