

## VET Investment Plan - Eligibility Evidence Guide

This document outlines the types of evidence you may need to access funding under the VET Investment Plan Programs. When applying to be assessed for Queensland Government Funding eligibility you will need to supply evidence as well as answer all the questions on the enrolment form truthfully and correctly.

There are expectations and rules regarding accessing a Queensland Government subsidised training place under the relevant program, including that you may no longer be eligible for a government subsidised training place under a program once you complete the qualification level targeted through the program.

### VET Investment Plan Programs

- Certificate 3 Guarantee (qualifications subsidised at the AQF Level I-III)
- VET in Schools (VETiS)
- Higher Level Skills (qualifications subsidised at the AQF Level IV and higher)
- Queensland Year 12 Graduates
- Community Learning
- Indigenous Training Strategy
- Industry Partnerships Strategy

For more information please contact us or visit the Department of Education and Training website:

<http://www.training.qld.gov.au>

### General Eligibility Evidence

Checklist ✓	Eligibility Criteria & Evidence
	<b>With the exception of VET in Schools students, be aged 15 years or above, and no longer at school</b> <ul style="list-style-type: none"> <li>• Driver's Licence or Adult Proof of Age Card (18+ card), or</li> <li>• Australian, New Zealand or International Passport, or</li> <li>• Birth Certificate or Birth Extract.</li> </ul>
	<b>Permanent residency in Queensland</b> <ul style="list-style-type: none"> <li>• Student's current Queensland Driver's Licence, Heavy Vehicle or Marine Licence (where held)</li> <li>• Student's current Health Care Card showing a Queensland residential address</li> <li>• Student's current Department of Veterans' Affairs/Pensioner Concession Card showing a Queensland residential address</li> <li>• Student's current Commonwealth Seniors Health Card</li> </ul> If one of these documents can't be supplied you must supply at least 3 of the other Qld residential address documents. <b>Other:</b>
	<b>Australian or New Zealand Citizenship</b> <ul style="list-style-type: none"> <li>• Australian or New Zealand Passport or</li> <li>• Birth Certificate or Birth Extract or</li> <li>• Medicare card (green Medicare card only, except in circumstances where the candidate qualifies as in the process of obtaining permanent residency. In these cases a blue Medicare card along with the appropriate immigration documentation will suffice- coloured copies required); or</li> <li>• Certificate of Status for New Zealand Citizens in Australia (CSNZA).</li> </ul>
	<b>Australian permanent residency</b> (only required for students who are not Australian or New Zealand citizens) <ul style="list-style-type: none"> <li>• Evidence of visa status should be documented, recorded and retained.</li> <li>• Student's permanent visa label on their passport or documents from the Commonwealth Department of Immigration and Border Control showing approval of a permanent visa subclass.</li> <li>• Temporary residency visa with the visa and work permits with copies of correspondence to and from the Commonwealth Department of Immigration and Border Control indicating progress toward permanent residency.</li> <li>• Medicare card (green Medicare card however in some cases the blue Medicare card can be used) or</li> <li>• Certificate of Evidence of Residence Status (CERS).</li> </ul>
	<b>Previous Qualifications</b> Records or declaration (on enrolment form) indicating the prospective student does not hold and is not enrolled in a post-school AQF certificate III qualification or higher level qualification (Certificate 3 Guarantee) or a AQF certificate IV qualification or higher level qualification (Higher Level Skills program).

### Concession Eligibility Evidence

Required where a concessional payment is being claimed for the student

Checklist ✓	Eligibility Criteria & Evidence
	<ul style="list-style-type: none"><li>• evidence the student holds a health care card or pensioner card issued under Commonwealth law, or is the partner or a dependant of a person who holds a health care card or pensioner concession card, and is named on that card, or</li><li>• evidence the student holds an official form under Commonwealth law that the student, his or her partner or the person on whom the student is dependant, is entitled to concessions under a health care card or pensioner concession card, or</li><li>• evidence the student is an Aboriginal or Torres Strait Islander person; self-declaration on the enrolment form, by the student, will suffice, or</li><li>• evidence the student has disability – pensioner concession card or other documentation verifying the holder has disability, or</li><li>• evidence the student is an adult prisoner – formal signed confirmation from the place of incarceration.</li></ul>

### VETiS Eligibility Evidence

In addition to the general eligibility evidence VETiS students need to supply the following evidence

Checklist ✓	Eligibility Criteria & Evidence
	Letter from the school or detention centre confirming student's current physical address and enrolment in school (Queensland residency)
	Statement from the school or youth detention centre concerning all VET qualifications previously attempted and outcomes, i.e. statement/s of attainment or qualification/s issued
	Evidence the student is a school student and is enrolled in a VETiS program (may include youth in detention) including signed confirmation from Queensland Government school or detention centre.

### Community Learning, Indigenous Training Strategy or Industry Partnerships Strategy Eligibility Evidence

In addition to the general eligibility evidence Community Learning, Indigenous Training Strategy or Industry Partnerships Strategy students need to supply the following evidence

Checklist ✓	Eligibility Criteria & Evidence
	For Community Learning, Indigenous Training Strategy or Industry Partnerships Strategy a document/letter from the organisation accessing funding under the relevant strategy identifying the student, by name, as eligible is evidence of student eligibility for access to Certificate 3 Guarantee or Higher Level Skills.
	Under specific circumstances negotiated between the department and the organisation accessing funding under the relevant strategy approval may be given for a student or a cohort to undertake a second certificate III qualification through Community Learning, Indigenous Training Strategy or Industry Partnerships Strategy or a certificate IV qualification through Indigenous Training Strategy or Industry Partnerships Strategy.

## Eligibility Requirements Evidence Guide

Eligibility requirements evidence guide – Checklist (items 1-7 only)								
Item Number	1	2	3	4	5	6	7	8
Category	Date of birth	Queensland residency	Australian citizenship	New Zealand citizenship	Australian permanent residency*	Australian temporary residency	Concession eligibility	Fee-free training for Year 12 graduates
Mandatory requirement for evidence	YES	YES	YES, for ONE of these categories				★ YES, if claimed	YES, if claimed
EVIDENCE LIST								
Driver's Licence	✓	✓✓						
18+ Card	✓							
Heavy Vehicle or Marine Licence	✓	✓✓						
Birth Certificate or Birth extract	✓		✓✓✓	✓✓✓				
Australian, New Zealand or Inter-national Passport	✓		✓✓✓	✓✓✓				
Certificate of Evidence of Residence Status (CERS)					✓			
Certificate of Evidence of New Zealand Citizens in Australia (CSNZA)				✓				
Dept of Veterans' Affairs/ Pensioner Concession Card		✓✓					✓	
Health Care Card		✓✓					✓	
Commonwealth Seniors Health Card		✓✓					✓	
Medicare Card (green only)			✓	✓	✓	✓		
Blue Medicare Card						✓✓✓✓		
Senior Statement or Statement of Results								✓

For EACH eligibility criterion that applies, the PQS must collect and retain AT LEAST ONE suitable piece of evidence.

★ Includes humanitarian permanent residency visas

Additional examples of evidence for Queensland residency are at Attachment 1.












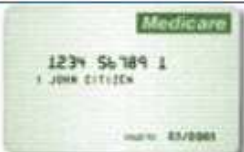


### Legend

✓	Suitable evidence.
✓✓	Must show a Queensland residential address if used as evidence of Queensland residency.
✓✓✓	Must be an Australian or New Zealand Birth Certificate, Birth Extract or Passport if used as evidence of Australian or New Zealand Citizenship.
✓✓✓✓	Subclass 201 and 202 Humanitarian visa holders, with visa and work permits and commencement of application for permanent residency.




This table must be read in conjunction with the Eligibility Requirements section of this Guide.



## Examples of Evidence

Identification type	As evidence of	Sample
Queensland Drivers Licence	Date of birth and/or Queensland residency (if back of licence, showing address, is captured).	 
18+ Card	Date of birth.	
Heavy Vehicle or Marine Licence	Date of birth and/or Queensland residency (if back of licence, showing address, is captured).	 
Pensioner Concession card	Eligibility for concession and Queensland residency (if showing QLD address).	 
Health Care Card <i>Different classes include: Ex-Carer Allowance (Child) Foster Child Low Income</i>	Eligibility for concession. Queensland residency (if showing QLD address).	 
Commonwealth Seniors Health Card	Eligibility for concession. Queensland residency (if showing QLD address).	 
Medicare Card	<p>A <b>green</b> Medicare card is sufficient evidence of Australian Permanent Residency.</p> <p>A <b>blue</b> interim Medicare card may address eligibility requirements for students claiming temporary residency status if accompanied by the necessary Department of Immigration documentation, visa and work permits on the pathway to permanent residency.</p> <p>A <b>yellow</b> Reciprocal Health Care card does not address eligibility requirements.</p>	  

## Examples of Evidence

Australian Passport	Australian citizenship.	 <p>Country of passport Passport number Family name Given names (include AL) Nationality Date of birth Date of issue Passport expiry Issuing authority</p>
Australian Citizenship Certificate	Australian citizenship.	
Australian Birth Certificate	Australian citizenship and date of birth.	
Certificate of Evidence of Residence Status (CERS)	Australian Permanent Residency.	
Certificate of Status for New Zealand Citizens in Australia (CSNZA)	New Zealand Citizenship.	

### Additional examples of evidence to support Queensland residency

Queensland residential address documents	<ul style="list-style-type: none"> <li>Australian Electoral Commission document (e.g. acknowledgement of electoral enrolment letter or electoral enrolment card).</li> <li>Contract of property purchase, lease/rental document, mortgage/land ownership certificate.</li> <li>Electricity, gas or telephone account.</li> <li>Queensland local government rates notice.</li> <li>Queensland vehicle registration certificate.</li> <li>Queensland Driver Licence or Vehicle registration renewal notice.</li> <li>Bank Statement issued within the last 6 months.</li> <li>Official letter from Centrelink or the Department of Human Services.</li> <li>Australia Taxation Office assessment/Tax-file number confirmation notice.</li> </ul>
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