

Higher Level Skills Eligibility Checklist

RTO ID 91823

Student First Name:

Student Last name:

DOB: _____/_____/_____

Qualification/Course Code: CHC50113

As a condition of the Higher Level Skills funded program, the Department requires the RTO to obtain from each Participant, evidence of eligibility. suitable evidence is outlined below.

Collect all of required evidence listed below and fax to office with enrolment paperwork.

Trainers must ensure that they sign each copy of evidence, stating they sighted original document. DO NOT forget to have the student complete the declaration.

Retain on student file. N.B. In some cases one piece of evidence may satisfy two criteria – example Passport

Part A – Evidence of Queensland Residency

Collect and retain on file a copy of ONE of the following:

- ✧ Letter or statement from a utility company, financial or government institution with participant name and QLD address
- ✧ QLD Driver's License
- ✧ Australian or NZ passport showing residency in QLD
- ✧ 18+ Card
- ✧ A permanent visa or formal communication from the Department of Immigration showing approval of a permanent visa subclass

Part B – Evidence of Citizenship

Collect and retain on file a copy of ONE of the following:

- ✧ Birth Certificate
- ✧ Medicare Card
- ✧ Australian or NZ passport
- ✧ A permanent visa or formal communication from the Department of Immigration showing approval of a permanent visa subclass
- ✧ Humanitarian Entrant

Part C - Evidence of Concession:

Collect and retain on file a copy of the following:

- ✧ Health Care or Concession Card
- ✧ Aboriginal and Torres Strait Islander Self Declaration

Participant Declaration:

I _____ (participant) declare that I understand the Higher Level Skills funding is conditional on participants meeting eligibility criteria. Acknowledge that RISE education and training have advised me of my obligations to provide evidence of eligibility and as a result I have provided all documents as requested. I have not withheld any information pertaining to prior qualifications and have disclosed all prior training completed in my application. I also declare that I am not currently enrolled in a course of study that is at a Certificate III level or higher with any registered training organisation nor am I still attending secondary school.

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I acknowledge that I will no longer be eligible for a subsidized training place under the Higher Level Skills Level Program once I complete my Diploma qualification.

Signed:

Date: