



ACE eligibility

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

During enrolment, students will be directed to the relevant links on the website to access important policies and information about their training. These include the Consumer Protection Policy, which outlines their rights as learners and safeguards against unfair treatment, and details on how to access support and assistance during training, ensuring they receive the necessary help for a successful learning experience. These resources provide essential guidance on students' rights, responsibilities, and available avenues for complaints. It is important for students to review these policies and stay informed and make the most of the training experience.

<https://kcc.nsw.edu.au/page/Policies>

STEP 1

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

- a) an Australian citizen, permanent resident, meets Refugee or humanitarian visa requirements, eligible asylum seeker 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 enrolled in secondary school (homeschool exception), and
- e) have a *USI

Exception A: Aboriginal and Torres Strait Islander students who do not live or work in New South Wales but live within a postcode identified on the Exception A schedule as provided by the department.

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

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 Kiama Community College. The record must be dated and signed by the College's authorised staff member. The name of the signatory and their position should also be captured.

*A student can obtain a Unique Student Identifier (USI) by visiting the official USI website and clicking on "Create USI." <https://www.usi.gov.au/>

They will need to provide personal details, including their name, date of birth, and contact information, along with a valid form of identification, such as a passport, driver's license, or Medicare card. Once the details are verified, the system will generate a USI, which the student should save for future reference. This number is essential for accessing training records and qualifications in Australia

- a) For proof of Citizenship:
 - Australian or New Zealand birth certificate; or



- Australian or New Zealand Passport; or
- Green Medicare card; or
- Naturalisation Certificate; or
- Certificate of evidence of resident status (CERS)
- Departments of Home Affairs' Visa Entitlement Verification Online (VEVO) check to confirm status as an Australian permanent resident

b) Aged 15 years or older:

- Identity evidence or USI (validity checked with USI registry)

c) Live/work in NSW unless Exception A applies:

- Any Commonwealth Government evidence of living location, or
- Employer-issued document confirming employment in NSW

d) No longer enrolled in secondary education or registered home school student:

A student who has left school (whether by school education or an alternative pathway) in adherence with the NSW School Leaving Age Policy and the Education Act 1990 (NSW) and the Educational Amendment (school Leaving Age) Regulation 2009 (NSW). This does not apply to any students in year 12 after the completion of Term 3.

- Copy of current certificate of home-schooling registration

e) USI data from a valid USI at enrolment

Student's identification will be confirmed by:

- Government-issued photographic identification (e.g. Passport or driver's license)
- Letter or statement from the referring agency confirming the identity of the student; or
- Staff declaration confirming students' identification

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 specific student eligibility and determine which criteria apply to each student under the ACE program.

Disadvantaged students are eligible for the CSD funding stream if they meet one or more of the following criteria and provide the corresponding evidence.	
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"> ▪ Student declaration of Aboriginal and/or Torres Strait Islander heritage on enrolment form; or ▪ *Staff declaration
A recipient of an applicable benefit listed on Appendix B, or is a dependent child, spouse,	<ul style="list-style-type: none"> ▪ Current Commonwealth benefits card, letter, or income statement from Services Australia; or



or partner of a recipient of an applicable benefit, OR	<ul style="list-style-type: none"> ▪ Referral by a supporting agency or community organisation e.g., a Workforce Australia agency/partner
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"> ▪ Proof of Disability Support Pension; or ▪ A letter from a medical practitioner or their health professional, government agency, or school counsellor; or ▪ Referral from a supporting agency or community organisation e.g., disability employment agency; or ▪ *Staff declaration
Has a disability or is the dependent child, spouse, or partner of a person with a disability, OR	<ul style="list-style-type: none"> ▪ Supporting letter or other evidence from a government agency, medical professional, relevant support agency, or community organisation; or ▪ *Staff declaration
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	Language literacy and numeracy pre-assessment against the Australian Core Skills Framework (ACSF), Core Skills for Work Framework, or other pre-training assessment
Identifies as culturally and linguistically diverse (CALD) and meets one or more of the following criteria: <ul style="list-style-type: none"> • the main language spoken at home is not English • proficiency in spoken English is below the required standard to complete vocational training and/or employment • experiencing cultural barriers • experiencing social isolation; OR 	<ul style="list-style-type: none"> ▪ language literacy and numeracy pre-assessment against the Australian Core Skills Framework, Core Skills for Work Framework, or other pre-training assessment; or ▪ *Staff declaration
Is either: <ul style="list-style-type: none"> • unemployed • underemployed (working less than 25 hours per week) • returning to the workforce after a gap of over 12 months • 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 	<ul style="list-style-type: none"> ▪ Supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or ▪ *Staff declaration
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 well-being, physical health, and	<ul style="list-style-type: none"> ▪ Supporting letter or other evidence from a government agency, medical professional, relevant support agency, or community organisation; or ▪ *Staff declaration



ability to create a stable home environment; prevented from participating in communities and from thriving; OR	
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"> • has/is experiencing domestic violence, family violence, or coercion • is recovering from drug/alcohol abuse; or • has exited the criminal justice system or is at risk of entering the criminal justice system, OR 	<ul style="list-style-type: none"> ▪ Supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or ▪ *Staff declaration
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"> • Referral by a supporting agency or community organisation; or • *Staff declaration
Has not achieved year 12 or equivalent education	<ul style="list-style-type: none"> ▪ Supporting letter or other evidence from a government agency, medical professional, relevant support agency or community organisation; or ▪ *Staff declaration
Students are eligible for SLP funding stream if they meet the following criteria and provide the corresponding evidence.	
<ul style="list-style-type: none"> • does not meet any CSD Criteria: AND • aged under 24 years 	Identity Evidence or USI (validity checked with USI Registry)
Students are eligible for TSB funding stream if they meet the following criteria and provide the corresponding evidence.	
<p>A student is eligible for the TSB Funding Stream if the student: (a) does not meet any CSD Criteria; AND (b) is either:</p> <ul style="list-style-type: none"> • owner of a small business; OR • employee of a small business or not-for-profit organisation. <p>AND enrolling in an FSK, Digital or First Aid course</p> <p>A small business is an enterprise with less than 20 full-time equivalent (FTE) employees; or less than 200 FTE employees if the enterprise's primary operations are in a Regional or Remote Location (as defined above in CSR)</p>	<ul style="list-style-type: none"> ▪ If the student is an employee – a letter from the employer confirming employment and that the employer meets the definition of a small business or is not-for-profit ▪ If the student is the owner of a small business – a statement from the student confirming the business meets the definition of a small business
Students are eligible for CSR funding stream if they meet the following criteria and provide the corresponding evidence.	
<p>A student is eligible for the CSR Funding Stream if the student: (a) does not meet any CSD Criteria; AND (b) lives or works in a Regional or Remote Location (that is, in any location that is not classified as "Major Cities (RA1)" ASGC on the following website:</p>	Proof of address (e.g., driver's license, utility bill, electoral roll, or employment contract



<http://doctorconnect.gov.au/internet/otd/Publishing.nsf/Content/locator>, or as otherwise advised by the Department.

*Staff Declaration: Only to be used where other evidence is not possible. A Staff Declaration is a declaration from an employee of the ACE Provider 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 ACE Provider to make any Staff Declarations.

APPENDIX B

Applicable Commonwealth Benefits and Allowances

Age Pension	Austudy
Carer Payment*	Disability Support Pension
Farm Household Allowance	Family Tax Benefit Part A (maximum rate)
Jobseeker Payment	Parenting Payment (Single)
Special Benefit	Youth Allowance
Veterans' Children Education Scheme	
Veterans' Affairs Pensions	
Widow Allowance	

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