

## SKILLS FIRST INFORMATION SHEET 2020

*Skills First* is an entitlement to government subsidised training in a vocational training course in Victoria. Partners in Training Australia (PTA) (RTO Code 21837) is contracted with the Victorian Government to deliver training under *Skills First*. We must assess your eligibility for *Skills First* and collect all supporting evidence prior to your commencement in any training. A PTA authorised delegate will explain all the information in more details. It is important that you understand that

### **accessing your *Skills First* entitlement may impact your access to further government subsidised training.**

#### **How do we assess your eligibility for *Skills First* at PTA?**

To access *Skills First* for a government subsidised training place with PTA, you must be:

1. an Australian citizen, a holder of a permanent visa or a New Zealand citizen;
2. enrolling and commencing training in a qualification in 2020. The qualification must be on PTA's funded scope in 2020.
3. either:
  - under 20 years of age (as at 1 January 2020) and enrolling in a qualification; OR
  - over 20 years of age (as at 1 January 2020) and enrolling in a qualification that is a higher qualification level than the highest one held at the time of the scheduled commencement of training.

In addition, you are **ONLY** eligible to:

1. commence a maximum of 2 courses subsidised through the *Skills First* Program in 2020;
2. undertake a maximum of 2 courses subsidised through the *Skills First* Program at any one time;
3. commence a maximum of 2 government subsidised courses at the same level within the AQF in your lifetime; and
4. commence a maximum of 2 government subsidised accredited courses with the title 'Course in...' in your lifetime.

You are **NOT** eligible for training subsidised through the *Skills First* Program if you are:

- a. a student enrolled in a school (excluding a school-based apprentice/Trainee).
- b. within the meaning of the Corrections Act 1986 (Vic), a prisoner held at a prison including:
 

i. Hopkins Correctional Centre (Ararat)	vi. Langi Kal Kal Prison	xi. Melbourne Assessment Prison
ii. Barwon Prison	vii. Loddon Prison	xii. Fulham Correction Centre
iii. Beechworth Correctional Centre	viii. Marnongeet Correctional Centre	xiii. Port Phillip Prison
iv. Dame Phyllis Frost Centre Prison	ix. Tarrengower Prison	xiv. Karreenga Annex
v. Dhurringile Prison	x. Metropolitan Remand Centre	xv. Ravenhall Correctional Centre

A PTA authorised delegate will make the final determination of your eligibility based on all the information you provide.

We have included a generic table on the back of this Information Sheet that summarises *Skills First* eligibility exclusions, requirements, limitations and exceptions.

#### **Your concession entitlement (if applicable)**

If you are eligible to access *Skills First*, are seeking to enrol in a Certificate IV or lower level qualification and hold a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card at the time you commence in training, you are entitled to a concession tuition fee which is 20% of the amount that PTA charges a non-concession government subsidised student in the same course at the same time.

An Aboriginal and/or Torres Strait Islander is entitled to a concession tuition fee which is 20% of the amount that PTA charges a non-concession government subsidised student in the same course at the same time in all qualifications (including Diploma and higher).

Where PTA does not charge all tuition in one instance, PTA will re-check your eligibility for concession each time a new invoice is issued for fees associated with the enrolment that have not previously been charged. However, PTA does not re-check your concession entitlement if you enter a 'payment plan' with us at the enrolment/prior to training commencement.

#### **Original evidence you must provide to support your eligibility and concession entitlement**

You must bring to the information and enrolment session the original or a certified copy of the original of:

- Your current green Medicare Card, Australian Birth Certificate, current Australian Passport, current New Zealand passport, Australian citizenship certificate, or a formal confirmation of permanent residence granted by the Department of Home Affairs along with your foreign passport or ImmiCard
- Your personal identification with photo identification and signature (e.g. current drivers licence).
- If an exclusion is relevant to your eligibility, the referral form regarding your entitlement to an exclusion.
- If you are entitled to a concession entitlement, your current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card and if applicable, your Job Seeker Referral Form.
- Your completed Recognition of Prior Learning and Credit Transfer Application Form with all supporting documentation (if applicable) and any specific suitability requirements of the qualification as set out in the Course Information Sheet.
- Your current Working with Children Check.
- Your current Police Check issued within the last 6 months.

## SKILLS FIRST INFORMATION SHEET

If you access *Skills First*, you may receive an NCVET survey, an invitation to participate in a Victorian Government endorsed project and/or be contacted for audit or review purposes

SKILLS FIRST ELIGIBILITY EXCLUSIONS					
Exclusion				Not applicable to	
You are not eligible if you are enrolled in a school including any government, non-government, independent, Catholic or home school				School-based Apprentices and Trainees (SBATs)	
You are not eligible if you are a prisoner within the meaning of the <i>Corrections Act 1986</i> and held in any of the listed custodial settings				<ol style="list-style-type: none"> <li>1. Young people on community-based orders under the <i>Children, Youth and Families Act 2005</i>; or</li> <li>2. People held in the Judy Lazarus Transition Centre who can access training outside of a custodial setting without supervision</li> </ol>	
You are not eligible if you are a person who is detained under the <i>Mental Health Act 2014</i> (Vic), or the <i>Crimes (Mental Impairment and Unfitness to be Tried) Act 1997</i> or the <i>Sentencing Act 1991</i> at the Thomas Embling Hospital					
You are not eligible if you are a person who is detained (other than on weekend detention) under the <i>Children's Youth and Families Act 2005</i> or the <i>Sentencing Act 1991</i> or held on remand in one or more of the listed youth justice facilities					
SKILLS FIRST ELIGIBILITY REQUIREMENTS WITH EXCEPTIONS					
Requirement	Taking into account	But not taking into account		Not applicable to	
<b>Citizen or resident</b> You must be an Australian or New Zealand citizen or resident	Your Australian citizenship, New Zealand citizenship or permanent residency	N/A		People under the Asylum Seekers VET Program, Retrenched employees and those in the Automotive Supply Chain Training Initiative	
<b>"Upskilling"</b> You must seek a qualification at a higher level than ...	The qualification/s you have already <b>completed</b> or <b>expect to complete</b> at the time the training is scheduled to start (including qualifications that were government subsidised and not government subsidised)	<ol style="list-style-type: none"> <li>1. Completed VCE/VCAL, International Baccalaureate and senior secondary certificates from other Australian jurisdictions</li> <li>2. Completed Foundation Skills List courses</li> <li>3. VET certificates completed as part of a senior secondary qualification (eg as an SBAT)</li> <li>4. Courses with the title "Course in ..."</li> <li>5. Overseas qualifications not formally deemed equivalent</li> </ol>		<ol style="list-style-type: none"> <li>1. People under 20 years of age</li> <li>2. People seeking to enrol in Foundation Skills List course, unless they hold a Diploma or higher qualification (Australian issued/recognised) or are in the Commonwealth Skills for Education and Employment Program</li> <li>3. People seeking to enrol in an apprenticeship</li> <li>4. People seeking to enrol in VCE/VCAL</li> <li>5. People under the Automotive Supply Chain Training, "Back to Work" scheme or retrenched employees initiatives with required referral form/documentation/notification</li> </ol>	
SKILLS FIRST ELIGIBILITY LIMITATIONS					
Limitation	How many?	Of what?	Over what period?	At what level?	Not taking into account
<b>"2 in a year"</b> You may make a maximum of	2	commencements (government subsidised)	in a calendar year	The limitation applies regardless of the level of the commencements	<ol style="list-style-type: none"> <li>1. Transitioning from a superseded to the current version of a qualification</li> <li>2. Recommencing training in the same qualification</li> <li>3. Qualifications listed on the Approved Pre-Apprenticeship and the Pathway qualifications list for individuals seeking to enrol in an apprenticeship</li> </ol>
<b>"2 at a time"</b> You may be undertaking a maximum of ...	2	courses (government subsidised)	at any one time	The limitation applies regardless of the level of the commencements	
<b>"2 at a level"</b> You may make a maximum of	2	commencements (government subsidised)	across your lifetime	The limitation applies to: <ol style="list-style-type: none"> <li>1. each level of the AQF; and</li> <li>2. "Course in..."</li> </ol>	<ol style="list-style-type: none"> <li>1. Transitioning from a superseded to the current version of a qualification</li> <li>2. Recommencing training in the same qualification</li> <li>3. Foundation Skills List courses</li> <li>4. VCE/VCAL, International Baccalaureate Diploma and senior secondary school certificates from other Australian jurisdictions</li> <li>5. VET certificates completed as part of a senior secondary qualification</li> <li>6. People under the "Back to Work" scheme</li> </ol>