2018 - 2019 Dual Sector VET Funding Contract – Schedule One

Skills First Program Specifications (Version 1.0)

Updated February 27 2018

Skills First Program Eligibility Criteria:

To be eligible, an individual must meet the Skills First Program requirements as follows:

a) An individual must be either:
   i. An Australian citizen;
   ii. A holder of a permanent visa; or
   iii. A New Zealand citizen;

b) enrolling and commencing training in a course or qualification provided by the Training Provider between the commencement date and 31 December 2019 inclusive; and

c) either
   i. under 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training;
   ii. over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a Foundations Skills List course;
   iii. over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training as an Apprentice (not trainee);
   iv. over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in training in the Victorian Certificate of Education or Victorian Certificate of Applied Learning (Intermediate or Senior); or
   v. over 20 years of age (as at 1 January in the year of commencement of training) and enrolling in nationally recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

d) An individual is only eligible to commence a maximum of two courses subsidised through the Skills First Program in a calendar year. Where an individual is enrolled in a course(s) that is scheduled to commence at a later date in that calendar year, this course(s) must be counted for the purpose of this clause when assessing eligibility;

e) An individual is eligible to undertake a maximum of two courses subsidised through the Skills First Program at any one time;

f) An individual is eligible to commence a maximum of two government subsidized courses at the same level with the AQF in their lifetime; and

g) An individual is eligible to commence a maximum of two government subsidized accredited courses with the title ‘Course in …’ in their lifetime.
An individual is not eligible for training subsidised through the Skills First program under the 2018-2019 Dual Sector VET Funding Contract if the individual is:

a) a student enrolled in a school (excluding a School Based Apprentice/Trainee), this includes any government, non-government, independent or Catholic school; or, a student registered for home schooling in Victoria. Government schools are responsible for funding these opportunities for VET within the school curriculum through their Student Resource Package (SRP) allocation, including targeted VET in Schools funding. Non-government schools make similar decisions for students on the basis of the resources available to them;

b) if the student has previously accessed government funding in 2 or more courses at the same qualification level as the course they are applying for;

c) within the meaning of the Corrections Act 1986 (Vic), a prisoner held at a prison, as outlined Part A Clause 2.4 (b) of the 2018-2019 Dual Sector VET Funding Contract – Schedule 1;

d) A person who is detained under the Mental Health Act 2014 (Vic); or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 (Vic) or the Sentencing Act 1991 (Vic) at the Thomas Embling Hospital;

e) A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 (Vic) or the Sentencing Act 1991 (Vic) or who is held on remand in one of the youth justice facilities as outlined in Part A Clause 2.4 (d) of the 2017 Dual Sector VET Funding Contract – Schedule 1;

The exclusions described in Clauses 2.4 (b), (c) and (d) of the 2017 Dual Sector VET Funding Contract – Schedule 1 do not apply to young people on community based orders made under the Children, Youth and Families Act 2005 (Vic) or individuals held in Judy Lazarus Transition Centre who, subject to otherwise complying with the requirements in Clause 2, may be eligible for training subsidized through the Skills First Program as they are able to physically access training outside of a custodial setting without supervision.
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<thead>
<tr>
<th>Initiative Title</th>
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<tbody>
<tr>
<td>Indigenous Completions</td>
<td>Individuals have self-identified as Aboriginal or Torres Strait Islander descent and meet all the eligibility requirements to access a government funded training place.</td>
<td>Under the Indigenous Completions Initiative, for enrolments in a course at any level the RTO must charge the concession fee to individuals who self-identify as being Aboriginal or Torres Strait Islander descent.</td>
<td>2018 Guidelines about Fees Skills First Program Version 1.0 November 2017</td>
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<td>The RTO must retain a copy of the enrolment form on which the individual self-identified as indigenous.</td>
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<td>Internal Concessions Type = ‘B’</td>
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<td>Asylum Seekers VET Program</td>
<td>Individuals must meet all the eligibility criteria EXCEPT the citizenship/residency requirements to access a government funded training place. The RTO may exempt a student from the citizenship eligibility criteria (Part C Clause 17.1) of Schedule 1 if it sights and retains a referral letter from either the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program.</td>
<td>Prior to commencement in training the RTO must sight a ‘Referral to Government Subsidised Training – Asylum Seekers’ form issued by the Asylum Seeker Resource Centre or the Australian Red Cross Victims of Human Trafficking Program and retain a copy of the form in the student’s file; or if enrolling without the above mentioned referral form at a TAFE institute or Learn Local organization, sight confirmation that the individual holds a valid BE, SHEV or TPV through the Commonwealth’s Visa Entitlement Verification Online (VEVO) and retain an electronic copy or printed copy of the confirmation.</td>
<td>2018 - 2019 Dual Sector VET Funding Contract – Schedule 1, Skills First Program Specifications (Version 1.0) Part C Section 17 and the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence – Version 1.1 November 2017 – Section 2.2.1 and 2.2.2</td>
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<td>For enrolments in courses at the Certificate IV level and below, the RTO must charge the concession fee to an asylum seeker or trafficked person enrolled on or after 1 July 2016.</td>
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| TAFE and Learn Local Eligibility Exemptions for up to 15% of Commencements | Individuals referred under this initiative MUST MEET ALL of the Eligibility Criteria to access a government funded training place. | If an individual is a retrenched worker, an automotive supply chain worker, a Jobs Victoria Employment Network (JVEN) client, or from another specific cohort as determined by the Department from time to time the RTO must:  
   i) Confirm the individual has attended a Skills and Job Centre to discuss referral to training  
   ii) Sight and retain a copy of:  
      a. a separation certificate from the individual’s employer  
      b. a letter from an employer/receiver on company/receiver letterhead stating that the individual has been made redundant  
      c. a letter from the individual’s current employer on company/receiver letterhead specifying that retrenchment will occur for that individual on a nominated date; or  
      d. if an individual is a JVEN client, a signed JVEN registration form | 2018 - 2019 Dual Sector VET Funding Contract – Schedule 1, Skills First Program Specifications (Version 1.0) Part C Clause 18 and 2.21 (g) of the 2018 Guidelines about Determining Student Eligibility and Supporting Evidence Version 1.1 November 2017 |

Funding Sources: ASP (general enrolments) or ASL (apprentice/trainee enrolments).

Exemptions must be offered to individuals from the above cohorts in accordance with the contract.
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<td>Back to Work Scheme</td>
<td>Individuals must meet all the eligibility requirements to access a government funded training place with the exception of the ‘Upskilling requirements; ‘two at level in a lifetime’ and/or ‘two courses in …’ in a lifetime</td>
<td>In order for the individual to access the exemption the RTO must sight and retain for audit purposes a copy of the standard email issued by the State Revenue Office to the student’s employer that confirms the student’s status as a ‘Back to Work’ participant.</td>
<td>2018 -2019 Dual Sector VET Funding Contract – Schedule 1 Skills First Program Specifications (Version 1.0) Part C Clause 21</td>
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<td>Skills First Youth Access Initiative (formerly referred to as Program X)</td>
<td>Individuals must meet all the eligibility requirements to access a government funded training place</td>
<td>The RTO must apply a few waiver/exemption for eligible individuals that present a validly endorse referral form from either the Department of Health and Human Services, the Department of Justice and Regulation, the Department of Education and</td>
<td>2018 - 2019 Dual Sector VET Funding Contract – Schedule 1, Skills First Program Specifications (Version 1.0) Part C Clauses 20.1 to 20.7</td>
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Funding Source Indicators are:

a. SCL – Retrenched workers (Apprentice/Trainee) or SCP – Retrenched workers (General – non apprentice/trainee)
b. AEL – Automotive supply chain workers (Apprentice/Trainee) or AEP – (General – non apprentice/trainee)
c. JVL – Jobs Victoria Employment Network Client (apprentice/trainee) or JVP – (General, non apprentice/trainee)
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<td>Latrobe Valley Initiative</td>
<td>Individuals must meet all the eligibility requirements to access a government funded training place with the exception of the ‘Upskilling requirements; ‘two at level in a lifetime’ and/or ‘two courses in …’ in a lifetime</td>
<td>Individuals must provide a referral letter, form or other written advice from the Latrobe Valley Authority or Morwell Skills and Jobs Centre or email where the RTO is contacted directly by a Latrobe Valley Authority transition case worker confirming the referral or a file note recorded by the RTO documenting a telephone referral from the case worker, which includes the name of the case worker, name of the eligible individual and the date of the call.</td>
<td>2018 - 2019 Dual Sector VET Funding Contract – Schedule 1, Skills First Program Specifications (Version 1.0) Part C Clause 19 and 2018 Guidelines about Determining Student Eligibility and Supporting Evidence Version 1.1 November 2017</td>
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Training or a referring agency. A referring agency is defined for this purpose as an organisation that is contracted by the Department of Health and Human Services or the Department of Justice and Regulation to deliver child protection or youth justice support services.

The RTO must retain the original referral form, and return a copy to the relevant referring agency.

If the individual is a former Engie employee of the Hazelwood power plant and mine one, evidence may include a copy of the separation certificate or letter confirming retrenchment from work at the power station or mine, even if there has been no referral from the Latrobe Valley Authority.

The RTO must report individuals as:

a. LVP – Latrobe Valley Retrenched Workers (General – non apprentice/trainee) or
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<td>Skills First Youth Access Initiative (formerly referred to as Program X)</td>
<td>Individuals must meet all the eligibility requirements to access a government funded training place</td>
<td>The RTO must apply a fee waiver/exemption for eligible individuals that present a validly endorsed referral form from either the Department of Health and Human Services, the Department of Justice and Regulation, the Department of Education and Training or a referring agency. A referring agency is defined for this purpose as an organisation that is contracted by the Department of Health and Human Services or the Department of Justice and Regulation to deliver child protection or youth justice support services. The RTO must retain the original referral form, and return a copy to the relevant referring agency.</td>
<td>2018 - 2019 Dual Sector VET Funding Contract – Schedule 1, Skills First Program Specifications (Version 1.0) Part C Clauses 20.1 to 20.7 and Section 2.8 and 2.9 2018 Guidelines about Fees Version 1.0 November 2017</td>
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b. LVL (Apprentice/Trainee)