

## Instructions:

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

Name:

Surname:

Phone:

Email:

**IMPORTANT** Please go to the Monarch Institute website to determine your eligibility for Government Funding at [www.monarch.edu.au/government-funding](http://www.monarch.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 Monarch with required evidence of eligibility** (*see acceptable evidence below*)

**To receive government funding you must** email copies of these documents to [enrol@monarch.edu.au](mailto:enrol@monarch.edu.au). Monarch 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 738 955 if you require any assistance.

## Evidence required – Citizenship/PR

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
- 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 2.12-2.16 of the eligibility guidelines
- a Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross

## 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
- Lease/rental contract, rates notice
- Electricity, gas or telephone bill (< 3 months old)
- Bank statement

## You will need to meet either the requirements of A or B

You can only enrol in one course under the JobTrainer.

Have you previously started a course under the JobTrainer initiative?  No  Yes

If yes, are you applying to recommence in the same course that you already started under the JobTrainer initiative?  No  Yes

### Requirement A – Are you 17 to 24 years of age?

If the document produced from the list above does not include a date of birth and you are between the ages of 17–24 years old at the commencement of training, you will also need to provide one of the following:

- a current driver's license
- a Proof of Age card
- a current learner permit
- a 'Keypass' card

### Requirement B – Are you a job seeker?

You must provide one of the following to confirm your status:

- a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card
- a letter from my employer or a company receiver on company letterhead that says I have been, or will be, made redundant or retrenched; or
- a separation certificate from your employer

If you do not have this evidence, you can make a declaration that you are a job seeker by ticking this box and signing this form.

I declare that I am currently unemployed.

## Previous Training

Please complete this section if you are under 24 years of age. Otherwise, move onto Victorian Government VET Student Enrolment Privacy Policy

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

## 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', 'Infection control Skill Set (Retail)'). A 'qualification' means a course that has 'Certificate' or 'Diploma' in the title (for example, 'Certificate III in Business', 'Diploma of Nursing').

1. What is the highest qualification (not including secondary or high school) that you have COMPLETED, or EXPECT TO COMPLETE at the time the training you are applying for is scheduled to start? (include code and full title of qualification if possible, eg FNS50217 Diploma of Accounting)  
If you have not completed any qualification, write 'not applicable'

2. How many other government funded courses have you enrolled in that have started, or will start in the same calendar year as the course/s you are applying for now? (DON'T include the course/s you are applying for now. DO include other course/s at this and other training providers you've enrolled in, but haven't started yet).

0   1   2   3   4+   (Click or circle number)

3. Not including the course/s you are applying for now, how many other government funded courses are you doing at the moment?

0   1   2   3   4+   (Click or circle number)

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

0   1   2   3   4+   (Click or circle number)

# Job Trainer Evidence of Student Eligibility and Declaration Form

- a.** I am enrolled in a school, including government, non-government, independent, Catholic or home school.  No  Yes
- b.** I am enrolled in the Commonwealth Government's Skills for Education and Employment program.  No  Yes
- c.** I am within the meaning of the Corrections Act 1986 (Vic), a prisoner held at a prison, including: Hopkins Correctional Centre (Ararat), Barwon Prison, Beechworth Correctional Centre, Dame Phyllis Frost Centre, Dhurringile Prison, Langi Kal Kal Prison, Loddon Prison, Marngoneet Correctional Centre, Tarrengower Prison, Metropolitan Remand Centre, Melbourne Assessment Prison, Fulham Correctional Centre; or Port Phillip Prison, Karreenga Annex or Ravenhill Correctional Centre.  No  Yes
- d.** I am a person who is detained under the Mental Health Act 1986 (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.  No  Yes
- e.** 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: Malmsbury Juvenile Justice Centre; Parkville Youth Residential Centre; or Melbourne Youth Justice Centre.  No  Yes
- 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 who, subject to otherwise complying with the requirements above 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.*
- f.** 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.
- g.** 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.
- h.** 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.

# 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.

A student's USI may be used for specific VET purposes including the verification of student data provided by Monarch Institute; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

## 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.

## 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 738 955 or email [admin@monarch.edu.au](mailto:admin@monarch.edu.au).

## Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints, go to: [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: [www.usi.gov.au/Students/Pages/student-privacy.aspx](http://www.usi.gov.au/Students/Pages/student-privacy.aspx)

## Student declaration

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.

I, *(student's full name)*

declare that all 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 and that I am seeking to enrol in (tick the code and full title of the qualification/s):

- FNS40217 Certificate IV in Accounting & Bookkeeping
- FNS50217 Diploma of Accounting
- FNS60217 Advanced Diploma of Accounting

### MUST SIGN

Students please choose to sign only one box with a digital or written signature.

Student signature (digital):

Student signature (non-digital):

Date:

If under 18 years of age.

Parent/guardian signature (non-digital):

Date:

# Job Trainer Evidence of Student Eligibility and Declaration Form

**OFFICE  
USE ONLY**

- I have sighted 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.

And 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.

OR

I have sighted and retained :

- an original of the below eligibility and concession (if applicable) documents  
OR  
 the certified copy of the below eligibility and/or concession (if applicable) documents  
OR  
 relying on evidence sighted and retained as part of a previous enrolment

**OFFICE  
USE ONLY**

**Evidence sighted and retained**

**Citizenship:**

- |   |   |
|---|---|
| <input type="radio"/> Australian Birth Certificate (not Birth Extract)  | <input type="radio"/> Green Medicare card   |
| <input type="radio"/> Current Australian Passport                       | <input type="radio"/> a proxy declaration for individuals in exceptional circumstances as per Clauses 2.12 - 2.16 of these Guidelines   |
| <input type="radio"/> Current New Zealand Passport                      | <input type="radio"/> Formal confirmation of permanent residence granted by the Department of Home Affairs (or its successor) AND the student's foreign passport or ImmiCard. |
| <input type="radio"/> Australian Citizenship certificate                | <input type="radio"/> a Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross                  |
| <input type="radio"/> Australian Certificate of Registration by Descent |   |

**Date of Birth:**

- |   |  |                                      |
|---|--|--------------------------------------|
| <input type="radio"/> Not applicable          | <input type="radio"/> Current learner permit | <input type="radio"/> 'Keypass' card |
| <input type="radio"/> Current drivers licence | <input type="radio"/> Proof of Age card      |                                      |

cont'd on next page

## Requirement B - Applying as a job seeker. Evidence retained of:

- a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold CardHealth Care Card
- a letter from the student's employer or a company receiver on company letterhead that says, 'I have been, or will be, made redundant or retrenched Veterans Gold Card'
- a separation certificate from the student's employer
- the student has ticked the box to declare that they are currently unemployed.

### OFFICE USE ONLY

#### Training Provider Declaration

Number of courses student is currently eligible for:

0

1

Eligibility exemption granted

yes

no

Based on discussion with the student; the above evidence I have sighted (and retained a copy of); and the information provided to me by the student in of this form;

I believe that the above individual satisfies the Skills First Entitlement eligibility requirements as set out in the VET Funding Contract (the Contract) and the Guidelines About Eligibility (the Eligibility Guidelines) and is eligible for funding under the Skills First Program for the following program/s:

FNS40217 Certificate IV in Accounting & Bookkeeping

FNS50217 Diploma of Accounting

FNS60217 Advanced Diploma of Accounting

Where applicable I have also sighted and retained relevant evidence required to grant an exemption from eligibility requirements or other limits under any initiatives in Part C of Schedule 1 of the Contract and as specified in Attachment 4 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

Notes: