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## Introduction

The Victorian Government's Skills First program has requirements for assessing an individual's entitlement to Funded Training and for collecting the necessary supporting evidence. In some circumstances, an individual may not be able to meet the required eligibility criteria however due to their circumstances, can apply to have an Eligibility Exemption granted.

South West TAFE is able to provide a limited number of Eligibility Exemptions to student enrolments and still obtain funding from the Government. Eligibility Exemptions may be applied where an individual is unable to meet one or more of the following eligibility requirements:

- 'up skilling'
- 'two at level in a lifetime' and/or
- 'two "courses in..." in a lifetime'

## Definitions

Eligibility Exemption        waiving the requirement to meet all regular Skills First Funding eligibility criteria

## Key points

1. South West TAFE's pool of Eligibility Exemptions is limited to 10% of total course commencements in 2020. Progress against this target is monitored on a dynamic/daily basis and reported through the fortnightly SCH/KPI meeting.
2. Rationale for granting an Eligibility Exemption must be:
  - ♦ documented on *CS003 Eligibility Exemption Form*
  - ♦ endorsed by the Manager Client Services and
  - ♦ saved to the student's Administration file.
3. An individual is only able to be granted one (1) Eligibility Exemption in their lifetime.
4. Before granting an Eligibility Exemption, the individual must have completed a PTR/LLN and had guidance on the best training to undertake to improve job outcomes and complement previous training undertaken eg: a Skills and Jobs Centre interview or meeting with a teaching area course specialist.
5. Eligibility exemptions will be identified and applied at the point of enrolment. Enrolling officers refer any issues of concern to the Manager Client Services for direction.
6. Preference will be given to individuals seeking to enrol in training that meets identified skills shortages and localised labour market needs and/or improves their employment prospects, and in accordance with guidance as issued by the Department from time to time.
7. Our VET Funding Contract requires that we must offer exemptions to individuals from the following cohorts, when an individual presents evidence specified in the Guidelines About Determining Student Eligibility and Supporting Evidence:
  - ♦ Retrenched workers;
  - ♦ Automotive supply chain workers;
  - ♦ Jobs Victoria Employment Network Clients; and/or
  - ♦ Any other specific cohort as determined by the Department from time to time.

## Specific Exclusions:

Unless the individual meets a requirement listed above, Eligibility Exemptions will not be available in the following criteria:

- ♦ Diploma courses in any study area – ineligible students can access a VET Student Loan to defer their fee payment
- ♦ The following courses:
  - Certificate III in Education Support (CHC30213)
  - Certificate IV in Education Support (CHC40213)
  - Certificate III in Individual Support (CHC33015)
  - Certificate IV in Accounting and Bookkeeping (FNS40217)
  - Certificate III in Community Services (CHC32015)

**Special consideration:**

**Individual :** An individual seeking to enrol into an excluded course/criteria who may have exceptional circumstances, can apply to the Manager, Client Services for special consideration. The Manager Client Services will document rationale for granting or declining this application using *CS003 Eligibility Exemption Form*.

**Course level :** If a Teaching Manager or Campus Manager identifies that a course cohort is at risk due to applying these Guidelines, then the Executive Manager (Education) will consult with the Manager Client Services and Registrar to make a determination and granting a variance to these Guidelines. This determination will be documented and retained by the Registrar as evidence of the decision to vary these Guidelines on a case by case basis.

Varying the Guidelines will be made at a cohort level – it will not be that all students enrolled in the course will be eligible only those in the identified cohort.

Steps will be taken to ensure that students are given the option to travel in order to access an eligibility exemption. For example, it will not be assumed that a Warrnambool based student will not travel to Hamilton

**Alternative options:**

Potential students who may be unable to access an exemption and required to enroll as a full fee paying student should be advised of other options that may assist them undertake their studies. These include:

- ♦ Fee payment plan
- ♦ VET Student Loan (selected Diplomas only)
- ♦ Student scholarships