

I want to access a Victorian Government-funded training place



What do I need to bring with me to Wodonga TAFE?

Under the Victorian Training Guarantee, the Victorian Government has determined that you need to satisfy the following eligibility criteria.

You must be:

- an Australian citizen or
- the holder of a permanent visa or
- the holder of a special category visa (sub-class 444) or
- an East Timorese asylum seeker or
- the holder of a temporary protection visa.

You must also meet one of the following criteria. You must be:

- under 20 years of age (on 1 January 2012) and undertaking recognised training or
- over 20 years of age (on 1 January 2012) and undertaking recognised training in a foundation skills course or
- over 20 years of age (on 1 January 2012) and undertaking recognised training as an apprentice (not as a trainee) or
- over 20 years of age (on 1 January 2012) and undertaking recognised training in a course that is a higher qualification than the highest qualification you hold.

To satisfy the fore-mentioned eligibility criteria, please bring one of the following documents with you when you enrol.

- An Australian birth certificate
- A current Australian passport
- A current New Zealand passport
- A naturalisation certificate
- A temporary protection visa
- A green Medicare card
- Formal documentation issued by the Australian Department of Immigration and Citizenship that confirms your permanent residency.

If you are under 20 years of age on 1 January 2012 and the evidence (listed above) that you bring with you does not show your date of birth, you also need to provide one of the following.

- A current driver's licence
- A current learner driver's permit
- A proof-of-age card
- A 'Keypass' card

Please bring this information with you when you want to discuss your enrolment so that a Wodonga TAFE staff member can confirm your eligibility status.

What if I cannot attend in person?

If you cannot attend Wodonga TAFE in person, you must have your original documents verified by one of the position holders listed below to confirm your identity and eligibility.

Make sure you take copies of your original documents with you when you are getting them verified.

The verifier must validate every page of the copied documents by writing the words, 'I have sighted the original document and certify this to be a true copy of the original' on each page. The verifier must then write his/her name, date, and position (for example, 'pharmacist') on each page, and then sign each page.

You must then post the verified copies (with original signatures), along with your completed and signed enrolment form to Wodonga TAFE.

Administration Services
Wodonga Institute of TAFE
PO Box 963
Wodonga Vic 3689

The following is a list of position holders who can verify your identity.

- 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 or the assistant registrar of probates
- The associate to a judge of the Supreme Court or of the County Court
- 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 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
- 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)

For further information please contact your delivery department, or Administration Services (Wodonga TAFE's main enrolment centre).

Phone 02 6055 6766

Email adminservices@wodongatafe.edu.au

