

## ACE Eligibility Policy and Procedure

### Purpose:

The Eligibility Policy and Procedure is developed to determine a Prospective Student's eligibility before enrolling in Funded Training.

### Policy:

#### 1. General Eligibility:

To be eligible for Funded Training, individuals must:

- (a) be aged 15 years or over.
- (b) no longer be enrolled in secondary school (home-school exception)
- (c) live or work in NSW (Exception A applies)
- (d) have a USI.
- (e) meet one of the following requirements:
  - be an Australian citizen.
  - Australian permanent resident
  - New Zealand citizen
  - meet Refugee or Humanitarian Visa requirements.
  - Eligible Asylum Seeker

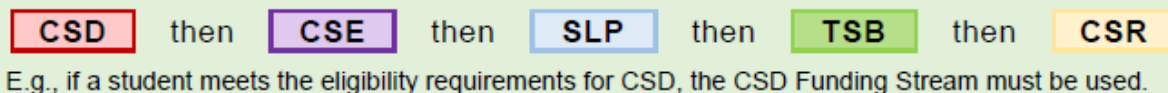
**Exception A:** Aboriginal and Torres Strait Islander students who do not live or work in New South Wales but live in a specific defined interstate NSW border area are still eligible for training under the ACE Program.

Defined interstate NSW border areas:

2600-2612	2614-2017	<b>ACT:</b> 2900-2906	2911-2914
Elanora - 4221	Tallebudgera - 4228	<b>QLD:</b> Hebel - 4486	Talwood - 4496
Currumbin - 4223	Texas - 4385	Bollon - 4488	Thallon - 4497
Coolangatta - 4225	Goondiwindi - 4390	Bungunya - 4494	Kioma - 4498
		<b>VIC</b>	
Nangiloc - 3494	Irymple - 3498	Hattah - 3501	Echuca - 3564
Red Cliffs - 3496	Mildura - 3500	Cabarita - 3505	Koondrook - 3580
Shepparton - 3630	Yalca - 3637	Kotupna - 3638	Barmah - 3639
Katunga - 3640	Ulupna - 3641	Cobram - 3644	Chiltern - 3683
Rutherglen - 3685	Barnawartha - 3688	Wodonga - 3690	Bonegilla - 3691
Bandiana - 3694			

## 2. Specific eligibility criteria:

All students under the ACE Program must meet the criteria for more than one Funding Stream, the Funding Stream that should be prioritised is as follows:



CSD: Disadvantaged Student

CSE: Emergency

SLP: School Leavers Program

TSB: Targeted Skills for Small Business

CSR: Regional or Remote Students

## Procedures:

### Step 1: Evidence required for the General Eligibility requirements:

Requirement		Evidence	Evidence Requirements
(a)	Be aged 15 years or older	<p><b>Identity Evidence:</b></p> <ul style="list-style-type: none"> <li>Government issued photographic identification (e.g., passport or driver's licence)</li> <li>Letter or statement from a referring agency confirming the identity of the student; or</li> <li>Staff Declaration confirming student's identity</li> </ul> <p>OR</p> <p><b>USI:</b></p> <ul style="list-style-type: none"> <li>validity checked with USI Registry</li> </ul>	<ul style="list-style-type: none"> <li>Evidence must be verified by SGSCC English.</li> <li>Where evidence is sighted but not kept, a record that confirm sighting of the evidence and a description of the evidence, must be maintained by SGSCC English. The record must be dated and signed by an authorised person. The name of the signatory and their position should also be captured.</li> <li>If requested by the Department, SGSCC English must provide a copy of the evidence or proof the evidence has been sighted.</li> </ul>
(b)	Be no longer enrolled in secondary education unless they are a	<ul style="list-style-type: none"> <li>Copy of current certificate of home-schooling registration, which clearly indicates the period of time for which the</li> </ul>	As above

Requirement		Evidence	Evidence Requirements
	registered home school student	student will be home schooled.	
(c)	Live/work in NSW unless Exception	<ul style="list-style-type: none"> <li>Any Commonwealth or NSW Government evidence of living location, or</li> <li>Employer-issued document confirming employment in NSW.</li> </ul>	As above
(d)	Have a USI	<ul style="list-style-type: none"> <li>USI data from a valid USI at enrolment</li> </ul>	Enrolment record
(e)	Be either:		
	<ul style="list-style-type: none"> <li>An Australian citizen; OR</li> </ul>	<ul style="list-style-type: none"> <li>Australian birth certificate; or</li> <li>Australian passport; or</li> <li>Certificate of Australian Citizenship (Naturalisation Certificate); or</li> <li>Green Medicare Card</li> </ul>	Verified and dated by an authorised person at SGSCC English.
	<ul style="list-style-type: none"> <li>A permanent resident; OR</li> </ul>	<ul style="list-style-type: none"> <li>a Certificate of Evidence of Resident Status (CERS), which confirms status as an Australian permanent resident; or</li> <li>use the Department of Home Affairs' Visa Entitlement Verification Online (VEVO) facility to confirm status as Australian permanent resident and check passport; or</li> <li>Green Medicare Card</li> </ul>	Verified and dated by an authorised person at SGSCC English.
	<ul style="list-style-type: none"> <li>A New Zealand citizen; OR</li> </ul>	<ul style="list-style-type: none"> <li>New Zealand birth certificate; or</li> <li>New Zealand passport; or</li> <li>Green Medicare Card</li> </ul>	As above
	<ul style="list-style-type: none"> <li>Someone who meets the Refugee or Humanitarian Visa requirements as defined by the Department; OR</li> </ul>	<ul style="list-style-type: none"> <li>Relevant visa documentation; or</li> <li>ImmiCard (where appropriate)</li> </ul>	As above

Requirement	Evidence	Evidence Requirements
<ul style="list-style-type: none"> <li>an Eligible Asylum Seeker as defined by the Department</li> </ul>	<p>If the student holds a Bridging Visa, the student must provide a document from the Department of Immigration and Border Protection acknowledging that the bridging visa is linked to an application for a humanitarian visa.</p>	As above

**Note:**

- All evidence must be able to be verified by SGSCC English. At the Department's discretion, the Department may request a copy of the evidence or proof that the evidence has been sighted.
- Where evidence is sighted but not kept, a record that confirms sighting of the evidence and a description of the evidence, must be maintained by SGSCC English. The record must be dated and signed by a person authorised by SGSCC English. The name of the signatory and their position should be captured.
- Where the evidence provided by the student is a copy of the original, the copy must be certified by a person who is on the list of approved witnesses who can verify document. A list of which is available at the Commonwealth Attorney General's Department website at: [www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx](http://www.ag.gov.au/Publications/Pages/Statutorydeclarationsignatorylist.aspx).
- If a student declares their status in relation to identify as an Aboriginal or Torres Strait Islander person at a point in time after enrolment, SGSCC English must sight or collect the relevant evidence within 28 days of being notified by the student.

Students who are inmates with NSW Corrective Services

Students who are inmates in NSW correctional facilities do not have access to many of the documents required to allow SGSCC English to assess eligibility for Funded Training.

NSW Corrective Services records information in the Offender integrated Management System (OIMS) which can verify:

- Eligibility for Funded Training:
  - Living or working in NSW
  - Citizenship: Australian citizen, New Zealand citizen and permanent Australian resident
  - Humanitarian visa holder (Refugee or asylum seeker)

SGSCC English must make arrangements with the correctional facility on how information to support eligibility will be accessed/sighted. The sighting of information recorded on OIMS is deemed as sufficient evidence, however must be recorded by SGSCC English as per **note 2** above.

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## Refugees and asylum seekers

1. Refugees and asylum seekers who hold particular visas are eligible for Funded Training. A student who holds one of the below humanitarian visas are eligible for Funded Training.

Permanent visas
Emergency rescue visa (Subclass 203)
Global special humanitarian programme visa (Subclass 202)
In-country special humanitarian programme visa (Subclass 201)
Protection visa (Subclass 866)
Refugee visa (Subclass 200)
Woman at Risk visa (Subclass 204)
Temporary visas
Bridging Visa A (BVA)
Bridging Visa B (BVB)
Bridging Visa C (BVC)
Bridging Visa D (BVD)
Bridging Visa E (BVE)
Safe Haven Enterprise visa (Subclass 790)
Temporary Humanitarian Concern visa (Subclass 786)
Temporary Humanitarian Stay visa (Subclass 449)
Temporary Protection visa (Subclass 785)
Partner visas
<a href="#">Partner (Provisional and Migrant) visa (subclass 309 100)</a> – (Refer to point 3 below)
<a href="#">Partner visa (subclass 820 801)</a> – (Refer point 3 below)

2. For a Bridging Visa to be eligible under the ACE Program, the bridging visa must be attached to an application for a humanitarian visa eligible for the ACE Program as listed above. The student must provide a document from the Department of Immigration and Border Protection acknowledging application for a humanitarian visa.
3. A person who holds a [Partner \(Provisional and Migrant\) visa \(subclass 309 100\) and Partner visa \(subclass 820 801\)](#) must also provide evidence that their sponsor holds or held one of the humanitarian visas outlined above.

**Note:**

As visa types and categories are subject to change, SGSCC English are encouraged to refer to additional materials produced by the Department on this matter.

**Step 2: Evidence for specific eligibility criteria of a Funding Stream.**

Funding Stream	Specific eligibility criteria	Evidence
<b>CSD - Disadvantaged Students</b> are eligible for the CSD Funding Stream. A Disadvantaged Student is a student who meets one or more of the following criteria (each a CSD Criteria):		
	(a) is a person of Aboriginal and/or Torres Strait Islander descent who identifies as an Aboriginal or Torres Strait Islander and is accepted as such by the community in which they live (Aboriginal or Torres Strait Islander); OR	<ul style="list-style-type: none"> <li>• a student declaration of Aboriginal and/or Torres Strait Islander heritage; or</li> <li>• Staff Declaration*</li> </ul>
	(b) is a recipient of an Applicable Benefit, or is a dependent child, spouse, or partner of a recipient of an Applicable Benefit; OR	<ul style="list-style-type: none"> <li>• proof of receipt of Applicable Benefits such as current Commonwealth benefits card, letter or income statement from Services Australia; or</li> <li>• referral by a supporting agency or community organisation e.g., a Workforce Australia agency/partner.</li> </ul>
	(c) has a physical or mental impairment that substantially limits one or more major life activities, or is a person who has a history or record of such an impairment, or is a person who is perceived by others as having such an impairment; OR	<ul style="list-style-type: none"> <li>• proof of receipt of a Disability Support Pension (if applicable)</li> <li>• a letter from a medical practitioner or their health professional, government agency or school counsellor</li> <li>• referral from a supporting agency or community organisation e.g., disability employment agency; or</li> <li>• Staff Declaration*</li> </ul>
	(d) has a disability or is the dependent child, spouse or partner of a person with a disability; OR	<ul style="list-style-type: none"> <li>• supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or</li> <li>• Staff Declaration*</li> </ul>

Funding Stream	Specific eligibility criteria	Evidence
	(e) has low language, literacy, numeracy and digital skills - i.e., ACFS Level 2 or lower; may not be able to effectively participate in society e.g. inability to read a book or newspaper, understand road signs, transport timetables, fill out a form, read instructions or use digital devices and or the internet; OR	<ul style="list-style-type: none"> <li>language literacy and numeracy pre assessment against the Australian Core Skills Framework (ACSF), Core Skills for Work Framework or other pre training assessment</li> </ul>
	(f) identifies as culturally and linguistically diverse (CALD) and meets one or more of the following criteria: <ul style="list-style-type: none"> <li>main language spoken at home is not English</li> <li>proficiency in spoken English is below the required standard to complete vocational training and/or employment</li> <li>experiencing cultural barriers</li> <li>experiencing social isolation; OR</li> </ul>	<ul style="list-style-type: none"> <li>language literacy and numeracy pre assessment against the Australian Core Skills Framework, Core Skills for Work Framework or other pre training assessment</li> <li>Staff Declaration* (to support additional criteria if applicable).</li> </ul>
	(g) is either: <ul style="list-style-type: none"> <li>unemployed</li> <li>underemployed (working less than 25 hours per week)</li> <li>returning to the workforce after a gap of over 12 months</li> <li>looking to reskill or upskill: (a) and are aged 55 or older, or (b) due to unforeseen circumstances, e.g., COVID-19 impact, industry closure, recovering from injuries and or mental health issues; OR</li> </ul>	<ul style="list-style-type: none"> <li>supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or</li> <li>Staff Declaration*</li> </ul>
	(h) is affected by economic disadvantage – i.e. a person who is experiencing significant socio-economic hardship; not having sufficient resources to cover the basics and achieve a reasonable standard of living; experiencing negative impacts on social and emotional wellbeing, physical health, and the ability to create a stable home environment; prevented from participating in communities and from thriving; OR	<ul style="list-style-type: none"> <li>supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or</li> <li>Staff Declaration*</li> </ul>
	(i) is affected by personal circumstances that mean the student requires support to access educational opportunities, for example if the student: <ul style="list-style-type: none"> <li>has/is experiencing domestic violence, family violence or coercion</li> <li>is recovering from drug/alcohol abuse; or</li> <li>has exited the criminal justice system or is at risk of entering the criminal justice system; OR</li> </ul>	<ul style="list-style-type: none"> <li>supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or</li> <li>Staff Declaration*</li> </ul>

Funding Stream	Specific eligibility criteria	Evidence
	(j) is aged between 15-24 years and at risk of not otherwise progressing to further education, training or employment; OR	<ul style="list-style-type: none"> <li>referral by a supporting agency or community organisation; or</li> <li>Staff Declaration*</li> </ul>
	(k) has not achieved year 12 or equivalent education	<ul style="list-style-type: none"> <li>supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or</li> <li>Staff Declaration*</li> </ul>
<p><b>*Staff Declaration:</b> Only to be used where other evidence is not possible. A Staff Declaration is a declaration from an employee of SGSCC English confirming, based on information provided by the student or from other sources, the student meets the CSD Criteria specified. The employee must be authorised by the SGSCC to make any Staff Declarations. The SGSCC English must follow any other guidance provided by the Department about Staff Declarations.</p>		
<p><b>CSR:</b> A student is eligible for the CSR Funding Stream if the student:</p>		
	(a) does not meet any CSD Criteria; AND (b) lives or works in a Regional or Remote Location (that is, is any location that is not classified as “Major Cities (RA1)” on the following website: <a href="http://doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator">http://doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator</a> , or as otherwise advised by the Department.	<ul style="list-style-type: none"> <li>Proof of address (e.g. driver’s license, utility bill, electoral roll or employment contract)</li> </ul>
<p><b>TSB:</b> A student is eligible for the TSB Funding Stream if the student:</p>		
	(a) does not meet any CSD Criteria; AND (b) is either: <ul style="list-style-type: none"> <li>owner of a small business; OR</li> <li>employee of a small business or not-for-profit organisation.</li> </ul> <p>A <b>small business</b> is an enterprise with: less than 20 full time equivalent (<b>FTE</b>) employees; or, less than 200 FTE employees if the enterprise’s primary operations is in a Regional or Remote Location (as defined above in CSR).</p>	<ul style="list-style-type: none"> <li>if the student is an employee – letter from the employer confirming employment and that the employer meets the definition of a small business or is a not-for-profit.</li> <li>if the student is the owner of a small business – statement from student confirming the business meets the definition of a small business</li> </ul>
<p><b>SLP:</b> A student is eligible for the SLP Funding Stream if the student:</p>		
	<ul style="list-style-type: none"> <li>Does not meet any CSD Criteria; AND</li> <li>Aged under 24 years</li> </ul>	<ul style="list-style-type: none"> <li>Identity Evidence:               <ul style="list-style-type: none"> <li>Government issued photographic identification (e.g. passport or driver’s licence)</li> <li>Letter or statement from a referring agency confirming the identity of the student; or</li> </ul> </li> </ul>



Funding Stream	Specific eligibility criteria	Evidence
		<ul style="list-style-type: none"> <li>○ Staff Declaration confirming student's identity.</li> <li>• or USI (validity checked with USI Registry)</li> </ul>
<p><b>CSE:</b> A student is eligible for the CSE Funding Stream if the student meets the criteria identified in the approved CSE Application.</p>		