



## **ACE eligibility enrolment policy**

Kiama Community College will advise students considering enrolling in Funded Training the whereabouts of policies relating to fee information, consumer protection information, how to access support and assistance and the contact details for various support services. These documents can be found on the Kiama Community College webpage <https://kcc.nsw.edu.au/page/policies> as standalone policies and other information can be located in the student handbook also accessible on the policy page.

Kiama Community College will undergo the below steps to determine a prospective student's eligibility before enrolling that prospective student in funded training.

### **STEP 1**

Kiama Community College will check the below eligibility for Funded Training, individuals must be:

- (a) an Australian citizen, permanent resident or humanitarian visa holder, or a New Zealand citizen, and
- (b) be aged 15 years or older, and
- (c) live or work in NSW (see Exception A below), and
- (d) no longer be at school or equivalent.

Exception A: Aboriginal and Torres Strait Islander students who do not live or work in New South Wales but live in a defined interstate area are still eligible for training under the ACE Program. A list of these defined areas is available at Schedule 5 of these ACE Provider Operating Guidelines.

Kiama Community College must retail evidence of the student's eligibility as follows:

For proof of Citizenship: A signed, and dated student declaration will be accepted as proof of citizenship. The declaration must confirm that students will provide evidence of citizenship upon request, including one of the following:

- (a) Australian or New Zealand birth certificate; or
- (b) Australian or New Zealand Passport; or
- (c) Green Medicare card; or
- (d) Naturalisation Certificate.

For Permanent Residents or Humanitarian Visa Holders:

For Permanent Residents or Humanitarian Visa holders, a certificate of Evidence of Residence Status (CERS) or a Humanitarian visa will be accepted.

For Exception A: A student declaration of Aboriginal and/or Torres Strait Islander heritage will be accepted as evidence.

If the student is deemed eligible in step 1, Kiama Community College will continue to check eligibility in step 2.

**STEP 2**

Kiama Community College will determine eligibility for the ACE Program.

For students to be eligible under the ACE Program, Kiama Community College will assess if the student falls into one of two categories:

- (a) Disadvantaged Student (see Step 2A) OR
- (b) Regional or Remote Student (see Step 2B).

Step 2A: Determine if the student is a Disadvantaged Student

A Disadvantaged Student is a student who:

- (a) is one of the following:
  - (i) an Australian Aboriginal or Torres Strait Islander
  - (ii) someone with a disability or is the dependent child, spouse or partner of someone with a disability
  - (iii) a recipient of an Applicable Benefit, or is dependent child, spouse or partner of a recipient of an Applicable Benefit (see the table below for a list of Applicable Benefits); or
  - (iv) someone who is experiencing significant hardship as verified by a government agency, medical professional or support agency, AND
- (b) is experiencing one of the following barriers to participation in training under a Smart and Skilled Entitlement Program or other Smart and Skilled Program:
  - (i) very low literacy, language and/or numeracy skills
  - (ii) limited employability skills where students require considerable additional support
  - (iii) persistent and ongoing personal issues impacting on educational achievement; and
  - (v) significant educational disadvantage impacting upon student’s ability to succeed in training, (the Barriers to Access).

**Applicable Benefits**

Commonwealth Benefits and Allowances	
Age Pension	Austudy
Carer Payment*	Disability Support Pension
Farm Household Allowance	Family Tax Benefit Part A (maximum rate)
Jobseeker allowance	Parenting Payment (Single)
Special Benefit	Sickness Allowance
Veterans’ Children Education Scheme	Widow B Pension
Veterans’ Affairs Pensions	Widow Allowance
Wife Pension	Youth Allowance

\*The Carer Payment is a specific benefit paid by the Commonwealth; this category does not include the Carer Allowance or Carer Adjustment Pay



Step 2B: If the student is NOT a Disadvantaged Student, Kiama Community College will determine if the student is a Regional or Remote Student A Regional or Remote Student is a student who:

(a) is not a Disadvantaged Student; AND

(b) lives or works in a Regional or Remote Location; AND

(c) cannot effectively access training under a Smart and Skilled Entitlement Program or other Smart and Skilled Program.

A Regional or Remote Location is any location that is not classified as "MajorCities (RA1)" on the following website : <http://doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator> or as otherwise advised by the Department.

Kiama Community College will obtain the below ACE Program eligibility evidence:

A signed and dated student declaration will be accepted as proof of the student's eligibility for the ACE Program. The declaration must confirm that students will provide evidence of eligibility upon request.

Examples of evidence include:

Step 2A (a):

(i) Australian Aboriginal or Torres Strait Islander: A student declaration of Aboriginal and/or Torres Strait Islander heritage

(ii) someone with a disability (or their dependent child, spouse or partner): proof of receipt of a Disability Support Pension (if applicable) or a letter confirming disability from a medical practitioner or other health professional, government agency or school counsellor

(iii) Applicable Benefits recipient (or their dependent child, spouse or partner): proof of receipt of Applicable Benefits such as a current Commonwealth benefits card, letter or income statement from Department of Human Services

(iv) someone experiencing significant hardship: a letter of referral from the government agency, medical practitioner or other health professional, or support agency

Step 2A (b): Evidence of the Barriers to Access may include:

- records of language literacy and numeracy (LLN) pre assessment activity against the Australian Core Skills/Core Skills for Work Framework or other pre training assessment
- records of employability skills pre assessment activity against Core Skills for Work Framework or other pre training assessment
- referrals / documentation from case management agencies and/or doctors/medical services
- referral from a Job Active Provider
- statement from student in relation to personal and/or educational disadvantage as recorded during an interview with the student



Step 2B (b): Regional or Remote Location: Proof of address such as a driver's licence, utility bill, electoral roll or employment contract.

Step 2B (c): Evidence that a Regional or Remote Student cannot effectively access training under a Smart and Skilled Entitlement Program and other Smart and Skilled Program may include a record of interview with the student.

Step 3: Determine eligibility for TSB (if applicable)

For students to be eligible under TSB, the student must be:

- (a) an owner of a small business: or
- (b) an employee of a small business.

A small business is defined as a business with:

- (a) 20 employees or less; or
- (b) an annual turnover of less than \$2,000,000