

Skills Assure Supplier

Fact Sheet – student eligibility

The Queensland Government provides eligible Queenslanders with subsidised training with a Skills Assure Supplier (SAS) of their choice. Training is delivered through the Queensland VET Investment Certificate 3 Guarantee program and the Higher Level Skills program.

A key requirement of the [Skills Assure Supplier Policy 2021-25](#) is for the SAS to assess student eligibility prior to enrolment and retain all evidence.

Mandatory evidence

Suppliers must collect an enrolment form containing questions to assess eligibility, and collect clear, legible and complete copies of eligibility evidence that is current at the time of enrolment. The following evidence must be collected and retained.

A completed, signed, and dated enrolment form

The enrolment form must include questions to identify:

- The highest qualification completed, any partially completed qualifications, and any currently enrolled courses (evidence must be requested and retained).
- Previous names.
- Age at the time of enrolment.
- Permanent residency in Queensland.
- Australian or New Zealand citizenship, permanent residency, or visa status.
- Eligibility for concession.
- If the candidate is enrolled in secondary school.
- The highest level of schooling completed.

AISS search within 30 days prior to enrolment

- A search must be conducted on all names.
- A screenshot or printout must be retained as evidence of the search date.

Proof of age at the time of enrolment

- Adult proof of age card or photo identification card (any issuing State); or
- Driver's licence, heavy vehicle, or marine licence (any issuing State); or
- Birth certificate or birth extract; or
- Passport (any issuing country).

Australian or New Zealand citizenship, permanent residency, or visa status

- A green Medicare card (must be a coloured copy); or
- Australian or New Zealand Passport; or
- Australian or New Zealand birth certificate or birth extract; or
- Australian residency documents, blue Medicare card (coloured copy) and required [visa](#) and work permits as set out in the Audit Evidence Requirements.

Evidence of Queensland residency

- Queensland adult proof of age card or photo identification card; or
- Queensland driver licence, heavy vehicle, or marine licence; or
- additional evidence examples as set out in the [Skills Assure Audit Evidence Requirements](#).

Other evidence – if applicable

Additional evidence may be required to meet concession requirements, specific cohort requirements or the [Priority Skills List](#) restrictions. The Supplier must assess the candidate's eligibility before enrolling the student.

Concessional status

- A Department of Veterans' Affairs or Pensioner Concession Card; Health Care Card or Commonwealth Seniors Health Card; or
- Evidence the candidate is the partner or a dependant of a Health Care Card or Concession Card holder and is named on the card; or
- Documentation verifying the candidate has a disability.
- A First Nations self-declaration – a self-declaration on a signed enrolment form is sufficient.
- Formal signed confirmation from the place of incarceration where the candidate is an adult prisoner.

Priority Skills List

Requirements to support eligibility are outlined in the [Priority Skills List](#). Evidence may be required to show the candidate:

- is an existing worker within a specific industry; or
- is a business owner or self-employed; and if required,
- holds the required qualification in the relevant industry. Where a candidate holds a qualification, the SAS must contact their Contract Manager to determine if the candidate has previously accessed funding.

Cohort targeted initiatives

Evidence must be retained of eligibility for participation in a cohort-targeted initiative. Eligibility requirements for the funded program must be checked at the time of enrolment. Acceptable evidence may include a letter from a Queensland school confirming enrolment or a referral on a funded organisation's letterhead, signed and dated by a representative, including the student's full name and date of birth.

Detailed eligibility and evidence requirements are set out in the [Skills Assure Audit Evidence Requirements](#). Further Information is available at: www.desbt.qld.gov.au/training.