
DOCUMENT REFERENCE:	PPP154
RESPONSIBLE MANAGER:	Manager Client Services
CATEGORY:	Quality and Compliance
DATE OF APPROVAL:	29 th January 2021
DATE OF NEXT REVIEW:	January 2022
RELATED POLICIES AND DOCUMENTS:	2021 Guidelines about Eligibility – <i>Skills First</i> program CS003 Eligibility Exemption Form PPP146 Student Enrolment Guidelines

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 30% of total course commencements in 2021. Progress against this target is monitored on a dynamic/daily basis and reported through the fortnightly SCH/KPI meeting.
2. 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 e.g.: A Skills and Jobs Centre interview or meeting with a teaching area course specialist.
3. 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.
4. 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.
5. 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 Eligibility:
 - ♦ 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:

- There are no specific exclusions in 2021, at the time of publication.

Special consideration:

An individual who is not granted an eligibility exemption, and who may have exceptional circumstances, can apply [in writing](#) to the Manager, Client Services for special consideration.

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