Student eligibility for Skills First

This fact sheet explains how you should apply Skills First eligibility rules and includes helpful example scenarios.

# Eligibility requirements

To be eligible for Skills First funding, a student must be:

* an Australian citizen or permanent resident, or a New Zealand citizen
* doing all training and assessment while physically present in either:
	+ Victoria
	+ a border region that’s specified by postcode in the guidelines about eligibility.

Eligibility requirements are described in the [VET funding contract](https://www.vic.gov.au/vet-funding-contracts#2024%E2%80%9325-contracts) and the [guidelines about eligibility](https://www.vic.gov.au/vet-funding-contracts#2025-guidelines).

You must apply the eligibility requirements unless there’s an exemptionin part C of schedule 1 of the contract or under any special initiatives. To grant an exemption you must follow the requirements of the relevant initiative.

# Volume limits

There are **3 limits** on how much Skills First-subsidised training a student can do, to maximise program completions and encourage students to make informed decisions about their training and employment opportunities.

| **Limit** | **Description** | **Not taking into account** |
| --- | --- | --- |
| **2 skill sets in a year** | The student may make a maximum of 2 commencements in skill sets in a calendar year | * Moving from a superseded program to the current version of the same program
* Recommencing training in the same program (at either the same or a different training provider)
* Course in identifying and responding to family violence risk
* LN support subjects
* Plumbing licence skill sets
 |
| **2 AQF qualifications in a year** | The student may make a maximum of 2 commencements in AQF qualifications in a calendar year | * Moving from a superseded program to the current version of the same program
* Recommencing training in the same program (at either the same or a different training provider)
* Seeking to enrol in an apprenticeship after doing an pre-apprenticeship pathway program
 |
| **2 at a time** | The student may do a maximum of 2 programs (skill sets and AQF qualifications) at any one time | * Course in identifying and responding to family violence risk
* LN support subjects
* Plumbing licence skill sets
 |

# Attachment 1: example scenarios

These scenarios show examples of how to assess a student’s eligibility.

## Example 1 – Mohammed wants to enrol in the Certificate II in Signage and Graphics

|  |  |
| --- | --- |
| This calendar year, Mohammed:* **commenced and completed** the Certificate II in Food Processing (Skills First subsidised)
* **commenced and completed** the Certificate II in Auslan (Skills First subsidised).
 | Is Mohammed eligible?* **NO**. Mohammed has reached the ‘2 AQF qualifications in a year’ limit, so he can’t get Skills First funding for any more AQF qualifications this calendar year.
* However, he is still eligible to enrol in up to 2 Skills Firstfunded skill sets this year.
 |

## Example 2 – Sarah wants to enrol in the Certificate III in Engineering

|  |  |
| --- | --- |
| This calendar year, Sarah:* **continued her training** inthe Certificate III in Beauty Services that she started **last year** (Skills First subsidised)
* **commenced** the Certificate III in Retail this year (Skills First subsidised).

Both programs are still in progress. | Is Sarah eligible?* **NO.** Sarah has reached the ‘2 at a time’ limit.
* **However**, she can commence the Certificate III in Engineering later in the year if she completes or withdraws from one of her current courses.
* If this happens, she will not be exceeding the ‘2 AQF qualifications in a year’ limit because she commenced the Certificate III in Beauty Services last year.
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## Example 3 – Stefan wants to enrol in the Certificate III in Tourism

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| --- | --- |
| This calendar year, Stefan:* **commenced** the Certificate III in Pet Grooming (Skills First subsidised)
* **commenced** the Certificate III in Science (fee for service).

Both programs are still in progress. | Is Stefan eligible?* **YES.** Stefan hasn’t reached the ‘2 in a year’ or the ‘two at a time’ limit, because only one of the programs he commenced this year was Skills First subsidised.
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## Example 4 – Nisha wants to enrol in the ‘Assist Clients with Medication Skill Set’

|  |  |
| --- | --- |
| This calendar year, Nisha:* **commenced** the Certificate II in Health Support Services (Skills First subsidised)
* **commenced** the Course in Supporting People with Disability to use Medications (Skills First subsidised).

Both programs are still in progress. | Is Nisha eligible?* **NO**. Nisha has reached the ‘2 at a time’ limit.
* However, because Nisha hasn’t reached the ‘2 skill sets in a year’ limit, they’d be eligible for the ‘Assist Clients with Medication Skill Set’ after they either finish or withdraw from one of the other programs.
 |

# Attachment 2: student eligibility flowchart

This flowchart helps you understand the steps to assess eligibility. It is a guide only and doesn’t cover all individual student circumstances. Refer to the guidelines for comprehensive information on eligibility rules.



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