SECTION 1: About the TAFE eligibility exemption places scheme

RMIT offers a limited number of eligibility exemption places for students in TAFE programs (see eligibility criteria below). These places are available to both full-time and part-time TAFE students who have been assessed as full-fee students due to TAFE Skills Reform eligibility criteria.

Students are allocated a full-fee TAFE place if they already have a qualification that is higher or equivalent to the qualification in which they are enrolling in 2011. This scheme aims to encourage people who are otherwise ineligible for a government subsidised TAFE place to access TAFE programs.

Benefits of this scheme

TAFE government subsidised places differ from full-fee places. Instead of paying full-fees, the TAFE eligibility exemption place scheme allows you to complete your program in a government subsidised place as an exemption to the Skills Reform eligibility criteria. Depending on the program of study, the eligibility exemption place represents a fee reduction in comparison to the full-fee amount.

Your financial obligations

If you are awarded a government subsidised exemption place you will pay a student contribution consistent with a government subsidised place for that program. Other fees such as material and administrative fees may apply. Fee information for all certificate IV, diploma, advanced diploma, vocational graduate certificate and vocational graduate diploma programs is available at [www.rmit.edu.au/programs/fees](http://www.rmit.edu.au/programs/fees). Fee information for certificate I-III programs is available from the relevant school. See [www.rmit.edu.au/schools](http://www.rmit.edu.au/schools) for school contact details.

Note: Students enrolled in a government subsidised vocational graduate certificate or vocational graduate diploma program are not eligible for VET FEE-HELP.

Duration

The TAFE eligibility exemption place is available for a period of time equal to the time taken to complete the minimum number of student contact hours necessary to complete the TAFE qualification. Retention of the TAFE eligibility exemption place is subject to the University's normal procedures regarding satisfactory progress.

The place is not transferable to any other program or any other level of the program. For example, if you enrol in the certificate IV level of a program and then want to apply for the diploma or advanced diploma level of the same program, you will need to re-apply for a TAFE eligibility exemption place. However if your program is a ‘nested’ program with several qualifications or stages included in the overall program, you will not need to re-apply.

SECTION 2: Eligibility criteria

Applicants for a TAFE eligibility exemption place must satisfy the mandatory criteria and one or more of the exemption criteria listed below:

**Mandatory criteria**

Applicants must:

1. be Australian or New Zealand citizens, the holder of an Australian Permanent Humanitarian Visa (PHV) or Permanent Residents of Australia (citizenship will be checked at enrolment)
2. satisfy the admission requirements for the TAFE program for which they have made an application
3. hold an existing qualification gained in Australia which is at a higher level or equivalent to the program in which currently enrolling at RMIT University
4. be unable to access any alternative funding to undertake this training.

**Exemption criteria**

In addition, applicants must provide evidence relevant to the eligibility exemption categories under which they are applying. Exemptions will be available for:

a) applicants who are:
   - commencing or enrolled in a TAFE course in an industry sector or qualification specified by the Victorian Skills Commission as an area of critical skills shortage
   - significantly disadvantaged in the labour market because of factors that constitute a barrier to employment or re-employment.

b) applicants able to demonstrate one of the following backgrounds:
   - Aboriginal or Torres Strait Islander
   - disability or long-term medical condition
   - gender in non-traditional areas of employment
   - unemployed or recently retrenched.

Please note that satisfaction of one or more of the eligibility criteria does not guarantee the offer of a TAFE eligibility exemption place.
You are not eligible for a TAFE eligibility exemption place if you are:

1. an international student
2. enrolling in a TAFE program that is offered only on a full-fee basis.

Note: The Department of Education, Employment and Workplace Relations (DEEWR) states that government subsidised students studying in a vocational graduate certificate or a vocational graduate diploma are not eligible for VET FEE-HELP. If you choose to take up a TAFE eligibility exemption place and are studying a vocational graduate certificate or a vocational graduate diploma you will be ineligible for VET FEE-HELP.

Studying in areas of Victorian skills shortage

Primary consideration for a TAFE eligibility exemption place will be assigned to applicants wishing to study in areas where there are critical skills shortages in Victoria.

Listed below are the industry sectors and occupations that the Victorian Skills Commission has specified as areas where critical skills shortages exist.

<table>
<thead>
<tr>
<th>Agricultural professionals and skilled agricultural workers</th>
<th>Electrical and electronics tradespersons</th>
<th>Nursing and health professionals and associate professionals, carers and aids</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Agricultural scientists and advisors</td>
<td>• General electricians</td>
<td>• Nurse managers and educators</td>
</tr>
<tr>
<td>• Farm managers and overseers</td>
<td>• Air conditioning mechanics</td>
<td>• Registered nurses, midwives and mental health nurses</td>
</tr>
<tr>
<td>• Skilled agricultural workers</td>
<td>• Electronic equipment tradespersons</td>
<td>• Enrolled nurses and nursing assistants</td>
</tr>
<tr>
<td>Building and engineering professionals and associate professionals</td>
<td>Food processing workers</td>
<td>• Dental technicians</td>
</tr>
<tr>
<td>• Engineering and production managers</td>
<td>Particularly with higher level qualifications in the fields of:</td>
<td>• Occupational therapists</td>
</tr>
<tr>
<td>• Civil, electrical, mechanical and production engineers</td>
<td>• Food science</td>
<td>• Physiotherapists</td>
</tr>
<tr>
<td>• Civil, electrical and mechanical engineers associates</td>
<td>• Frontline management</td>
<td>• Ambulance officers</td>
</tr>
<tr>
<td>• Building and architectural associates</td>
<td>• Lean production</td>
<td>• Child care, aged care, personal care and special care workers</td>
</tr>
<tr>
<td>Construction tradespersons</td>
<td>Hospitality related food managers and tradespersons</td>
<td>Social welfare professionals and associate professionals</td>
</tr>
<tr>
<td>• Roof slaters and tilers</td>
<td>• Chefs</td>
<td>• Welfare and community workers and counsellors</td>
</tr>
<tr>
<td>• Floor finishers</td>
<td>• Bakers</td>
<td>Transport workers</td>
</tr>
<tr>
<td>• Carpenters</td>
<td>• Pastry cooks</td>
<td>• Transport managers, administrators and clerks with high level logistics and supply chain management skills</td>
</tr>
<tr>
<td>• Plumbers</td>
<td></td>
<td>• Road and rail transport drivers</td>
</tr>
<tr>
<td>• Gasfitters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Roof plumbers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Plasterers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Painters</td>
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</tr>
</tbody>
</table>

SECTION 3: How to apply

Complete the 2011 TAFE eligibility exemption place scheme application form (this form), attach required certified copies of documentary evidence and lodge the application as indicated in Section 4.

To be considered for a TAFE eligibility exemption place you must apply for entry into the program you wish to study online at www.rmit.edu.au/programs/apply/direct.

More information about how to apply to RMIT is available at www.rmit.edu.au/programs/apply. Allocation of TAFE eligibility exemption places can only occur after selection decisions are made for your program application.

Supporting documentation

You must provide copies of the appropriate documentary evidence for your application to be considered. Copies of official documents must be certified as being true and correct copies of the originals by either the issuing body or by those people qualified to accept a statutory declaration e.g. police, pharmacists, doctors, accountants etc. Do not submit original documents. Please note that this application and any supplementary documentation will become the property of RMIT University and will not be returned.

Applications submitted without the required documentary evidence will not be considered.

How you will be advised

Admissions will send you a letter acknowledging receipt of your application for a TAFE eligibility exemption place and will subsequently advise you in writing about the outcome of your application.
SECTION 4: Application checklist

<table>
<thead>
<tr>
<th>All applicants</th>
<th>Please check</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment status</td>
<td>It is mandatory that you attach a copy of your resume.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Exemption category</th>
<th>Exemption criteria</th>
<th>Evidence/Action</th>
<th>Tick</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Commencing a TAFE course in an industry sector or qualification specified by the Victorian Skills Commission as an area of critical skills shortage</td>
<td>No evidence is required</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Significantly disadvantaged in the labour market because of factors that constitute a barrier to employment or re-employment</td>
<td>No evidence is required</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Aboriginal or Torres Strait Islander</td>
<td>Certified copy of identification as an Aboriginal or Torres Strait Islander and the name of your community</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Disability or long-term medical condition</td>
<td>Certified copy of a medical or psychological report from your health care provider or evidence of Centrelink disability or sickness benefit payment</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Gender in non-traditional areas of employment</td>
<td>No evidence is required</td>
<td></td>
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<tr>
<td>6.</td>
<td>Unemployed or recently retrenched</td>
<td>Certified copies of any employer or Centrelink documentation outlining period of unemployment or retrenchment</td>
<td></td>
</tr>
</tbody>
</table>

Submit the completed application forms at one of the following addresses:

1. **Post to:**
   - Admissions
   - Locked Bag 10
   - A’Beckett Street Post Office
   - MELBOURNE VIC 8006

2. **In person:**
   - Admissions drop box
   - Info Corner
   - Building 22, City campus
   - 330 Swanston Street (corner La Trobe Street), Melbourne
   - Telephone: +61 3 9925 2260
   - Email: study@rmit.edu.au (enquiries only)
   - www.rmit.edu.au

*Note: Email or faxed applications cannot be accepted.*

Please retain this information sheet for your records.
SECTION A: Personal information

☐ I have applied/intend to apply for admission in 2011 to RMIT University via direct online applications.

You must submit an online application to be considered for the TAFE eligibility exemption place scheme.

Personal details

Title

Date of birth (DD/MM/YY)

Your age as at 1 January 2011

Gender

☐ Male  ☐ Female

Family name/Surname

Given name/s

Preferred name/s (if different from above)

Previous name/s (if any)

Postal address

Address

City/Suburb

State

Postcode

Country

Email

Mobile telephone

Home telephone

SECTION B: Citizenship

☐ Australian citizen  ☐ Permanent Resident of Australia  ☐ Holder of a Permanent Humanitarian Visa

☐ New Zealand citizen

SECTION C: Exemption category

Category 1: Commencing a TAFE course in an industry sector or qualification specified by the Victorian Skills Commission as an area of critical skills shortage

Please ensure you submit all documentary evidence as outlined in Section 4 of the information sheet. Applications submitted without the required evidence will not be considered.

☐ Please tick here if you are applying under this category.

1. Please describe the field of study you are applying for at RMIT and your future employment goals.

__________________________________________________________________________________________________________

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__________________________________________________________________________________________________________
Category 2: Significantly disadvantaged in the labour market because of factors that constitute a barrier to employment or re-employment

☐ Please tick here if you are applying under this category.

1. Describe how further studies will strengthen your employment goals.

Category 3: Aboriginal or Torres Strait Islander

☐ Please tick here if you are applying under this category.

1. Do you belong or identify with an Aboriginal or Torres Strait Islander community? ☐ Yes ☐ No

2. The name of my community is ____________________________

Category 4: Disability or long-term medical condition

☐ Please tick here if you are applying under this category.

1. Do you have a disability or a long-term medical condition which has affected your studies? ☐ Yes ☐ No

2. Describe how your condition/disability has affected your preparation for tertiary study or your performance at tertiary level.

Category 5: Gender in non-traditional areas of employment

☐ Please tick here if you are applying under this category.

Category 6: Unemployed or recently retrenched

☐ Please tick here if you are applying under this category.

1. Are you unemployed? ☐ Yes How long? ____________________________

2. Have you been retrenched ☐ Yes Date ____________________________

3. Please describe your unemployment or recent retrenchment circumstances.

SECTION D: Personal circumstances

Please provide any additional information about your circumstances which you believe contributes to your need for support while you study.
(Please submit supporting documentation if applicable.)

SECTION E: Program information

Please list the RMIT University programs for which you have applied or intend to apply.
Please ensure that you check RMIT University program information prior to completing this section.

RMIT student number (if applicable):

<table>
<thead>
<tr>
<th>RMIT program code</th>
<th>RMIT program plan</th>
<th>RMIT program name</th>
<th>Delivery mode (internal/external)</th>
<th>Fee type (full-fee/government subsidised place)</th>
<th>Study load (full-time or part-time)</th>
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</table>
**Section F: Privacy statement**

RMIT University is providing you with this statement because RMIT University and the Department of Education, Employment and Workplace Relations (DEEWR) are seeking personal information about you in this application form.

**RMIT University** needs this information so it can:

- fully and properly assess your application for study and administer any subsequent enrolment in accordance with its policies and procedures
- collect and report enrolment details to State and Australian Government agencies that include the Department of Education, Employment and Workplace Relations; the Department of Immigration and Citizenship; Skills Victoria; Centrelink; and the Australian Taxation Office.

RMIT may also:

- access student data for conducting duly authorised research. In such instances the identity of individuals will not be disclosed in any resulting report or publication unless specifically authorised by the individual concerned
- release data to authorised external agencies to conduct mail outs and debt collection activities. These organisations are required to provide the same privacy safeguards as RMIT.

**DEEWR** needs this information for:

- the purpose of assessing your entitlement to Commonwealth assistance under the *Higher Education Support Act 2003* and allocation of a Commonwealth Higher Education Student Support Number (CHESSN) to you.

RMIT will disclose this information to DEEWR for the above purposes. DEEWR will store the information securely in the Higher Education Information Management System and may disclose the information to the Australian Taxation Office (ATO).

Neither RMIT nor DEEWR will otherwise disclose the information without consent, unless required or authorised by law.

The full text of RMIT University’s Privacy Statement is available at [www.rmit.edu.au/privacy](http://www.rmit.edu.au/privacy).

**Section G: Applicant declaration**

Please read and sign the following applicant declaration. This application is not valid unless signed and dated.

If you are signing this application on behalf of the applicant, a certified copy of your authority to act on their behalf must be attached.

I agree that:

- I have read and understood the privacy statement in the previous section and accept its conditions
- I will be bound by the statutes, regulations, standards of conduct and policies of the University as amended from time to time
- I consent to receiving information electronically from the University.

I certify that:

- the information supplied regarding my application is correct
- that my response to questions and any creative work submitted as part of my application are my own original work
- that submission of incorrect, incomplete or fraudulent information or works may result in the withdrawal of any offer and/or cancellation of enrolment at any stage
- it is my responsibility to provide all relevant and required documentary evidence of my qualifications.

I authorise RMIT University to:

- obtain further information with respect to my application from other organisations
- provide information to government, educational, health and other relevant institutions, in the processing of, or in conjunction with my application.

Signature:                     Date

---

**Form checklist**

<table>
<thead>
<tr>
<th>Tick</th>
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<tbody>
<tr>
<td>I have:</td>
</tr>
<tr>
<td>Completed all sections of this form</td>
</tr>
<tr>
<td>Applied for this RMIT program</td>
</tr>
<tr>
<td>Attached all copies of supporting documentation (if required)</td>
</tr>
<tr>
<td>Attached my resume</td>
</tr>
<tr>
<td>Signed the applicant declaration</td>
</tr>
</tbody>
</table>

*For more information about how to apply, go to [www.rmit.edu.au/programs/apply/direct](http://www.rmit.edu.au/programs/apply/direct)*