

## 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
- New Zealand Birth Certificate
- New Zealand Citizenship Certificate
- Australian citizenship certificate
- Australian Certificate of Registration by Descent
- a proxy declaration for individuals in exceptional circumstances as per Clause 2.13–2.17 of the eligibility guidelines
- Confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program.
- Confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the student's foreign passport or ImmiCard

## Training Location

### Evidence required – Victorian approved training location

You will need to provide one of the following to confirm your current postcode.  
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

### Any postcode in Victoria or an approved border town postcode as listed:

NSW	SA
2546	5262, 5263
2548 – 2551	5267 – 5272
2625 – 2633	5277 – 5279
2640 – 2648	5290 – 5291
2650, 2651, 2653, 2655, 2656	5302 – 5304
2658 – 2660	5311, 5333, 5340
2700, 2707	5342 – 5345
2710 – 2717	
2720	
2730 – 2739	

### Evidence required – Concession (if applicable)

We can accept the following evidence of concession:

- Pensioner concession card
- Health care card
- Veterans Gold card

Please complete this section if you are under 24 years of age. Otherwise, move onto 'Education History'.

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

**Would you describe yourself as belonging to any of the following cohorts?**

(You can select up to 3 cohorts)

- AS - Asylum seeker
- FS - Learner facing financial stress
- HS - Head start apprentice/trainee
- JV - Jobs Victoria Employment Network client
- LN - A learner with literacy, numeracy and digital literacy needs
- RW - Retrenched worker
- RC - Reconnect program student
- VT - Veteran
- WR - Woman returning to work
- NNNNNN - No specific cohort



# Skills First Evidence of Student Eligibility and Declaration



## Education History

Are you doing, or have you done any other Skills First training in 2024? Select your response.

- No
- Yes, write the course name(s) below. Include training you haven't started yet

## Skills First Evidence of Student Eligibility and Declaration

- 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 a person who is detained under the Mental Health Act 2014 (Vic), 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
- d.** 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 a youth justice facility.  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 and are able to physically access training outside of a custodial setting without supervision.*
- e.** A prisoner held at a prison within the meaning of the Corrections Act 1986 (Vic).  No  Yes
- 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 or interview.
- 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.
- i.** I understand that I must be physically present in Victoria or an approved border town postcode at all times in which I am undertaking training and assessment.

# Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Jobs, Skills, Industry and Region (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: DJSIR website:

[www.vic.gov.au/training-data-collection](http://www.vic.gov.au/training-data-collection)

## 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, including interaction between the Department and Student where appropriate.

The data may also be subject to data analytics, which seek to determine the likelihood of certain events occurring (such as program or subject completion), which maybe relevant to the services provided to the student.

## 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. Please note you may opt out of the NCVER survey at the time of being contacted.

## 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 [info@monarch.edu.au](mailto:info@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 the Department of Jobs, Skill, Industry and Regions website: [www.djsir.vic.gov.au/privacy](http://www.djsir.vic.gov.au/privacy)

For further information about Unique Student Identifiers, including access, correction and complaints, go to: [www.usi.gov.au/documents/privacy-notice](http://www.usi.gov.au/documents/privacy-notice).

## Student declaration

I, *(student's full name)*

am seeking to enrol in: *(write the code and full title of the qualification/s):*

I declare that all the 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.

**MUST SIGN**

**Please print and sign this page.**

Student signature:

Date:

If under 18 years of age.

Parent/guardian signature:

Date:

## I have sighted and retained

THIS PAGE IS OFFICE  
USE ONLY

- the below document/s by verifying through the Document Verification Service (DVS) 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 Gateway Service Provider has verified that an individual's name and date of birth matches a valid and current document number in the DVS.

I have 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.

- an original of the below eligibility and concession (if applicable) documents
- the certified copy of the below eligibility and/or concession (if applicable) documents
- relying on evidence sighted and retained as part of a previous enrolment
- viewing a digital green Medicare card on a Digital Wallet app on the card holder's mobile device or MyGov mobile application.
- verifying through VEVO, and viewing supporting evidence, if required.

## Evidence sighted and retained

### Citizenship:

- Current Green Medicare card
- Australian Birth Certificate (not Birth Extract)
- Current Australian Passport
- Current New Zealand Passport
- Australian Citizenship certificate
- Australian Certificate of Registration by Descent
- New Zealand Birth Certificate
- New Zealand Citizenship Certificate
- Confirmation via the Visa Entitlement Verification Online System (VEVO) of permanent residence AND the student's foreign passport or ImmiCard
- A proxy declaration for individuals in exceptional circumstances as per Clauses 2.13-2.17 of the Guidelines
- Confirmation that the student meets the eligibility criteria for the Asylum Seeker VET Program

# Skills First Evidence of Student Eligibility and Declaration

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**Concession:**

- Not applicable
- Pensioner Concession Card
- Asylum Seeker
- Health Care Card
- Veterans Gold Card
- Indigenous Completions Initiative

A dependent spouse or dependent child of the card holder is also entitled to the Fee concession

**Training Provider Declaration**

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 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:

Qualification:

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.

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
- Applicable – enter notes below

Notes: