

POLICY FOR ESTABLISHING TRAINING ELIGIBILITY

Purpose: To provide clarity and a reference point to CQ Education staff, students and employer clients of the eligibility guidelines relating to Government Assisted (for funding) VET Training and the approved process for establishing student access.

Policy

CQ Education will, at the earliest appropriate opportunity, advise students and/or student stakeholders of their individual eligibility to enroll in training covered by the Victorian Training Guarantee.

CQ Education will also advise students that entry to a funded course may affect their future training options.

Process

Only CQ Education trainers and staff who are authorised by the CEO to establish eligibility are to induct new students into Government Funded courses. As the rules are subject to change, these trainers and staff members must make themselves conversant with the following DEECD documents:

1. *2017 Guidelines about Determining Student Eligibility and Supporting Evidence* – and
2. *2017 Guidelines about Fees*. (and subsequent versions or updates of either)

Copies of both doc's. (or subsequent versions if appropriate) are available from the Compliance Manager/Quality Assurance Officer.

For apprentices/trainees, the eligibility check shall be done by an authorised CQ Education member at the time of contract sign-up by the Apprenticeship Centre in accordance with the following points:

Main Points to establish eligibility: *A student is eligible for Gov't. subsidised training if they are:*

An Australian citizen, a Permanent Resident visa holder, or a New Zealand citizen,

and are any of the following:

- Not enrolled at school** and up-skilling to a higher qualification than one already held
- Seeking to enrol in a 'Foundation Skills' Course. (Must not hold a Diploma or higher qualification)
- Enrolling into an apprenticeship/traineeship **for either the first or second commencement at that AQF level.**

NOTE:

1. To establish citizen status, either original documents or originals of Certified Copies (not copies of originals) must be sighted and retained. **(For definition of 'Certified Copies' see Qual. Officer for Attachment 4 of Stud. 18 Doc)**
2. **Students still enrolled at school are **only eligible for funded training through the school system** as a School Based Apprentice or Trainee
3. **From January 1, 2015**, Students are only eligible to begin 2 Victorian Training Guarantee subsidised courses at the same AQF level (e.g. Cert. II) in their lifetime, excluding courses on the Foundation Skills list, **regardless of whether they complete or not.**
4. Students are **not eligible to begin more than two government subsidised courses in 2016 and not eligible to do more than two government subsidised courses simultaneously.** This restriction may not apply to apprenticeships. (See clause No. 5).
5. If a student seeks to enrol in an apprenticeship (not a traineeship) and has already commenced two courses, they will only be eligible for government subsidised training under the Victorian Training Guarantee if either of the two courses previously commenced are included on the Higher Education and Skills Pre-Apprenticeship and Pathway qualifications list.
6. The above points **may restrict a student's future training options, which must be clearly explained to them** before they sign-up for a new course.

It is the obligation then of the office Administration Assistant when preparing the Induction Documentation to establish that the above has occurred and the student eligibility declaration document (Stud. 18) has been completed correctly.

Should the completed document (Stud. 18) not be in evidence when the Student is ready for induction, the Training Coordinator will alert the Trainer in charge of orientation that the above process must be done prior to induction.

For further information, please check with the Training Coordinator or Compliance Manager.