

2014 - 2016 Service Agreement: Eligibility for Government Funding – Schedule One

Updated 12 November 2015

Victorian Training Guarantee Eligibility Criteria:

To be eligible, an individual must meet the Victorian Training Guarantee requirements as follows:

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

- b) An individual must enrol and commence training in a program or qualification provided by the RTO between the later of 1 January 2014 or when this Agreement is executed, and 31 December 2016 inclusive and be:
 - i. Under 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training; or
 - ii. Over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training in a foundation program on the National Skills course list (this excludes applicants who hold a qualification at a diploma level or higher and applicants already enrolled in the Commonwealth Governments 'Skills for Education and Employment Program'; or
 - iii. Over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol in nationally recognised training as an Apprentice (not trainee); or
 - iv. Over 20 years of age (as at 1 January in the year of commencement of training) and seeking to enrol 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 seeking to enrol in nationally recognised training in a program that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training.

- c) An individual is eligible to commence a maximum of two government subsidised programs in a calendar year. Where an individual is enrolled in a program(s) that is scheduled to commence at a later date in that calendar year, this program(s) must be counted for the purpose of this clause when assessing eligibility (clause 2.7a).

- d) An individual is eligible to undertake a maximum of two government subsidised programs at any one time (clause 2.7b)

- e) An individual is eligible to commence a maximum of two government subsidised programs at the same level within the Australian Qualifications Framework (AQF) in their lifetime (clause 2.7c)

- f) An individual is eligible to commence a maximum of two government subsidised accredited programs with the title 'Course in ...' in their lifetime (clause 2.7d)

- g) For the purposes of clauses 2.7(c) and 2.8(d) if an individual is seeking to enrol in an Apprenticeship (not traineeship), qualifications listed in the Approved Pre-Apprentice and Pathway Qualification will not be counted towards the program maximums.

An individual is not eligible for government subsidised training under this 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; or
- 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; or
- c) within the meaning of the Corrections Act 1986, a prisoner held at a prison as outlined in the 2014-2016 VET Funding Contract (Service Agreement);
- d) A person who is detained under the Mental Health Act 1986; or the Crimes (Mental Impairment and Unfitness to be Tried) Act 1997 or the Sentencing Act 1991 at the Thomas Embling Hospital.
- e) A person who is detained (other than on weekend detention) under the Children, Youth and Families Act 2005 or the Sentencing Act 1991 or who is held on remand in one of the youth justice facilities as outlined in the 2014-2016 VET Funding Contract (Service Agreement).

<i>Initiative Title</i>	<i>Eligibility Criteria</i>	<i>Evidence / Enrolment Requirements</i>	<i>Service Agreement Reference</i>
Indigenous Completions	Individuals have self-identified as Aboriginal or Torres Strait Islander descent and meet all the eligibility requirements to access a government funded training place.	<p>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 of Aboriginal or Torres Strait Islander descent</p> <p>FedUni must retain a copy of the enrolment form on which the individual self-identified as indigenous.</p> <p>Concession Type - B</p>	For further information refer to VTG 2016 Guidelines about Fees

<i>Initiative Title</i>	<i>Eligibility Criteria</i>	<i>Evidence / Enrolment Requirements</i>	<i>Service Agreement Reference</i>
Asylum Seekers	Individuals must meet all the eligibility criteria EXCEPT the citizenship/residency requirements to access a government funded training place.	<p>Asylum seekers cannot initiate their enrolment; the ASRC will assess eligibility of the individual. If an individual is eligible, they will present with an official letter from the ASRC and a referral form: 'Referral to Government Subsidised Training – Asylum Seeker' – FedUni to follow instructions on referral form.</p> <p>FedUni must retain a completed copy of the referral form for audit purposes – this is to be stored with the enrolment form within Student Administration (Student Admin).</p> <p>Funding Sources: ASP (general enrolments) or ASL (apprentice/trainee enrolments).</p>	<p>For further information refer to 2016 Guidelines about Determining Student Eligibility and Support Evidence, 2016 Guidelines about Fees – and the 2014-2016 VET Funding Contract, Schedule 1, Clause 2.10, 2.11 and 2.12</p>

Initiative Title	Eligibility Criteria	Evidence / Enrolment Requirements	Service Agreement Reference
Victims of Human Trafficking	Individuals must meet all the eligibility criteria EXCEPT the citizenship/residency requirements to access a government funded training place.	<p>Trafficked persons cannot initiate their enrolment as a government subsidised student with FedUni.</p> <p>ARC will assess eligibility of the individual prior to referring to FedUni.</p> <p>Trafficked person will present to FedUni with an official referral form 'Referral to Government Subsidised Training – Trafficked Person', FedUni to completed section C and following processing instructions on form (<i>Student Admin</i>).</p> <p>FedUni must retain a completed copy of the referral form for audit purposes – this is to be stored with the enrolment form within Student Administration (<i>Student Admin</i>).</p> <p>Funding Sources: ASP (general enrolments) or ASL (apprentice/trainee enrolments).</p>	<p>For further information refer to 2016 Guidelines about Determining Student Eligibility and Support Evidence, 2016 Guidelines about Fees – and the 2014-2016 VET Funding Contract, Schedule 1, Clause 2.10, 2.11 and 2.12</p>

<i>Initiative Title</i>	<i>Eligibility Criteria</i>	<i>Evidence / Enrolment Requirements</i>	<i>Service Agreement Reference</i>
Retrenched Employees Initiative	Individuals must meet all eligibility criteria EXCEPT the up skilling to a higher qualification requirement to access a government funded training place	<p>The individual must provide a Letter of Exemption from a Regional Manager, Industry Engagement from the Department of Education and Training prior to enrolment. This letter will take the form of either</p> <ul style="list-style-type: none"> • Workers in Transition Program Letter (dated prior to 3 November 2014) or • Training Referral Letter (dated on or after 3 November 2014) <p>The individual must provide a copy of notification of employment separation, eg. separation certificate.</p> <p>Referred Individuals must enrol within 12 months of the date shown on the Department Eligibility Referral Letter.</p> <p>FedUni must retain a copy of the Referral Letter and a copy of the notice of employment separation for audit purposes – this is to be stored with the enrolment form within Student Administration (<i>Student Admin</i>).</p> <p>Individuals that do not meet the up skilling requirement must be reported to HESG with an Eligibility Exemption Indicator of “Y”.</p> <p>Funding Sources: WTP (general enrolments) or WTL (apprentice/trainee enrolments).</p>	For further information refer to 2016 Guidelines about Determining Student Eligibility and Support Evidence, and the 2014-2016 VET Funding Contract, Schedule 1, Part C, Access to the VTG for Retrenched Employees.

<i>Initiative Title</i>	<i>Eligibility Criteria</i>	<i>Evidence / Enrolment Requirements</i>	<i>Service Agreement Reference</i>
Young People Transitioning from Care Initiative	Individuals referred under this initiative MUST MEET ALL of the Eligibility Criteria to access a government funded training place.	<p>The individual must provide a 'Young People Transitioning from Care' referral form prior to enrolment; students may self-refer to the program, but are still required to obtain a completed referral form.</p> <p>FedUni must apply a fee waiver and not charge a tuition fee for individuals referred under this initiative (Student Admin).</p> <p>FedUni must retain the original referral form – this is to be stored with the enrolment form within Student Administration and return a copy to the referring agency (Student Admin)</p> <p>Funding Sources: P (general enrolments) or L (apprentice/trainee enrolments).</p> <p>Concession Type: 'I' if they do not hold a relevant concession card or 'E' if they do hold a relevant concession card (Student Admin).</p> <p>** Relevant concession card: Pensioner Concession Card, Health Care card or Veteran's Gold Card.</p>	For further information refer to 2016 Guidelines about Determining Student Eligibility and Support Evidence, 2016 Guidelines about Fees – and the 2014-2016 VET Funding Contract, Schedule 1, Part C, Young People Transitioning from Care Initiative.

<i>Initiative Title</i>	<i>Eligibility Criteria</i>	<i>Evidence / Enrolment Requirements</i>	<i>Service Agreement Reference</i>
Automotive Supply Chain Training Initiative	Individuals referred to training under the Automotive Supply Chain Training Initiative must meet all Victorian Training Guarantee eligibility criteria except the ‘upskilling’ requirements set out at ‘Clause 2.6(b)(v) of Schedule 1 of the VET Funding Contract.’	<p>Referred individuals must commence training within twelve months of the date of Department representative’s signature in Part A of the referral form.</p> <p>The RTO is required to confirm eligibility for access to the Initiative, including sighting the Automotive Supply Chain Training Initiative Eligibility Letter signed by a Manager, Industry Engagement from the Department of Education and Training and a copy of their current or recent employment in the automotive supply chain, ie separation certificate, payslip.</p> <p>The RTO must retain the Referral Letter and a copy of the evidence of their current or recent employment in the automotive supply chain, for audit or review purposes.</p> <p>Individuals referred under this initiative that do not meet the upskilling requirement must be reported to HESG with an Eligibility Exemption Indicator of “Y”.</p> <p>Funding Source Identifiers: AEP – Automotive Supply Chain Training Initiative (General, non-Apprentice/Trainee) AEL – Automotive Supply Chain Initiative (Apprentice/Trainee)</p>	For further information refer to 2016 Guidelines about Determining Student Eligibility and Support Evidence, 2016 Guidelines about Fees – and the 2014-2016 VET Funding Contract, Schedule 1, Part C, Automotive Supply Chain Training Initiative.