

It is a requirement of the 2018-19 VET Funding Contract that Skills Training Australia gathers appropriate documentation as proof of your Citizenship/Residency status and that you are currently residing in the State of Victoria.

Appropriate documentation as proof of your Citizenship/Residency status and that you are currently residing in the State of Victoria includes one of the following from both Section 1 and 2:

Section 1:

- An Australian Birth Certificate; or
- A current New Zealand Passport; or
- A current GREEN Medicare Card; or
- A current Australian Passport; or
- A Naturalisation Certificate; or
- A proxy declaration for individuals in exceptional circumstances as per Clauses 3.15 – 3.19 of the 2017 Guidelines about Determining Student Eligibility and Supporting Evidence
- Formal documentation issued by the Australian Department of Immigration and Citizenship confirming permanent residence

and if your age is relevant to the eligibility and the document produced from the list above does not include a date of birth:

Section 2:

- A current driver's Licence; or
- A current Learner Permit; or
- A Proof of Age Card; or
- A 'Keypass' card

Authorised Persons

Approved List

The authorised person (from the list below) must state on the bottom of every document the following wording and required information:

"I (insert authorised name) have sighted the original document and certify this to be a true copy of the original.

Signature:

Position: i.e. "PHARMACIST" or "Police Officer: Position"

Date:

Please ensure prior to submission of your application form that you have received sign off on your documentation by one of the following approved authorised persons:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the Legal Profession Act 2004)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or
- the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- a councillor of a municipality
- a senior officer of a council as defined in the Local Government Act 1989
- a registered medical practitioner within the meaning of the Medical Practice Act 1994
- a registered dentist within the meaning of the Dental Practice Act 1999
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank

- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the Patents Act 1990 of the commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).

Skills Training Australia Approved Staff Members

The following Skills Training Australia staff members are authorised by the CEO to sight documentation:

Natasha Carfi	Clinical Placement Manager
Shani Cossins	Quality and Administration Manager
Jennifer Douville	Training Coordinator
Monique Karlake	Office Assistant
Leigh Mathieson	Industry Engagement Representative
Emily Poste-Hartman	Training Coordinator
Amandeep Singh	Administration Manager/Student Records
Siyang Tang	Student Recruitment & Marketing Team Coordinator
Sandra Thorp	Lead Educator - Nursing
Rose Yang	Finance & Student Records Coordinator
Joyce Zhang	Student Records

Should you wish to submit your application in person to Skills Training Australia, you can request sighting of your documents between the hours of 9am to 5pm, Monday to Friday.