

RTO	Builders Academy Australia (RTO ID 21583)
Type	Public
Applicable Standards	Standards for Registered Training Organisations 2025 Relevant State and Territory Funding Contracts and Eligibility Documents Victorian Skills First Quality Charter HESA ACT 2003 Australian Core Skills Framework (ACSF)
Authorised By	General Manager – Quality, Education and Compliance
Effective Date	29 September 2026
Version	V4.9

Entry Procedure

Overview

Builders Academy Australia (BAA) is committed to ensuring that each student who enrolls with us has equal opportunities to enrol into a course of their choice.

BAA markets its Vocational Education and Training (VET) training products with integrity, accuracy, and professionalism, avoiding vague and ambiguous statements. In the provision of information, no false or misleading comparisons will be drawn with any other provider or Training Program.

BAA will not state or imply that any Nationally Accredited Training Programs other than those on their scope of registration are recognised by the Australian Skills Quality Authority (ASQA).

BAA receives leads through a variety of marketing strategies as well as word of mouth. Leads are allocated to different Course Advisors who will complete a course consultation and a Pre-Training Review with the prospective student over the phone.

BAA completes enrolments for all eligible Skills First Funding Program Students in accordance with:

- a) Victorian VET Student Statistical Collection Guidelines including asking all mandatory standard enrolment questions;
- b) Standards for Registered Training Organisations 2025;
- c) Guidelines about Eligibility
- d) Guidelines about Fees
- e) Guidelines about Apprenticeship /Traineeship Training Delivery
- e) 2024-25 Standard VET Funding Contract
- f) 2025 Funded Programs Report
- g) Enrolment Form and Program Service Agreement- including asking all mandatory standard enrolment questions and advising prospective Skills First Students of the possibility of receiving an NCVER Survey, receiving an invitation to participate in a Department endorsed project, receiving an invitation to participate in the Departments annual student outcome survey and being contacted by the Department for Audit, Review, or Investigation purposes.
- h) Pre-Training Review
- i) LLN Assessment
- J) Skills First Quality Charter
- K) Statement of Fees
- I) All applicable Regulatory Standards

Once the student has made an informed decision on the course, they wish to enrol into, the Course Advisor will commence the enrolment application process which is divided into four areas:

1. Assessment of Suitability - Registration and Pre-Training Review
2. Training Package Pre-requisites
3. Enrolment and Eligibility Requirements
4. Financial Obligations

This policy does not cover enrolment of International Students (CRICOS).

Authorised Delegates

Under the Skills First Funding Contract, BAA must ensure that authority is delegated to appropriately trained individuals for the purpose of undertaking the Pre-Training Review and determination of eligibility. The eligibility for training subsidised through the Skills First program is subject to a range of different and complicated criteria. BAA's Authorised Delegates assess any individual's eligibility for Skills First funding prior to course commencement. All Students applying for a Skills First Program subsidised training place must have their eligibility assessed by one of these Authorised Delegates before commencing any classes.

All BAA Course Advisors and Enrolment Officers are Authorised Delegates. BAA's Authorised Delegates have been extensively trained on their individual responsibility as Authorised Delegates and annually sign a declaration of compliance, this ensures they are provided with the skills and knowledge required to conduct Skills First eligibility assessments and retain sufficient evidence. The Skills First - Evidence of Eligibility and Student Declaration form is only completed by an Authorised Delegate of BAA.

As per the Guidelines about Eligibility, an Authorised Delegate is defined as:

- a) an employee/s of the Training Provider who has been formally delegated this function from the CEO or equivalent and written evidence of such a delegation is available at audit, or
- b) a duly authorised agent of the Training Provider, and a legally binding agreement between the Training Provider and the agent is in place and available at audit.

BAA will make available to the Department for audit or review purposes the completed Evidence of Eligibility and Student Declaration form and any of the evidence that is sighted and retained in relation to any individual student.

1. Assessment of Suitability - Registration and Pre-Training Review (PTR)

Prior to enrolment, BAA undertakes a number of checks to ensure course suitability, possible funding eligibility and payment options. These checks are collectively known as the 'Pre-Training Review' (PTR).

The Pre-Training Review is defined as the process undertaken between BAA and an eligible individual to determine the most suitable and appropriate training option for that individual. Skills First requires training providers to conduct a Pre-Training Review, consistent with the program's objective that eligible individuals can access high quality courses and qualifications that lead to jobs, further education and/or participation in training for disadvantaged learners.

Once a student has registered an expression of interest, they are referred to a Course Advisor or Staff member within Student Services who are trained to hold a PTR conversation.

Before enrolling a prospective Skills First Student, BAA's Course Advisor's will inform them that their enrolment is under the Skills First Program and will explain how their enrolment will impact their future Skills First Entitlement. The student will also declare this as part of their evidence of eligibility and student declaration form.

PTRs are undertaken to identify:

1. That the student has the academic level to undertake and successfully complete the course of choice or whether the student will need additional support to successfully complete the course, and
2. That the course selected is suitable to the student and meets their needs and career goals
3. Whether they are eligible to pay for part or all of their course via a Government Funded Subsidy or Fee for Service (FFS)
4. Assessment of eligibility for programs and initiatives that allow BAA to grant eligibility exemptions or Fee Waivers.

The purpose of these checks is to ensure that a student is fully informed and to ensure that BAA meets the quality requirements and obligations for each funding contract. The Staff member will work through a PTR form for the course. The PTR form varies from state to state and payment options to payment option to allow for different funding subsidies and legislation requirements.

The PTR form is a series of questions which the students answer and is recorded in the form.

The PTR form for Victoria also includes the Victorian Skills First Evidence of Eligibility and Student Declaration Form.

During the PTR conversation, the Student Support Officer conducting the PTR will discuss with the student:

1. Their career goals and rationale for wanting to undertake this course
2. Their recent work history
3. Their education
4. A self-assessment of their digital/computer literacy
5. If they have any special requirements that BAA may need to be aware of (these include physical, medical, learning, or other needs that we may need to be aware of)
6. Whether they can commit to the duration of the course and the number of classes per week
7. The amount of work they are required to undertake outside of class hours
8. Payment options and subsidies
9. Whether they are eligible for a Government funded subsidy:
 - a. Whether this will pay for the full or partial cost of their tuition fees
 - b. How completing the course under a government subsidy (if eligible) may affect their eligibility for future funded courses
 - c. If they are eligible to have the partial cost subsidised, whether they are eligible for a concession or fee waiver
10. Whether they are eligible for programs and initiatives that allow BAA to grant eligibility exemptions or Fee Waivers
11. Verification of identity
12. Whether they already have a USI or not and whether they give us verbal permission to create a USI for them (all calls are recorded)
13. Whether they would like to purchase printed copies of resources (if their course material is available online)
14. Whether they may be eligible for Credit Transfer (CT) or would like to apply for Recognition of Prior Learning (RPL).
15. Evaluating the Language, Literacy and Numeracy (LLN) skills of the student.

Apprentices/Trainees will also be asked:

- a. Employer details
- b. Type of employment (FT, PT)
- c. If the workplace meets assessment requirements of all units or optional employer/venue will be required.

At the end of the PTR conversation and when an LLN assessment has been completed, the Student Support Officer conducting the PTR will answer a series of questions about the students' oral communication.

The student is sent a copy of the PTR and the Program Services Agreement (PSA) which confirms that the student is academically suitable for the course and provides details of the course. Upon return of the agreed and signed document, the Authorised Delegate will verify all documentation and complete the signing of the Skills First Eligibility Declaration form. Where the Authorised Delegate is not available to do so, a secondary Authorised Delegate will review the application and sign the Skills First Eligibility Declaration form in their absence.

Language, Literacy and Numeracy (LLN) Assessment

BAA evaluates the Language, Literacy and Numeracy (LLN) skills of students prior to formally accepting their enrolment into a qualification to ensure they are academically suited to undertake the program in conjunction with all other entry requirements of the program. This process is conducted with honesty and integrity and where a LLN assessment is required to be completed by a student, uses an approved LLN Assessment Tool called LLN Robot that validly and reliably assesses a student's competence for LLN levels against the Australian Core Skills Framework (ACSF).

The LLN Assessment used by BAA is generated by LLN Robot <https://llnrobot.com.au/>

LLN Robot is the first assessment tool approved by the Federal Department of Education and Training and the VET Student Loans (VSL) Secretary after reviewing its accuracy in validly and reliably determining student LLN levels as part of the VSL implementation process. Being an approved tool, it is appropriately verified and evaluated using evidence-based assessment.

A student will be exempt from undertaking an LLN assessment if they have already been deemed as academically suited by BAA. This happens where:

- The student holds and provides a copy to BAA of an Australian Senior Secondary Certificate of Education (Year 12 Certificate), awarded by an Agency or State or Territory;
- The student holds and provides a copy to BAA of a Certificate showing they have been awarded a qualification at a Level 4 or above in the Australian Qualifications Framework (AQF), by a body registered to award the qualification in the AQF in Australia, and the program was delivered in English; (a USI Transcript is sufficient evidence in this case).

What is a Language, Literacy and Numeracy Assessment?

The term 'Language, Literacy and Numeracy' (LLN) refers to the Australian Core Skills Framework (ACSF) Five Core Skills, these being Learning, Reading, Writing, Oral Communication and Numeracy. These Five Core Skills have been identified by the ACSF as the essential skills for individuals to hold to participate effectively in society, including the workplace and Education Sector.

Core Skills are critical to almost all areas of work. This is particularly true in many vocations where Language, Literacy and Numeracy skills influence the performance of workplace tasks such as comprehending written work instructions. Further information is available at the following two sites:

<https://www.education.gov.au/australian-core-skills-framework>
www.precisionconsultancy.com.au/acs_framework

The LLN Assessment will assess the Five (5) Core Skills in the ACSF following areas.

- Reading
- Writing
- Numeracy
- Oral Communication
- Learning

The LLN Assessment used by BAA is generated by LLN Robot. LLN Robot is the first assessment tool approved by the Federal Department of Education and Training after reviewing its accuracy in determining Student LLN levels as part of the Vet Student Loans implementation process. Using trigger word and phrase analysis software developed by The Learning Resources Group, LLN Robot have determined the ACSF profile of every current national unit of competency from Certificate 1 to Diploma.

The ACSF scores for units/qualifications are sourced directly from publications provided by training package owners (SSO/former ISC), otherwise they are calculated by the LLN Robot system.

LLN Robot is an online system that combines ACSF testing, Course profiling and LLN Support into one easy to use package. BAA evaluates the Language, Literacy and Numeracy (LLN) skills of students prior to formally accepting their enrolment into a qualification.

LLN Assessments are completed to indicate whether a student:

1. Has the LLN skills to be able to successfully complete the course.
2. Needs additional coaching or support to successfully complete the course.
3. Does not have sufficient LLN skills to successfully complete the course.

BAA determines a recommended LLN level for each course we deliver based on the Australian Core Skills Framework (ACSF). BAA will generally accept students with one LLN entry level lower than recommended for that course. However, students with lower levels may be accepted and this is evaluated on a case-by-case basis. Please refer to the Language, Literacy and Numeracy Policy (LLN) for more information.

Digital skills assessment

BAA assesses the digital literacy skills of students prior to, or at the point of, enrolment to ensure they have the capability to effectively engage with training, assessment, and required learning technologies.

Digital literacy assessment focuses on a student's ability to use common digital tools and systems relevant to vocational education and training, including accessing online learning platforms, communicating electronically, locating and managing digital information, and completing digital assessments.

The digital literacy assessment used by BAA is conducted through **LLN Robot**, which includes a digital skills assessment component aligned to contemporary workplace and training requirements.

Results of the digital literacy assessment are used to determine whether a student:

1. Has sufficient digital skills to participate effectively in the course
2. Requires additional support or adjustment to learning and assessment processes
3. May need referral for further guidance or alternative support arrangements

Where a need for support is identified, appropriate strategies may be implemented to assist the student to successfully engage in training and assessment.

Digital skills assessment outcomes are retained on the student's file in accordance with BAA record-keeping requirements.

2. Training Package Pre-Requisites

All prospective students must meet the relevant training package prerequisites where applicable. This will be communicated during the Pre-Training Review. In some cases, for superseded training packages students will be required to fill out a transition form.

3. Skills First Funding Eligibility Requirements

Where a student is seeking enrolment into a program on BAA's Funded Program List, BAA will assess their eligibility for Victorian Skills First Funding. Students who are not eligible for funding or who are applying for a non-funded program may continue with an enrolment as a Fee for Service (full fee paying) student. BAA will identify students who are not eligible to study as a domestic Fee for Service student and offer CRICOS programs enrolment as per BAA's International Student policies and procedures.

Students accessing the Victorian Skills First Funding Program must meet all eligibility criteria including the following:

- Citizenship/Residency requirements
- the '2 in a year' limitation;
- the '2 at a time' limitation;
- Previous/current enrolments requirements
- a student must be undertaking all training and assessment while physically present in the State of Victoria or a border region.

Students will be required to provide proof of meeting the above eligibility criteria in accordance with the Skills First Eligibility Guidelines.

Prior to enrolment BAA will check for eligibility exemptions, eligibility for special initiatives, fees waivers, concessions that may apply to an individual student.

Impact of Age on Eligibility:

Students Under 18 Years of Age

Students under 18 at the time of enrolment need Parent/Guardian Approval. BAA obtains parent/guardian approval during the enrolment process. Parent/Guardian details are obtained from the student. Enrolment paperwork is sent to the parent/guardian for signature as well as the student.

Students Under 17 Years of Age

All children and young people in Victoria aged from 6 to 17 years are legally required to be at school unless they have finished year 12 or been granted an exemption from school attendance (the 'exemption').

Depending on the student's circumstances, exemptions are granted by a school principal or the Department of Education and Training (the Department's Regional Director).

NOTE: An exemption only applies to the specific training provider and program listed on the exemption letter or Certificate.

BAA cannot ask for an exemption on a student's behalf. The exemption process must be managed by the student's school and should involve the student and their parents/carers. BAA can give a student a letter of offer to support their exemption process. Students can attach this letter to their Exemption From School Application Form.

BAA can undertake all or part of a Pre-Training Review with the student so that we can issue a letter of offer that explains why the training would be suitable and appropriate for the student. This will help the school principal or Department Regional Director decide whether enrolment in training is in the student's best interests. They may decide not to grant an exemption until they have seen a letter of offer.

Students under 17 do not need an exemption if they are still attending school and are enrolling in:

- a VET program on a part-time basis
- VET fee-for-service programs
- VET delivered to secondary students (VET DSS previously known as VETis)
- A School-Based Apprenticeship/Traineeship (SBAT)
- a Head Start Apprenticeship/Traineeship (HSAT).

An exemption can only be provided if the training is:

- on a full-time basis of at least 25 hours a week; or
- a combination of training and employment for an average of at least 25 hours a week.

Prior to enrolling a student who will be under 17 years of age at the time their training commences, BAA must sight and retain evidence the student has been granted an exemption from school attendance where required as follows:

	If the student:	The Training Provider must sight and retain:	And ensure that it:
a)	has completed year 10	a copy of the signed and completed endorsement page from the 'Exemption From School Application Form'; OR correspondence or a certificate signed by the School Principal or a Department Regional Director.	identifies the Training Provider and the training to be undertaken; OR identifies the relevant employer if the student is to undertake an Apprenticeship / Traineeship.
b)	has not completed year 10	correspondence or a certificate signed by the Department Regional Director.	
c)	is not currently, or has never been, enrolled in a Victorian School (for example, students enrolled in home schooling, or students who have moved to Victoria from interstate or overseas)	correspondence or a certificate signed by the Department Regional Director.	

As part of the enrolment and Pre-Training Review process, BAA will sight and retain the evidence required as above.

BAA will provide advice to the student regarding the above requirement, however, they are not responsible for obtaining the exemption. The Youth Pathways and Transitions Team at the relevant Department Regional Office listed below can provide the student and school with assistance to arrange the Exemption from School evidence.

Youth Pathways and Transitions Team (Regional Office Contacts):

North East pathways.transitions.nev@education.vic.gov.au
 North West pathways.transitions.nwv@education.vic.gov.au
 South East pathways.transitions.sev@education.vic.gov.au
 South West pathways.transitions.swv@education.vic.gov.au

BAA must notify the student's previous school and the relevant Department Regional Office (refer to above list of regional contacts) if a student under 17 makes any changes to their enrolment, such as disengaging or exiting, changing to part-time, or reducing program hours to below 25 hours a week. BAA will ensure the following:

- The Student Engagement team will alert the Training Manager and General Manager – Quality, Education and Compliance, of a disengaging or exiting, changing to part-time, or reducing program hours to below 25 hours a week.
- The Student Welfare, Engagement & Success Officer will advise the Training Manager and General Manager – Quality, Education and Compliance if they become aware of a student's non-attendance or disengagement from their studies.

- The General Manager – Quality, Education and Compliance will notify the student’s previous school and the relevant Department Regional Office if a student under 17 makes any changes to their enrolment, such as disengaging or exiting, changing to part-time, or reducing program hours to below 25 hours a week. Notification will occur within 90 days of the change.

School-Based Apprenticeships and Traineeships (SBATs) Program

BAA offers places in SBAT programs to students studying in Victorian schools offering SBAT/HSAT study options and who meet the government’s entry requirements. These programs are undertaken under a formal training contract with an employer and has a training plan registered with the Victorian Registration and Qualifications Authority (VRQA). BAA will provide the structured, workplace-based training required.

BAA offers:

- SBAT Type B arrangements (fully workplace-based training)
- Only Certificate III traineeships and apprenticeships via SBAT and HSAT

BAA does not offer “Part-time attending school” arrangements.

School Based Apprenticeship or Traineeship (SBATs) and HSAT are arranged by a number of parties, including the student and their parent/guardian, the employer, BAA, the school (Head Start Coordinator for HSAT), and the Apprenticeship Network Provider (ANP).

A student can begin Head Start in Year 10 or 11. They will need to be:

- at least 15 years old
- enrolled in a Head Start participating school for a senior secondary qualification
- an Australian Citizen or Permanent Resident.

BAA currently offers the following program for SBAT delivery:

- CPC30220 Certificate III in Carpentry

Only once BAA is satisfied that they can provide a program to meet the training requirements and requirements for SBAT/HSAT, will they proceed to enrol the student ensuring all enrolment processes including pre-training review are completed.

Traineeship/Apprenticeship Students

An apprentice is a person who has entered into a registered training contract to study a qualification defined as an apprenticeship in a relevant Victorian Approved Training Scheme.

If a student is seeking enrolment into an Apprenticeship program:

- when considering the Skills First ‘2 AQF qualifications in a year’ limits, BAA is not required to count any programs identified as a ‘Pre-Apprenticeship and Pathway Program’ on the Funded Programs Report.

Students enrolling in a Traineeship/Apprenticeship program must meet the following additional eligibility criteria:

- be employed in Victoria in either a full time or part time capacity under an award or registered agreement;
- enrol in an Approved Training Scheme
- agree and sign a Training Contract with their employer, which is registered with the Victorian Registration and Qualification Authority (VRQA);

- agree and sign, jointly with the employer and the RTO, to a Training Plan*; and
- be involved in paid work and Structured Training, either workplace based or off-the job.

Proving Citizenship/Permanent Residence

The Department accept these documents as proof of citizenship/permanent residence:

If the student is:	You can accept ANY of these:
an Australian citizen	✓ Australian birth certificate (not birth extract) ✓ current Australian passport ✓ Australian citizenship certificate ✓ current green Medicare card ✓ Australian certificate of registration by descent
a New Zealand citizen	✓ current New Zealand passport ✓ New Zealand birth certificate ✓ New Zealand citizenship certificate ✓ current green Medicare card
a permanent resident	✓ current green Medicare card ✓ formal confirmation of permanent residence granted by the Department of Home Affairs AND the student's foreign passport or ImmiCard
an asylum seeker enrolling under the Asylum Seeker VET program	✓ a 'Referral to Government Subsidised Training - Asylum Seekers' form from the Asylum Seeker Resource Centre or the Australian Red Cross ✓ confirmation through the Visa Entitlement Verification Online (VEVO) system that the student has a valid visa type that we accept for participation in the program
in exceptional circumstances	✓ a proxy declaration signed by the training provider CEO or a government or community services provider, approved by the department

Refer to the section *Sighting, Verifying and Retaining Evidence of Eligibility* for the mechanisms for BAA to obtain verification of student eligibility documents.

Student's name on their document used for eligibility evidence and their USI must match

Where the student is unable to provide eligibility evidence with their name matching the name as per their USI, they will be required to update either their USI or their identity documents before verification can be completed.

Ways To Sight And Retain Evidence – Guidance From Skills First

There are **6** ways to sight and retain evidence of eligibility so you can help students in different circumstances:

 SIGHT:	 RETAIN:
1. An original document, presented in person	A photocopy or electronic copy
2. An original certified copy of the document, presented in person or sent by post	A photocopy or electronic copy
3. Confirmation the student's details are verified to match a current and valid document in the Document Verification Service (DVS)	A transaction record showing the document was verified in the DVS
4. A green Medicare card displayed on a Digital Wallet through the Express Plus Medicare mobile app	A written declaration that includes the authorised delegate's name and the date they sighted the card, the card number and the card holder's name.
5. An email or pdf document the student has obtained from the VEVO system that confirms they hold a permanent visa AND An original or certified copy of the student's foreign passport or ImmiCard	Electronic or paper copies of both documents
6. Your own VEVO check on the student's behalf, that shows they hold a permanent visa and that the details on the VEVO check match the details on their foreign passport or ImmiCard	A VEVO transaction record that shows the student's details and permanent visa status

Refer to the section *Sighting, Verifying and Retaining Evidence of Eligibility* for the mechanisms for BAA to obtain verification of student eligibility documents.

Identity Verification

BAA may use a third-party identity verification system to verify information contained in an identity document against records held by the relevant document issuer or official record holder.

Before identity information is submitted for verification, BAA will provide the individual with information about the verification process and obtain their express consent.

BAA will retain the required transaction record or other verification evidence in accordance with applicable Skills First evidence and recordkeeping requirements. The underlying identity information used to perform the verification is not retained by BAA after it has been used for that purpose.

Where an individual does not consent to verification through the third-party system, or the information cannot be verified through that system, BAA will provide an appropriate alternative method of providing the required eligibility evidence.

Sighting and Retaining Evidence – Skills First Eligibility Evidence

As permitted under the applicable Skills First requirements, where BAA uses a third-party identity verification system, BAA does not need to sight and retain a copy of the student's identity document where the applicable verification requirements have been satisfied.

BAA will retain the required transaction record or verification evidence showing that the relevant identity information was successfully verified against a current and valid record held by the applicable document issuer or official record holder. Verification evidence must be retained securely and in a form that cannot be easily altered.

If information cannot be verified through the identity verification system

If a student's information cannot be verified through the third-party identity verification system, or the student does not provide consent to verification through the system, the student must be given an appropriate alternative method of providing the required eligibility evidence before a final eligibility decision is made.

Alternative evidence must be sighted, verified and retained in accordance with the applicable Skills First evidence requirements and BAA's Records Management Policy.

Proof of Physical Presence (Skills First Funded Students Only)

As part of the Skills First Funding Contract Evidence of Eligibility, a student must be undertaking all training and assessment while physically present in the State of Victoria or a border region.

Students in specific postcodes near the border can now do online or workplace-based training from within those postcodes, as well as crossing the border into Victoria for training.

During the enrolment process and PTR, BAA also obtains confirmation from the student that they understand the physical presence requirement and will not proceed with an enrolment if the student does not agree. See the example Physical Presence Declaration below:

Physical Presence Declaration

I declare that I currently have a physical presence in the State of Victoria and understand that this presence must remain in Victoria at all times while I am undertaking Training and Assessment with BAA. I also understand and agree that if my circumstances change and I no longer reside in Victoria during my Training and Assessment, I will inform BAA as soon as this practically occurs. I am aware that this will impact my on-going eligibility for Skills First Funding.

OR

I declare that I reside in a border region and understand that I don't have to be always physically present in Victoria for supervised training and assessment. I understand that I can do online or workplace-based training from within those postcodes, as well as crossing the border into Victoria for training. I understand and agree that if my circumstances change and I no longer reside either the State of Victoria or a Border Region during my Training and Assessment, I will inform BAA as soon as this practically occurs. I am aware that this will impact my on-going eligibility for Skills First Funding.

Once a student is enrolled with BAA, those studying programs that have attendance taken confirm the following at every attendance "that where I have been deemed eligible under the: Victorian Skills First Program for Government Subsidised training, I am residing in Victoria whilst studying this qualification and that I am physically present in Victoria at this time."

Students enrolled in a BAA Apprenticeship or Traineeship program do not have attendance taken as their training is workplace based. A BAA Trainer completes physical training on their work site and a

Student Contact Record (SCR) listing the student's training location is signed. This is evidence that the student is physically present in the State of Victoria at all times at which they are undertaking the training and assessment.

Eligibility Exclusions:

BAA will not provide a funded place if an eligibility exclusion applies to a student seeking funding.

An individual is not eligible for Skills First subsidised training if they are

- a) enrolled in a school (unless they are a School Based Apprentice or Trainee). This includes:
 - i) any government, non-government, independent or Catholic school; or
 - ii) a student registered for home schooling in Victoria;
- b) a prisoner held at a prison within the meaning of the *Corrections Act 1986* (Vic);
- c) detained under the *Mental Health Act 2014* (Vic), the *Crimes (Mental Impairment and Unfitness to be Tried) Act 1997* (Vic) or the *Sentencing Act 1991* (Vic) at the Thomas Embling Hospital; or
- d) detained (other than on weekend detention) under the *Children, Youth and Families Act 2005* (Vic) or the *Sentencing Act 1991* (Vic) or held on remand in a youth justice facility.

The exclusions described above **do not apply** to individuals who are:

- a) either:
 - i) young people on community-based orders made under the *Children, Youth and Families Act 2005* (Vic); or
 - ii) individuals held in Judy Lazarus Transition Centre; and
- b) able to physically access training outside of a custodial setting without supervision.

Eligibility Exemptions - Skills First Initiatives

BAA checks whether a student might be eligible for a Skills First Initiative. Students referred to training under a special government initiative may not need to meet certain criteria to be eligible for a Victorian government-subsidised place.

Asylum Seeker Vet Program

[Asylum Seeker VET Program Initiative](#) — subsidised study for eligible asylum seekers in courses at foundation, Certificate I to IV and Diploma level.

- Citizenship or permanent residence eligibility may be exempt
- The student must have been referred by the Asylum Seeker Resource Centre or the Red Cross Victims of Human Trafficking Program, or self-declaration with a VEVO check.

Fee Waivers and Concessions

As part of the Pre-Training Review and enrolment process, BAA will identify whether a prospective Skills First student may be eligible for an applicable fee waiver or fee concession.

Applicable fee waivers and concessions must be identified and applied before enrolment is finalised where required. Where supporting evidence is required, it must be sighted, verified and retained in accordance with applicable Skills First requirements.

Fee waiver and concession requirements, including eligibility, evidence requirements, applicable fees, grace periods and fee adjustments, are set out in BAA's **Fees, Charges and Refunds Policy**.

Course Costs

During the PTR, students will be provided with an estimated outline of course costs through a Statement of Fees. All relevant course fees are available on the BAA website including Fees and Charges and Refund Policy.

Funding Subsidies

If a student is eligible for a government subsidy, the student will also be required to complete a government form and declaration.

Fee for Service Students

Fee for Service Students must meet Citizenship/Visa requirements. BAA will check that students on a Visa have the right to study in Australia.

Students will be required to provide proof of meeting the above criteria.

Students on a student Visa or requiring a student Visa cannot apply via this entry procedure (Refer to International Policies and Procedures on the BAA website).

Sighting, Verifying and Retaining Evidence of Eligibility

Students must provide evidence of eligibility, prior to completion of the enrolment process, as specified according to the relevant program they are accessing.

BAA collects identification documents as evidence of a student's eligibility for Skills First Funding, or eligibility to study as a Fee for Service (domestic) student.

Where any section above indicates a document must be sighted or verified, please use the table below to determine sighting and verifying options.

Below are the mechanisms for BAA to obtain verification of student eligibility documents:

MECHANISM	ID VERIFICATION	PROCESS
Over the Phone during PTR Third-Party Identity Verification System for Eligibility and Concession	The student is provided with information about the identity verification process and their express consent is obtained and recorded before verification occurs.	BAA verifies the applicable identity information through its approved third-party identity verification system. BAA retains the required transaction record or other verification evidence in accordance with applicable evidence and recordkeeping requirements.

In Person: Photo of ID for Eligibility	Original ID is photographed by BAA staff member. (Copies of Green Medicare Cards must be in colour or they will not be accepted if reproduced in black and white).	Photo is printed out and BAA staff member signs and dates that they sighted original documentation.
In Person: Declaration of sighting Concession	Original concession evidence is sighted by BAA staff member.	Written declaration stating we've sighted the evidence showing the: • name of the authorised delegate who sighted the evidence • date the evidence was sighted • concession holder's name • card type.
In Person: Digital Wallet for Concession	ID via Digital Wallet is provided by student.	Written declaration stating we've sighted the evidence showing the: • name of the authorised delegate who sighted the evidence • date the evidence was sighted • concession holder's name • card type.
In Person: Express Plus Medicare Mobile application for Eligibility	Green Medicare Card ID is provided by a student via the Digital Express Plus Medicare mobile application.	Digital Express Plus Medicare mobile application verification completed within Pre-Training Review process. This includes a declaration: • name of the authorised delegate who sighted the card • date the card was sighted • document number of the card • name of card holder.
Via Traditional Mail Student does not have the required identification available during the enrolment process, does not consent to verification through the third-party identity verification system, or verification through the system is unsuccessful. For Eligibility only.	Original ID is photographed or photocopied by student and the copy certified by an Authorised Certifier*. (Copies of Green Medicare Cards and Photo ID must be in colour or they will not be accepted if reproduced in black and white).	Student forwards certified copy via traditional mail. (not applicable to Concession evidence)
Evidence sighted and retained as part of a previous enrolment	Original evidence sighted and retained as part of a previous enrolment can be used as evidence of eligibility.	BAA can use original evidence sighted and retained as part of a previous enrolment can be used as evidence of eligibility

*Statutory Declarations Regulations 2018 - Schedule 2 for more information can be located at:
<https://www.legislation.gov.au/Details/F2018L01296>

Financial Obligations

- BAA can charge the student fees to undertake the program they are enrolling into. There is no minimum or maximum tuition fee, however Fee Exemptions and Fee Concessions must be granted where applicable for Skills First funded students.
- Fees may include tuition fees and any other additional charges such as student services or materials.
- Prospective students accessing State Funding must adhere to their financial obligations as stated in the Statement of Fees provided during their application for enrolment. This Statement of Fees includes: The code, title and currency of the program, the total cost to the student for the program, taking into account Fee Concessions or Fee Waivers, the approximate value of the government contribution in dollars and any other applicable fees such as student services, amenities, goods, or materials.
- Prospective students paying their course fees without accessing State Funding must adhere to their financial obligations as stated in the Schedule of Fees provided during their application for enrolment.

All relevant course fees are available on the BAA website including Fees and Charges and Refund Policy.

Program Services Agreement (PSA) and Training Plans

Upon completion of the PTR conversation, the PTR, enrolment form, training plan, government subsidy form and Program Services Agreement (PSA) are emailed to the student to electronically sign.

Students who are eligible for a Victorian Skills First funding subsidy are also provided with a link to the Victorian Skills First Quality Charter (within the Welcome email) as a commitment that BAA staff conduct themselves in line with the Charter.

If a student has requested a Credit Transfer (CT), BAA request access to their USI transcript to check and provide CT's or the student may provide a copy of their Record of Results or Statement of Attainment from their previous RTO. When a copy of the results are provided students will be provided with a form to authorise verification of their results. Their certification documentation will then be verified with the issuing RTO and any applicable credit transfers are then applied. Refer to the following policies for further information:

- Student RPL and Credit Transfer Policy
- Verification of Qualifications and Units Policy

Non-Apprentice/Traineeship students are then sent their Training Plan electronically. Apprentices and Trainees are issued a live Training Plan through ReadySkills. The Training Plan outlines key information regarding their course and whether they have been granted any Credit Transfers for their units. The information contained in the Training Plan is complemented by other documents, as applicable, such as the Individual Learning Plan. This document addresses any needs identified during the Pre-Training Review process and specifies how the needs will be managed between the student and the trainer(s). Individual Learning Plans (IPL's) may be created later in the course if the needs arise pass the enrolment process.

The Training Plan will vary from state to state and will also vary depending upon whether the student is enrolling as an Apprentice / Trainee, School-based Trainee or not.

The PSA confirms in writing whether they are eligible for funding or not, it also shows the approximate Government subsidised funding that they will receive for the course, the location of their course, classes per week, amount of study time required outside of class time and the cost to the student and how they are paying for their course.

They are also sent terms and conditions for their course and a number of key policies relating to their enrolment. The student is not officially enrolled into their course until the PSA is returned signed.

Please note that all students must attend the orientation session scheduled for their particular intake. Failure to do so may result in the cancellation of their enrolment.

Change of Name

Where the student changes or updates their name prior to enrolment BAA will update this prior to finalising their enrolment.