

**Smart & Skilled Targeted Priorities Prevocational and Part Qualifications Programs
EVIDENCE OF STUDENT ELIGIBILITY AND STUDENT DECLARATION**

Section B - continued

Student declaration

I _____, in seeking to enroll in
(Student’s full name)

(Include full title of qualification/s in which you are seeking to enroll)
declare the following to be true and accurate statements:

- a. I AM / AM NOT enrolled in a school, including government, non-government, independent, Catholic or home school. (circle appropriate response)
- b. I AM / AM NOT enrolled in the Commonwealth Government’s Skills for Education and Employment program (SEE). (circle appropriate response):
- c. I understand that my enrolment in the above qualification/s may be subsidised by the Smart & Skilled contract for the Targeted Priorities Prevocational and Part Qualifications Programs (Smart & Skilled TPPPQ Program). I understand how enrolling in the above qualification/s will affect my future training options and eligibility for further government subsidised training under the Smart and Skilled Program.
- d. I acknowledge and understand that I may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire.

Signed: _____ Date: _____

Signed: _____ Date: _____

Section C - To be completed by the Student

Skilling for Recovery

Eligibility

Skilling for Recovery provides access to fee free training for Skilling for Recovery eligible students.

I declare I fit one of the following categories (as ticked):

- A young person aged 17 to 24 at commencement of training, regardless of employment status, including Year 12 School leavers.
- A person who is a recipient of a Commonwealth Government welfare benefit.
- An unemployed person.
- An employed person who is ‘expected to become unemployed.’

Signed: _____ Date: _____

Signed: _____ Date: _____

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Note: You must collect and retain on file a verified or certified:

- Youth (17-24) – Date of birth as per USI date of birth check.
- Commonwealth Benefit Recipient:
 - a letter from the Department of Human Services (Centrelink) confirming receipt of the benefit. The letter should clearly show the Centrelink Reference Number (CRN) and the benefit or allowance category; or
 - a current concession card that shows the CRN and clearly shows the benefit or allowance category; or
 - a current Centrelink income statement that clearly shows the CRN and the benefit or allowance category; or
 - any other evidence that clearly shows the CRN and the benefit or allowance category; or
 - documentary evidence from the Department of Veterans’ Affairs stating their pension/benefits status; or
 - for people applying for Austudy or Youth Allowance, an approval letter from Centrelink that shows the CRN and indicates that commencement date of their benefit is within two weeks of their enrolment or two weeks within the date of the first class attendance or participation in training.
- Unemployed (Not a Commonwealth Benefit Recipient) - A letter of separation from the employer at enrolment. If this is not available, the student must sign a declaration at enrolment that they are unemployed.
- People expected to become unemployed - Evidence indicating current employment - This could be a letter, email, employment contract, pay slip indicating JobKeeper payments, notice of redundancy or other documentation relating to employment.

For the “Low skilled/unskilled employee” category, a person will be considered low, or with no, skills if they do not hold a qualification at CERT III or above.

For the “workers in declining industries” category, SECTA Training Academy seeks approval from the Department for declining industries, via its Strategic Relationship Manager.

For a person who meets the “returning to work (employed for 6 months or less)” category the evidence of employment will need to show that the start date of employment is no more than 6 months before the training commencement date. Evidence can be supplied by the student or employer.

If evidence is not available, then a signed declaration by the current employer, confirming the employee meets the relevant “expected to become unemployed” category will suffice.

Section D - To be completed by an authorised delegate of the RTO

- Not Eligible – The reasons why have been explained to the student – full course fee applies.
- Eligible for Skilling for Recovery – Relevant evidence as listed in the application has been collected, verified and retained - The student is eligible, and fee is waived in full.

RTO declaration

Based on discussion with the student, the above evidence I have sighted (and retained a copy of) in Section A, and the information provided to me by the student in Section B of this form I believe that the above individual satisfies the Smart & Skilled eligibility criteria as set out in the Funding Contract & the Operating Guidelines and is eligible for funding under the Smart & Skilled for the following qualification/s:

CPP20218 Certificate II in Security Operations

(Include full title of qualification/s in which the student is seeking to enroll)

Authorized RTO delegate:

Name: _____

Position: _____

Signed: _____ Date: _____

Notes Use this section to record additional, relevant eligibility information, including information used by the RTO to verify the individual’s eligibility that is not captured in Sections A, B or C.