

JobTrainer Fund Eligibility Evidence Requirements

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Related Documents	1. JTF SAS Marketing and Disclosure Directive
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To be eligible to enrol in a training place funded under the JobTrainer Fund, prospective students must:

- permanently reside in Queensland; and
- be an Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen; and
- have finished school or no longer be at school (including home schooled); and
- not be enrolled in training (includes vocational education and training (VET) and higher education courses); and
- not have previously completed a qualification funded under the JobTrainer Fund; and
- either be a (i) Job seeker OR (ii) School leaver/Young person as defined below:
 - i. Job seeker means an individual aged 15 years or older who is:
 - out of work; or
 - in receipt of income support payments.
 - ii. From 1 October 2021, school leaver or young person means an individual who is aged 16 to 24 years, regardless of employment status. Enrolments prior to 1 October 2021 must be 17 to 24.

From 1 October 2021, there are two new target cohorts as follows:

- aged care, childcare or disability care workforce – prospective students enrolling in an aged care, childcare or disability care qualification, regardless of age or employment status; and
- digital skills - prospective students enrolling in a digital qualification, regardless of age or employment status.

For a Skills Assure supplier (SAS) to be eligible to make a claim for training delivery under the JobTrainer Fund, evidence must be retained to demonstrate that the prospective student is eligible.

SAS are to refer to the [Skills Assure supplier audit evidence requirements](#) to assist in determining participant eligibility against eligibility criteria that are the same across multiple funded programs. This includes Queensland residency, Australian citizenship or permanent residency, age, school status and prior qualifications.

Evidence to demonstrate eligibility against additional JobTrainer Fund criteria is outlined below.

Prior qualifications

SAS must retain evidence that a prospective student is not currently enrolled in, nor has previously completed a qualification funded under the JobTrainer Fund. Evidence can be satisfied through:

- Search conducted prior to enrolment using the AISS tool. See Acceptable Evidence within the [Skills Assure supplier audit evidence requirements](#); and
- A declaration by the student that they are not enrolled in, nor have completed a qualification under the JobTrainer Fund. Acceptable evidence includes signed enrolment forms or other signed pre-enrolment documentation allowing students to declare previously completed qualifications and make an informed decision on eligibility.

Note: students will be eligible to access training under the JobTrainer Fund initiative, regardless of prior qualifications held (i.e. regardless of qualifications completed previously outside of the JobTrainer Fund).

Students can only access one funded training place to complete an eligible qualification under the JobTrainer Fund. Students may be able to undertake more than one “short course” (skill set) funded through the JobTrainer Fund, depending on any eligibility requirements for the short course, but cannot be enrolled in more than one subsidised short course or qualification at a time.

Job Seeker

SAS must retain evidence that the prospective student is either a job seeker, school leaver or young person as defined by the JobTrainer Fund Eligibility Criteria. For the purposes of the JobTrainer Fund, job seeker means:

- i. Individuals out of work; or
- ii. Individuals who are in receipt of income support payments.

Evidence of the participant being a job seeker can be satisfied through:

- Evidence of income support payments from Centrelink. *Note: evidence retained must include the student's full name as on the Enrolment Form.*
- Evidence the participant is in receipt of support from a JobActive, Disability Employment Services or Community Development Programme provider.
- Declaration by the student that they are unemployed. Acceptable evidence includes a signed enrolment form or other pre-enrolment documentation allowing students to declare employment status and make an informed decision on eligibility.

School leaver/young person

SAS must retain evidence that the prospective student is either a job seeker, school leaver or young person as defined by the JobTrainer Fund Eligibility Criteria.

Evidence of the prospective student being a young person aged 16 to 24 years (enrolments from 1 October 2021) or 17 to 24 years (enrolments prior to 1 October 2021) and no longer at school can be satisfied through:

- Evidence of the prospective student's age. See Acceptable Evidence within the [Skills Assure supplier audit evidence requirements](#).
- Declaration on the enrolment form or other pre-enrolment documentation specifying they are no longer at school (i.e. have recently graduated, completed year 12 or are no longer attending school)

Audits

The Department of Employment, Small Business and Training (DESBT) may conduct audits of claims made under the JobTrainer Fund, and require SAS to provide copies of the documents listed above or other evidence as within the [Skills Assure supplier audit evidence requirements](#) when requested in order to substantiate claims made for training delivery and assessment.

In addition to the standard eligibility requirements, specific restrictions and/or exemptions may apply to participation in certain subsidised qualifications or short courses (skill sets). Any additional eligibility requirements will be based on industry advice or requirements under the relevant national training package and will be detailed in the JobTrainer Priority List.