

**Source Document: 2018-19 Restricted VET Funding Contract- Schedule 1**

**Eligibility Guide for Skills First Program**

**1. SKILLS FIRST PROGRAM – ELIGIBILITY CRITERIA**

1.1 The eligibility criteria set out in the Clause 2 of Schedule 1 of 2018-19 Restricted VET Funding Contract must be read in conjunction with the Guidelines for Determining Student Eligibility and Supporting Evidence.

*Eligibility Requirements*

1.2 In order to be an Eligible Individual in respect of any training, an individual must be:

- a) either:
  - i) an Australian citizen;
  - ii) a holder of a permanent visa; or
  - iii) a New Zealand citizen;
- b) enrolling and commencing training in a course or qualification provided by the Training Provider between the Commencement Date and 31 December 2019 inclusive; and
- c) either:
  - i) under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;
  - ii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundation Skills List course;
  - iii) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not Trainee);
  - iv) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or the Victorian Certificate of Applied Learning (Intermediate or Senior); or
  - v) over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

1.3 In addition to meeting the requirements of Clause 2.2 of this Schedule 1, an individual is only eligible to:

- a) commence a maximum of two courses subsidised through the *Skills First* Program in a calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of this clause when assessing eligibility;



- b) undertake a maximum of two courses subsidised through the *Skills First* Program at any one time;
- c) commence a maximum of two government subsidised courses at the same level within the AQF in their lifetime; and
- d) commence a maximum of two government subsidised accredited courses with the title 'Course in...' in their lifetime.

***Eligibility Exclusions***

1.4 Subject to Clause 2.5 of this Schedule 1, an individual is not eligible for training subsidised through the *Skills First* Program under this VET Funding Contract if the individual is:

- a) a student enrolled in a school (excluding a school based Apprentice/Trainee). This includes:
  - i) any government, non-government, independent or Catholic school; or
  - ii) a student registered for home schooling in Victoria.

Government schools are responsible for funding these opportunities for VET within the school curriculum through their Student Resource Package (SRP) allocation, including targeted VET in schools funding. Non-government schools make similar decisions for students on the basis of the resources available to them;

- b) within the meaning of the *Corrections Act 1986* (Vic), a prisoner held at a prison, including:
  - i) Hopkins Correctional Centre (Ararat);
  - ii) Barwon Prison;
  - iii) Beechworth Correctional Centre;
  - iv) Dame Phyllis Frost Centre;
  - v) Dhurringile Prison;
  - vi) Langi Kal Kal Prison;
  - vii) Loddon Prison Precinct;
  - viii) Marngoneet Correctional Centre;
  - ix) Tarrengower Prison;
  - x) Metropolitan Remand Centre;
  - xi) Melbourne Assessment Prison;
  - xii) Fulham Correctional Centre;



- xiii) Port Phillip Prison; or
- xiv) Karrenga Annex;
- c) a person who is detained under the *Mental Health Act 2014* (Vic), or the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* (Vic) or the *Sentencing Act 1991* (Vic) at the Thomas Embling Hospital; or
- d) 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:
  - i) Malmsbury Youth Justice Centre;
  - ii) Parkville Youth Residential Centre; or
  - iii) Melbourne Youth Justice Centre.

1.5 The exclusions described in Clauses 2.4(b), (c) and (d) of this Schedule 1 do not apply to:

- a) young people on community based orders made under the *Children, Youth and Families Act 2005* (Vic); or
- b) individuals held in Judy Lazarus Transition Centre,

who, subject to otherwise complying with the requirements in this Clause 2, may be eligible for training subsidised through the *Skills First* Program as they are able to physically access training outside of a custodial setting without supervision.

***Additional Apprentice/Trainee Eligibility Requirements***

1.6 If the Training Provider is to deliver training to eligible Apprentices and/or Trainees through an Approved Training Scheme, then in addition to individual eligibility requirements detailed in Clauses 2.2 and 2.3 of this Schedule 1, to be eligible for training subsidised through the *Skills First* Program under this VET Funding Contract as an Apprentice or Trainee and thereby be an Eligible Individual for the purposes of this VET Funding Contract, the individual must be:

- a) employed in Victoria in either a full time or part time capacity under an award or registered agreement;
- b) undertaking an Approved Training Scheme;
- c) a signatory to a Training Contract with their employer which is registered with the VRQA;
- d) a signatory, jointly with the employer and the Training Provider, to a Training Plan; and
- e) involved in paid work and Structured Training: Workplace-based or Structured Training: Off-the job.



- 1.7 Whether an individual is an Apprentice or a Trainee depends on how the qualification they are undertaking is designated in the relevant Approved Training Scheme. Information on current Approved Training Schemes can be found at:

<http://www.vrqa.vic.gov.au/apprtrain/Pages/schemes.aspx>

*Exceptions to the Skills First Program eligibility criteria under particular arrangements*

- 1.8 Individuals referred to training under particular arrangements may be exempted by the Training Provider from certain eligibility criteria in accordance with Part C of this Schedule 1.

**2. Impact on the individual's entitlement to funded training in accordance with clause 4.1 and 6 of schedule 1**

Skills First 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 Skills First entitlement may impact your access to future government subsidised training.