

# Eligibility for Queensland VET Investment Programs Frequently Asked Questions

## Can a commemorative birth certificate be used as evidence of Australian Citizenship or date of birth?

No, a commemorative birth certificate is a keepsake and is not deemed [official proof of identity or an official birth document](#).

## Does the documentation retained to confirm residency have to capture a Queensland address?

Yes. An extensive list of acceptable evidence to prove Queensland residency is contained in the Appendix of the [Skills Assure Supplier Audit Evidence Requirements \(VET Investment Programs\)](#).

## When a student is incarcerated, what evidence needs to be obtained?

If you are a SAS that delivers accredited training to prisoners, Queensland Corrective Services will provide relevant documentation to support eligibility.

## What should a SAS do if student's do not answer all questions asked on the enrolment form?

It is recommended that SAS have quality assurance checks in place to ensure that all questions are answered as required. If gaps are left in the enrolment process, then this could risk a non-compliance.

## Are digital enrolment forms acceptable?

Yes, digital enrolment is acceptable as long as it meets all of the evidentiary requirements stated in the [Skills Assure Supplier Audit Evidence Requirements \(VET Investment Programs\)](#) and relevant policies.



## **How do SAS retain evidence if the identification is digital?**

SAS can retain a screenshot of the digital identification to confirm eligibility.

## **Are SAS required to obtain photographic identification?**

There is no requirement for photographic identification. The range of acceptable evidence is listed in the [Skills Assure Supplier Audit Evidence Requirements \(VET Investment Programs\)](#)

## **Can SAS accept expired identification documents?**

Contract Management will consider this on a case-by-case basis if this is the only evidence the student can provide.

## **Do copies of identity documents need to be signed and dated by the student?**

No.

## **Do photocopies of eligibility documents need to be verified?**

The Department expects that the evidence has been validated by the SAS, there is no requirement for individual records to be officially verified or certified.

## **What documentation is required to confirm that a student is an Aboriginal and/or Torres Strait Islander?**

Students must self-declare that they are Aboriginal and/or Torres Strait Islander on their signed and dated enrolment form.

## **Can the Apprentice Info – Self Service (AISS) search be conducted on the date of enrolment?**

As defined in Performance Standard 3 (H) of the [Skills Assure Supplier Policy 2021-23](#), enrolment has the same meaning as Activity Start Date in AVETMISS being the date of training activity itself and not the date the student's information is entered into your student management system.

AISS searches must be conducted within 30 days prior to enrolment. Whilst SAS can conduct a search on the date of enrolment, it is important to remember that this is only one method of confirming eligibility.

It is likely that the search result itself may render the student ineligible. If this is the case, they would not be able to be enrolled in the program.

### **If the evidence to confirm eligibility is stored in a student management system, how long is the documentation required to be retained?**

Evidence to support eligibility must be retained for a period of 7 years after the end of the term of the SAS Agreement.

### **If the prospective student is a carer of an NDIS recipient and is not named on the concession card, what additional evidence can be collected to prove the student is an existing worker in the community services industry?**

You can obtain a copy of the letter from NDIS confirming that the individual they are caring for is registered. Alternatively, you can also accept a statutory declaration.

### **What evidence is required to be retained for a VETiS student?**

SAS must obtain a letter from the Queensland school confirming:

- Student name, date of birth, and Australian or New Zealand citizenship.
- School year currently enrolled.
- Statement from the school concerning all VET qualifications previously attempted and outcomes.

- If a previous qualification was completed the letter from the school must state how it was subsidised.

A single letter can be used to evidence a student cohort; however, it must list each student individually by name and a copy must be in the respective student's file. The letter must show the authorised signatory through the use of an official stamp, detailing their position and name of school or detention centre, next to their printed name and signature.

## **Have you delivered a webinar on data errors?**

Yes. The [Data errors for SAS agreements webinar](#) provides an overview on the data submission process and breakdowns the contract related data errors that apply for both the User Choice and Queensland VET Investment programs.

Contract Management have also developed a [SAS Guide to Contract Errors](#) document to assist in understanding why an error has occurred and how to rectify it.

## **Is there a difference between commencement of training and the enrolment date?**

As defined in Performance Standard 3 (H) of the [Skills Assure Supplier Policy 2021-23](#), enrolment has the same meaning as Activity Start Date in the AVETMISS being the date of the training activity itself and not the date the student's information is entered into your student management system.

If a student is undertaking recognition of prior learning only, it is the date of the start of the assessment. Where a student undertakes training and assessment activities, it is the date the student starts their training activity.

## **If a student moves to interstate after commencing training under the Certificate 3 Guarantee program, are they still eligible?**

Yes. Eligibility is determined at time of enrolment. Given this, if the student moves interstate during their training, they can complete it through another delivery mode i.e., online.

## **How long are SAS required to keep evidence for?**

Evidence to support eligibility must be retained for a period of 7 years after the end of the term of the SAS agreement.

## **If a student completes a qualification overseas, will this impact on the eligibility to access government subsidised training?**

An FAQ has already been prepared on this topic. Please refer to the [Certificate 3 Guarantee FAQs](#) for further information.

## **What are the prior qualification requirements to determine eligibility in a Skill Set?**

As outlined in the [Higher Level Skills Program Policy 2021-23](#), prospective students must not hold, or be enrolled in, a Certificate IV or higher qualification, not including qualifications completed at school and foundation skills training. There be additional eligibility requirements stipulated in the Priority Skills List.

## **Where a credit transfer is recorded on an AISS record, but the learner is unable to provide evidence of this being achieved, can a SAS report a claim for this unit?**

As detailed in the [Skills Assure Supplier Audit Evidence Requirements](#), authenticated VET transcripts issued by the Registrar as per the meaning given in the Student Identifiers Act 2014 must be accessed to determine eligibility for credit transfer.

## **Is the Unique Student Identifier transcript as accurate as the AISS record?**

The Unique Student Identifier captures information that has been reported directly to NCVET whilst AISS draws information from VET activity data reported to the Department. The AISS record does not contain any training undertaken by a student through university or interstate, nor does

it capture fee for service training that has been directly reported to NCVET.