**FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT TRAINING GUARANTEE FOR SACE STUDENTS (TGSS)**

Updated: December 2020

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**Glossary of Terms**

| ***Term*** | ***Meaning*** |
| --- | --- |
| **ASBA** | Australian School Based Apprenticeship |
| **ATAR** | Australian Tertiary Admissions Ranking |
| **ATSA** | Accredited Training Services Agreement |
| **Broker/brokering** | A subcontractor employed by a training provider, school, or Apprenticeship Network Provider to broker apprenticeship arrangements between the parties to a Training Contract. |
| **DIS** | Department for Innovation and Skills, Government of South Australia |
| **ETP** | Education and Training Plan **(see Form A)** |
| **FLO** | Flexible Learning Options |
| **FLO Coordinator** | Flexible Learning Options Coordinator who keeps track of FLO student/s and their learning activities, to assist with organising learning activities and to approve payment for additional learning activities. |
| **Form A** | Education and Training Plan Form A (Application) must be signed by student, school principal and Training Provider |
| **Form B** | Education and Training Plan Form B (Training plan proposal) must be signed by student, school principal and Training Provider |
| **Form C** | Education and Training Plan Form C (variations) must be signed by student, school principal and Training Provider |
| **NNE/NNE date** | No New Enrolment date |
| **SACE** | South Australian Certificate of Education |
| **SACE Board** | South Australian Certificate of Education Board |
| **SATAC** | South Australian Tertiary Admissions Centre |
| **STL** | Subsidised Training List |
| **TGSS** | Training Guarantee for SACE Students |
| **TPL** | Training Priority List, a section of the STL that includes TGSS Approved courses. |
| **Skills and Employment Portal** | The web portal which enables training providers to make claims for student subsidies. |
| **VETA** | See “Skills and Employment Portal” |

1. **Where can I access on-line information?**

Comprehensive information about the TGSS is available at the Skills website: <https://www.skills.sa.gov.au/students/studying-vet-in-school>

Specific information about the TGSS including enrolment forms and information about FLO students is at: <https://providers.skills.sa.gov.au/Deliver/Training-school-students>

Courses available under the TGSS can be found on the Training Priority List section of the Subsidised Training List:  
<https://providers.skills.sa.gov.au/DesktopModules/Bring2mind/DMX/API/Entries/Download?Command=Core_Download&EntryId=944&language=en-US&PortalId=1&TabId=911>

Information about student eligibility for funded training in general is available at the Skills website at <https://www.skills.sa.gov.au/subsidised-eligibility>

* [TGSS Key Dates](https://providers.skills.sa.gov.au/Deliver/Training-school-students) – Updated December 2020

1. **What is the Training Guarantee for SACE Students?**

The TGSS is a subsidised certificate III completion strategy. The intent of the TGSS program is for school enrolled students to commence a training pathway that results in them completing a certificate III, usually after they have left school. Some students may start and finish the certificate III while they are still at school.

The usual way to commence the pathway is with a certificate II that leads to a related certificate III.

In certain cases, it is possible for a student to enrol directly into a (TGSS approved) certificate III whilst enrolled at school and then complete it post-school.

The following diagram illustrates some possible ways to complete the certificate III pathway:



The viability of a subsidised pathway depends on whether the selected courses are on the Subsidised Training List (STL) **at the time of enrolment in the course/s**.

*See also:*

*How does a student activate their post-school guaranteed training place?*

*What is the Subsidised Training List (STL)?*

*What are TGSS Approved qualifications?*

1. **Who is eligible for the TGSS?**

A student is eligible to participate in the TGSS if they satisfy **all** the following:

* Is an enrolled school student in year 11 or year 12.
* is an enrolled school student and is undertaking SACE (or non-SACE senior secondary certificates that are recognised by the SACE Board of SA as being equivalent to the SACE)
* is 16 years or turning 16 years of age in year 11
* satisfies the student eligibility criteria which are explained at <https://www.skills.sa.gov.au/courses-careers/eligibility-explained>
* satisfies the TGSS eligibility and selection criteria (refer to Section 2 of the Education and Training Plan Form A).

*See also:*

* *How important is the ETP Form B, and how closely should it be checked by the school?*

1. **Are non-SACE students eligible for the TGSS?**

A student who is undertaking an alternative senior secondary certificate to the SACE may be eligible to participate in the TGSS if they satisfy **all** the following:

* Is enrolled in year 11 or year 12.
* is an enrolled school student and is undertaking a non-SACE senior secondary certificate that is **recognised by the SACE Board of SA as being equivalent to the SACE. The applicant should check with the** [**SACE Board**](https://www.sace.sa.edu.au/help/contact-us)**.**
* is 16 or turning 16 years of age in year 11
* satisfies the student eligibility criteria which are explained at <https://www.skills.sa.gov.au/courses-careers/eligibility-explained>
* satisfies the TGSS eligibility and selection criteria (refer to Section 2 of the Education and Training Plan Form A).

*See also:*

* *How important is the ETP Form B, and how closely should it be checked by the school?*

1. **How important is the ETP Form B, and how closely should it be checked by the school?**

The Education and Training Plan Form B is **critically important**. It specifies essential information about the training that the student will do with the Government funded Training Provider.

Form B canbe downloaded from <https://providers.skills.sa.gov.au/Deliver/Training-school-students> .

Form Bmust be fully signed by the student, parent/guardian, school and provider before the provider can enrol the student and create a training account for the student. All of this must happen before training can commence.

The sequence of events leading to a student commencing training under TGSS is as follows:

The School completes Education and Training Plan Form A (Application) and sends it to the Government funded Training Provider (Training Provider).

*Note:  
There are two versions of Form A: one for SACE students undertaking the SACE, and one for students undertaking non-SACE senior secondary certificates that are recognised by the SACE Board of SA as being equivalent to the SACE.*

The Training Provider determines the eligibility and suitability of the student to enrol in the TGSS Course and whether the requirements of the TGSS will be met. If so, the Training Provider makes an offer of the training to be delivered by the Training Provider by completing the Education and Training Plan Form B (Training Plan Proposal) which is forwarded to the School Principal.

The School Principal considers the training offer outlined in Form B and, if acceptable, arranges for written approval by the principal, student and parent/guardian, and returns the fully executed Form B to the Training Provider.

The Training Provider signs Form B and provides a copy to the School Principal. The School retains a copy for the school’s official record and must provide the student and parent/guardian with a copy.

The Training Provider enters into an Enrolment Agreement with the student and the parent/guardian, ensures that the Eligible Student and the parent/guardian enter into a Student Agreement (which is submitted to DIS) and creates a Training Account in the Skills and Employment Portal (formerly referred to as VETA). The Training Provider must confirm the enrolment in writing to the student, parent/guardian and School Principal.

Training may only commence after the Enrolment Agreement is fully executed and the Training Account is created in the Skills and Employment Portal (formerly referred to as VETA) for a student who is:

* Enrolled in Year 11 or 12; and
* 16 or turning 16 years of age in Year 11

The School should check Form B very carefully to ensure that the proposed training will meet the needs of the student. If Form B is agreed, then the School arranges for it to be signed by all parties.

Form B provides the basis of determining the number of SACE credits a student might achieve through their subsidised training, which is to be accurately determined before training commences. Two important considerations include:

* The Training Provider will list the individual units of competency that it will deliver to the student. It is important that any units of competency that have been previously completed by the Student and resulted are not included on the list. The SACE Board will not count any unit more than once, and the Training Provider will not be paid for a unit that has already been completed. It is vital that Schools inform Training Providers of previously completed VET, and provide evidence of this in ETP Form A.
* The Training Provider will itemise fees, which will be the personal liability of the student/parent and not of the School. It is important to check that the fees and payment schedule are understood by the student and family.

Schools must be proactive, monitor timelines and attend to any perceived delays. Ultimately, it is the School that is responsible for managing the student’s SACE program arrangements.

*See also:*

* *Where can I access online information?*

1. **Can international students access the TGSS?**

Eligibility is explained on the Skills website at <https://www.skills.sa.gov.au/courses-careers/eligibility-explained>

1. **How are students enrolled into the TGSS?**

The process to enrol students into the TGSS commences with a student’s School and must be under the School’s direction and control.

Schools initiate the process to enrol a student in the TGSS, not a Training Provider or other stakeholder. Government funded Training Providers may only respond to a request from a School to enrol a student, they may not initiate the process.

If a School determines that a student doesn’t meet the TGSS eligibility and selection criteria, the School must not commence the process.

A School counsels a student and prepares an Education and Training Plan Form A. The School gives the Form A to an approved, Government funded Training Provider who considers it and prepares a Form B. The Form B is then provided to the School. Once Form B is fully completed and signed by the School, student, parent/guardian and Training Provider, the Training Provider may then and only then proceed to enrol the student and create a Training Account for the student in the DIS database. When this is completed training may commence.

1. **What is the Subsidised Training List (STL)?**

The Subsidised Training List (STL) shows the range of courses that may be subsidised through the South Australian Government. TGSS Approved courses can be found on the Training Priority List (TPL) section of the STL.

The STL is routinely updated and released to add new and replacement courses and to remove courses that are no longer subsidised. The STL also displays information about funding conditions.

Funding periods generally run for six months but may be updated more frequently. Funding periods are announced and communicated via the STL.

Training Providers must always check the current version of STL when enrolling students and make arrangements to ensure students are transitioned to new courses when a Training Package is updated.

In developing TGSS pathways for students, Training Providers should consider the post-school course that they guarantee to deliver once the student has completed Year 12, as the second course may not necessarily be included on the STL when the student is ready to enrol in it. For this reason, at the time of the student’s enrolment in the TGSS pathway, the Training Provider should discuss alternative post-school courses that the student may be interested in and in which they are likely to be subsidised. The Training Provider might also be able to guarantee a course that is not subsidised.

VET Coordinators and Schools have a responsibility to monitor the STL (particularly new qualifications and replacement qualifications) to ensure that students are enrolled in appropriate courses and transferred to replacement courses when necessary.

*See also:*

* *Does a Training Provider have to guarantee a TGSS student a Certificate III (or higher) post-school?*
* *What are Course Enrolment Conditions and how do they impact TGSS?*
* *Subsidised Training List (STL),* <https://providers.skills.sa.gov.au/Get-Started/Subsidised-Training-List>

1. **What are ‘TGSS Approved’ qualifications?**

The [Subsidised Training List (STL)](https://providers.skills.sa.gov.au/Get-Started/Subsidised-Training-List) is the list of courses that eligible students can undertake at a subsidised rate. TGSS Approved courses can be found on the [Training Priority List](https://providers.skills.sa.gov.au/DesktopModules/Bring2mind/DMX/API/Entries/Download?Command=Core_Download&EntryId=944&language=en-US&PortalId=1&TabId=911) section of the STL.

If a qualification on the STL is designated as “TGSS Approved” then it is available for eligible students to undertake through the TGSS scheme while they are at school as part of SACE.

Only certificate II and certificate III courses will be designated “TGSS Approved”, but not all.

JobTrainer and skills sets are not available under TGSS.

If the certificate III course, that the student intends to complete post-school as part of their planned pathway, is not TGSS Approved then it cannot be commenced while the student is at school under TGSS. It can only be commenced post-school.

The list of qualifications that are TGSS Approved is reviewed periodically by DIS to ensure that it reflects the State’s training needs.

1. **How is a qualification designated as TGSS Approved?**

In determining whether a qualification will or will not be designated as “TGSS Approved”, DIS will take account of the following criteria:

* the qualification is on the Subsidised Training List (STL)
* the currency of the qualification
* the qualification is a certificate II or a certificate III
* advice in the relevant Training Package about the appropriateness of the qualification being undertaken by school students and preferred delivery modes
* advice from appropriate industry skills advisory bodies
* the qualification has a clearly articulated training pathway to at least a certificate III
* there are no legislative or industrial impediments to SACE students undertaking the qualification, such as age or licensing restrictions
* relevant work placements are available
* the qualification has the support of the three schooling systems/authorities
* the primary purpose of the qualification is not to develop foundation skills (LLN, employability skills)
* the primary purpose of the qualification is not to develop skills in a language other than English.

Stakeholders can apply for a qualification to be “TGSS Approved” and must seek advice from DIS about how to do this. Stakeholders must:

* check that the qualification is on the STL
* check that the qualification is current and has not been superseded
* consult an appropriate industry skills advisory body about the appropriateness of the qualification being undertaken by school students through the TGSS and provide evidence of the outcomes of the consultation
* ensure that the qualification has a clearly articulated training pathway to at least a certificate III
* check there are no legislative or industrial impediments to SACE students undertaking the qualification
* check that it is feasible for business/industry/community to provide relevant work placements.

The stakeholder must put their application in writing and submit it to DIS.

1. **What does the TGSS cost?**

Training Providers are government funded to train TGSS students. Government funded training at certificate II level in approved courses is fee free. This means students don’t have to pay course fees for these courses. Students will pay course fees for certificate III courses.

Students may have to pay for some incidental costs such as the purchase of tools and materials, textbooks, uniforms, costs associated with field trips and anything which becomes the property of the student. This applies to both certificate II and certificate III courses. Fees will be specified by the Training Provider in the Education and Training Plan Form B.

Incidental charges can only be made by the Training Provider if the student is made aware of the expenses before enrolling in the course.

Government funded concessions may be available.

Any fees that are payable for tuition and incidental items are a financial liability of the student, not the student’s School. However, Schools may choose to assist students with fees, but this is a private arrangement between the student (and parent/guardian) and the School.

Training Providers will invoice students, not the student’s School. If fees are not paid, the Training Provider may choose to withdraw the student from the training.

*See also:*

* *Are TGSS students eligible for fee concessions?*

1. **What if a student ‘fails’ a unit of competency?**

If a student ‘fails’ a unit of competency (i.e. the result for the unit is ‘Not Yet Competent’), the student may repeat the unit and it will still be subsidised. This may be done for up to three separate attempts.

1. **Are TGSS students eligible for fee concessions?**

Students holding a Health Care Card will be eligible for a student fee concession for training at certificate III level or above. The Training Provider should be consulted on the level of the concession available.

Students who are, or have been, under Guardianship orders will have vocational training course fees waived when they study with any Government funded Training Provider. For further details, see the [Skills website](http://www.skills.sa.gov.au/).

1. **Can a Year 11 student commence the TGSS before they turn 16 years of age?**

Yes, however they must be turning 16 years of age in Year 11.

1. **Does a Year 11 TGSS student have to re-enrol when they enter Year 12?**

No. When a student enrols in the TGSS, an Education and Training Plan (ETP) is negotiated for them that applies from the time they enrol until they complete the SACE and leave school to take up their guaranteed training place. However, if substantial changes are made to a student’s ETP, it may be necessary to negotiate a new ETP using the TGSS Form C (Variation).

*See also:*

* *Does a new Education and Training Plan need to be prepared if a student changes their mind?*

1. **Can a TGSS student undertake training in Year 11 but not undertake any in Year 12?**

Yes, however this is **not recommended** and is **contrary to the aim of the TGSS**.

The TGSS is a certificate III (or higher) completion pathway strategy and students are expected to participate in two phases: the ‘at school’ phase, and the ‘post-school’ phase. It is not the aim of the TGSS that there is a ‘gap year’ in a student’s training in the at-school or post-school phases.

Students who intend to complete a certificate II at-school, but not commence training at certificate III level while still at school, are recommended to undertake the certificate II during both Year 11 and Year 12, rather than only during Year 11.

1. **Can a student join the TGSS in Year 12? What are the implications?**

Yes, noting that it is a formal requirement that **all** TGSS students complete 210 nominal hours of VET as an integrated component of their SACE and 70 hours of work placement that is relevant to the qualification they are undertaking.

When a student joins the TGSS while they are in Year 12, they will have less time to fulfil this requirement and may have need to withdraw from SACE Board subjects and undertake training and work placement outside of regular school terms and during school holidays.

Therefore, it is not recommended that a student in year 12 commences TGSS in Term 3 or Term 4.

The student must satisfy these requirements before transitioning to the Training Provider post-school to continue with and complete their certificate III (or higher) pathway.

1. **How does the TGSS affect a student’s SACE?**

Each TGSS student is required to complete at least 210 nominal hours of VET as part of their SACE. This is equivalent to 30 SACE Credits and may count at SACE Stage 1 level or SACE Stage 2 level depending on the VET certificate undertaken.

In many cases certificate II qualifications count for SACE Stage 1 Credits and certificate III qualifications (or higher) count for SACE Stage 2 Credits, but there are exceptions. The school – not the Training Provider – must use the SACE Board VET Recognition Register to make a determination on Credits awarded.

It is critically important to note that the SACE Board will only recognised units of competency for which the student has been resulted by the RTO as “Competent” (or “Competency achieved”). **Units that have not been completed or for which only an Academic Pass has been attained (i.e. the student has not yet been assessed as competent) will not be recognised by the SACE Board for SACE purposes**.

TGSS students are also required to complete at least 70 hours of relevant work placement, but this does not directly contribute towards SACE requirements. However, a properly documented TGSS Workplace Learning Logbook could contribute to the assessment of the student’s achievement in the SACE subjects Workplace Practices Stage 1, Workplace Practices Stage 2, or Community Learning.

1. **Can VET completed through TGSS count towards the ATAR?**

Yes, but **currently** with the following restrictions:

* Only fully completed Certificate III VET qualifications can count towards the Australian Tertiary Admission Rank (ATAR)
* For ATAR purposes a student can count only one fully completed Certificate III and it will only contribute up to 20 SACE Credits regardless of how many nominal hours were actually undertaken in completing the certificate
* Incomplete Certificate III qualifications do not count
* Certificate I or II qualifications do not count.

The rules for ATAR are complex and are subject to change.

Advice **must** be sought from the student’s school, the SACE Board of South Australia or the South Australian Tertiary Admissions Centre (SATAC).

*See also:*

* *SACE website:* <https://www.sace.sa.edu.au/>
* *SATAC website:* <https://www.satac.edu.au/>

1. **What if the student does not successfully complete their TGSS course?**

In each of the scenarios described below it is important to remember that in certain instances a student’s non-achievement of their TGSS course may impact on their future enrolment in some high-level VET courses for which the TGSS course may be a pre-requisite for entry.

Scenario 1:

If the student is enrolled in a TGSS course as an integral component of their SACE towards their 200 credits and does not achieve their TGSS qualification, the student may fall short of attaining the 200 credits and not achieve their SACE. The student may need to achieve the additional necessary SACE credits by enrolling in another subject whilst at school (or alternative institution) to make up the additional credits needed to complete SACE.

Scenario 2:

If the student is enrolled in a TGSS course as an ‘addition’ to their SACE (e.g. over and above the 200 credits required for SACE) and does not achieve their TGSS qualification, the student will not fall short of attaining the 200 credits and will still achieve their SACE.

Students should discuss any concerns about their TGSS progress and achievement with their School’s VET Coordinator and parents. Parents and VET Coordinators should also monitor the student’s progress and achievement in their TGSS courses.

1. **Does the TGSS affect the qualifications a student can do post-school?**

Yes. Course eligibility and entitlement varies from time to time and the Skills website must be checked for current arrangements.

An individual is permitted to complete only a certain number of subsidised qualifications. If a person accesses subsidised training while they are enrolled in school — including through the TGSS, school-based apprenticeship/traineeship scheme or through FLO — this training counts towards their entitlement and they will have fewer opportunities for subsidised training once they leave school.

1. **Does a new ETP need to be prepared if a student changes their mind about their pathway?**

A student’s participation in the TGSS is outlined by their Education and Training Plan (ETP), which provides details of the student’s planned pathway, the corresponding training and work placement and the support the School and the Training Provider will put in place to assist the student to be successful. In particular, the ETP outlines the training that the Training Provider agrees to deliver to the student post-school.

The ETP is an agreement between the parties and if the student changes their intended pathway and/or provider, then the fundamentals of the agreement have changed and the plan should be modified or rewritten (encompassing both Forms A and B), regardless of whether the same Training Provider is being used.

If a student wishes to change to a new Training Provider without changing their pathway, the new Training Provider must prepare a new Form B, as they are not bound by the original Form B. A new Form A is not required, but the school should document the details of the changes using Form C.

1. **Can students undertaking Flexible Learning Options participate in the TGSS?**

Yes, but they must satisfy the same subsidy and TGSS eligibility criteria, including planning to complete SACE and fulfilling the same training and work placement expectations.

Flexible learning Options (FLO) students are still required to be on a certificate III completion pathway and the school will have to negotiate a TGSS Education and Training Plan (ETP) with the assistance of FLO Coordinators. The completed ETP should identify any special needs the student has that a Training Provider would need to know.

If a FLO student is unable to meet the requirements of the TGSS, then it may be more appropriate for them to seek a ‘**FLO exemption**’ in order to access subsidised training rather than through the TGSS.

Further information about FLO students is at <https://providers.skills.sa.gov.au/Deliver/Training-school-students>

1. **Do TGSS need to do work placement?**

It is a formal requirement that **all TGSS students complete at least 70 hours of** **relevant** work placement as part of their Education and Training Plan. Where a work placement is required by the Training Package this takes precedence over the 70 hours and may well exceed it.

It is the responsibility of schools to:

* organise and monitor work placement arrangements
* ensure that all work placements are conducted in accordance with the advice contained in the [Workplace Learning Guidelines](https://www.decd.sa.gov.au/teaching/curriculum-and-teaching/numeracy-and-literacy/workplace-learning-students) document, which is endorsed by the Government, Catholic and Independent schooling sectors.

In the context of the TGSS the term ‘relevant’ is not formally defined and it is left to the school to take an **on-balance approach** to deciding whether work placement is relevant to the aims and intended learning outcomes of the qualification being undertaken and to the student’s career pathway.

The following criteria may assist in making an on-balance judgment:

* the work environment is authentic and will clearly give the student a sense and real life experience of working in the industry
* the work placement will develop the habits, values, knowledge, understanding, self-confidence and self-esteem, maturity, practical skills and competencies that are relevant to the student’s intended career pathway.

Work placement may include relevant voluntary or paid work.

Where a work placement is specified in the Training Package (such as on-job assessment of competencies) the Training Provider is required to assume responsibility for ensuring these requirements are met and have a view about what constitutes relevant work placement. In this instance the Training Provider must liaise with the School to ensure the School has clarity about the Training Package requirements and the extent of the Training Provider’s responsibilities (particularly if students may be at risk). The Training Provider is required to indicate its responsibilities in the Education and Training Plan Form B.

1. **What is the difference between the TGSS and school-based apprenticeship/ traineeships?**

A school-based apprenticeship/traineeship (ASBA) is undertaken part-time while an apprentice/trainee is at school. An ASBA arrangement combines paid employment as an apprentice/trainee, off-the-job vocational training with a Training Provider and senior secondary school studies. It is underpinned by a formal Training Contract between the student and the employer.

ASBA provides senior secondary school students with hands-on industry experience and the ability to work towards or complete a nationally recognised qualification, while they complete their senior school certificate. Together the employer and the apprentice/trainee must acknowledge that the Training Contract automatically converts to a full-time apprenticeship/traineeship at the conclusion of secondary schooling.

School based apprentices/trainees must be employed for a minimum of 7.5 hours per week (but this may be undertaken in larger blocks and averaged). Students undertake a Training Plan, which the School Principal is required to sign-off on, signifying that it is an “integral part of the school program”.

Similarly, the TGSS is underpinned by an Education and Training Plan (Form B) that is also signed-off by the Principal indicating that the VET training to be undertaken is an integral part of the student’s SACE.

TGSS students are expected to undertake a minimum of 70 hours of ‘relevant’ work placement over the duration of their Education and Training Plan (ETP), but this is of a different order to the formal employment undertaken by ASBA students. TGSS students do not need to be in a formal employment relationship, although paid part-time work can meet the requirements if it is relevant to the training being undertaken. (See FAQ “What is meant by ‘relevant’ work placement?”)

Although the ETP is not a formal contract the Training Provider is expected to provide the student with an ongoing training place post-school to complete the qualification pathway.

1. **Should a student enrol in a school-based apprenticeship/ traineeship or the TGSS?**

This is a decision that students will make based on their career goals. The school-based apprenticeship/traineeship (ASBA) scheme is fundamentally different to the TGSS.

For several careers (such as trades) the relevant industry favours ASBA over the TGSS. Students who aspire to a career in a trade and wish to start their pathway while they are at school are strongly encouraged to commence ASBA.

Industry advisory bodies also strongly encourage students to undertake trades related training under ASBA arrangements, rather than the TGSS. Industry advisory bodies assert that students who complete apprenticeships are more likely to gain employment.

Students are encouraged to research their options thoroughly before deciding to commence ASBA or the TGSS, including contacting industry bodies for advice on their chosen field.

*See also:*

* *What is the difference between the TGSS and school-based apprenticeship/traineeships?*

1. **Can students undertake both the TGSS and a school-based apprenticeship/traineeship?**

Yes, but not simultaneously. One must be completed (or terminated) before the other is commenced.

Students undertake school-based apprenticeships/traineeships (ASBA) for a range of purposes, but they are designed to put the students onto a career pathway. This is also the key purpose of the TGSS.

It would be contrary to the intent of ASBA and the TGSS if a student was on *two* committed pathways at the same time – possibly in completely different industry areas.

When a student undertakes the TGSS they are accessing subsidised training. When a student participates in ASBA they may also be accessing subsidised training. If a student completes a certificate II under ASBA as well as a certificate II under the TGSS then according to current rules the student is not eligible for any further subsidised training at that level.

1. **What is the ‘guarantee’?**

Central to the aim of TGSS is that students complete a certificate III pathway. For many TGSS students this means commencing and completing a certificate II while they are still enrolled at school and then enrolling in a certificate III (or higher) once they have left school. There are other possible trajectories as well. (Refer to “What is the Training Guarantee for SACE Students?”)

It is an expectation of the scheme that when a Training Provider enrols a student under TGSS they will offer the student a certificate III qualification pathway (or higher) and state offer in the student’s ETP Form B. The student may choose not to take up the pathway with that Training Provider and go to an alternative provider.

Ideally the certificate III will be on the Subsidised Training List (STL) and the Training Provider will be able to offer the course to the student. If the course is not on the STL, this means that the Training Provider may offer the course as fee‑for‑service (subject to having enough students to be able to create a viable class). If the course is offered fee-for-service, then indicative costs must be stated on Form B at section 2.1.

If a Training Provider cannot offer a certificate III pathway when the student seeks to enrol in TGSS, they are not permitted to enrol the student under the TGSS.

1. **Can a Training Provider offer a certificate IV qualification or higher as the guarantee?**

Yes. While a student is **at school** the TGSS will fund a Training Provider to deliver training to a student to undertake certificate II or certificate III level training but only for qualifications on the Subsidised Training List (STL) that are designated as “TGSS Approved”.

If a student undertakes training from qualifications that are not TGSS Approved, then the training will be undertaken at the student’s own expense.

When a student transitions to undertake **post-school** training, the Training Provider is obliged to train them in the qualification that is listed in their Education and Training Plan Form B and this is where the ‘…or higher…’ designation is relevant.

The Training Provider may choose to offer a guaranteed place in a higher qualification but would need to consider this carefully. The **TGSS requires that it is *at least* a certificate III**.

If a student completes the certificate III while at school, the guaranteed place does not automatically convert to a higher-level certificate. The Training Provider’s obligation to the student may be at an end.

1. **Can a Training Provider guarantee a place in a trade related certificate III qualification?**

Yes, but there are restrictions.

Trade related qualifications present challenges to the operation of the TGSS. If a student aspires to a trade qualification, an apprenticeship is usually the most effective way of achieving this outcome. This mode of training is valued by industry. (See FAQs “Should a student enrol in a school-based apprenticeship/traineeship or the TGSS?” and “What is the difference between the TGSS and school-based apprenticeship/traineeships?”)

If a student is successful in gaining an apprenticeship post-school, then the student and their employer are entitled to **choose** a Training Provider. Therefore, it is possible that the post-school training for a TGSS student might be with a different Training Provider to the one that delivered the at-school training. In this situation the Training Provider who delivered the at-school training has no further obligation to the student.

If the student is not successful in gaining an apprenticeship and elects to take up the guaranteed training place with the same Training Provider that delivered the at-school training, this Training Provider is obligated to deliver the training. Therefore, the Training Provider must be very clear that there are no impediments to delivering training in the qualification that is stated in the ETP Form B.

It might be that the Training Provider does not wish to specify a ‘trade’ certificate III qualification stated in the ETP Form B and proposes a different qualification. This is permitted so long as the qualification is at least a certificate III and it is agreed by the student, the student’s parent and the school, and the Training Provider explains any ramifications. The student might only take up this option as a last resort, but it remains a legitimate option. If the student does not take up this option, then there is no further obligation on the Training Provider and the student is still able to seek another subsidised training option with the same or a different Training Provider.

At the heart of this key issue is the notion of “institutionalised trade training” (i.e. training in a trade related qualification outside of an apprenticeship).

* It is permissible to undertake institutionalised trade training, but there are restrictions and there may be barriers to employment.
* The *Training and Skills Development Act 2008* requires that an employer must not undertake to train a person in a trade except under a training contract, but this does not constrain a Training Provider.
* The Subsidised Training List (STL) makes it clear that **some qualifications will only be subsidised** **if they are undertaken as part of an apprenticeship arrangemen**t.

1. **Can a Training Provider deliver training to TGSS students in a Trade Training Centre?**

The TGSS does not prescribe the location at which training should occur meaning a Training Provider may **negotiate** with a school to deliver training, under the TGSS, at the school using the school’s facilities (such as a Trade Training Centre). A school is not obliged to make its facilities available.

According to their contract with the Minister, Government funded Training Providers must ensure:

* they deliver high quality training that meets industry standards, requirements and expectations of the appropriate training package
* they engage with industry so that eligible students can be confident that the qualification they award is recognised and valued by potential employers
* they provide support for eligible students
* they provide staffing levels that are sufficient to deliver training in accordance with national registration standards
* they do not sub-contract training services except to another Government funded Training Provider.

All of these criteria must be taken into account and may affect the decision to deliver training at the school. Further, the school may require the Training Provider to enter into an agreement with the school that might include a financial consideration. Such an agreement is a matter between the school and the Training Provider and is separate to the TGSS.

Care must be taken by the Training Provider to ensure that the student is in no doubt where the student’s post-school training will occur. If the at-school training takes place at a school (e.g. Trade Training Centre), this does not mean that the post-school training will also take place at the school. The delivery location must be clearly specified in the ETP Form B.

1. **Can a Government Funded Training Provider sub-contract services?**

Government funded Training Providers are permitted to sub-contract ‘training services’ only to other Government funded Training Providers. This is stated in their contract with the Minister (Clause 8). They are not permitted to subcontract the enrolment of students (Clause 15).

This means that:

* Training Providers are not permitted to subcontract VET delivery under the TGSS to schoolteachers under an auspiced agreement
* Training Providers are not permitted to subcontract recruitment of students into the TGSS (e.g. engage a ‘brokering’ organisation).

1. **Can a school use a brokering service to assist in managing the TGSS?**

If a school chooses to use the services of a brokering organisation to assist in managing its TGSS students, then:

* the arrangement cannot relieve the parties to the Education and Training Plan (ETP) – i.e. school, student/parent, Training Provider – of any of their responsibilities, including the responsibility that the Training Provider has in determining whether a student is an eligible student
* the brokering organisation, not being a party to the ETP, has no accountability or responsibility under the ETP
* any fee for the brokering services will be a private arrangement between the school and the broker and will need to be met by the school/student, not the TGSS Training Provider.
* the school must ensure that the principles of the TGSS are upheld.

1. **What if I have concerns about a “broker”?**

It is expected that brokers are upfront about the limited extent of their responsibilities with regard to the ETP. If a school, student or parent has a complaint or concern about the actions or advice given by a broker, these should be discussed with the Quality and Compliance Team within the Skills and Workforce Capabilities Group of the Department for Innovation and Skills, by phone on 1800 673 097 or by email: DIS.SkillsContracts@sa.gov.au

*See also:*

* *Can a school use a brokering service to assist in managing the TGSS?*

1. **How might ‘superseded qualifications’ impact TGSS?**

To ensure training packages are responsive to industry priorities for new and updated skills, they are monitored and reviewed during their endorsement period. This is determined at the national level. A review may lead to a qualification being:

* superseded by a new version of the qualification (i.e. replaced by an *equivalent* qualification)
* superseded by the endorsement of a new qualification altogether (i.e. replaced by a *non-equivalent* qualification)
* not replaced.

Often a review will result in a qualification being endorsed with a new national code that is different to its predecessor.

Superseded qualifications can impact the TGSS in the following ways:

* A superseded qualification, that is TGSS Approved, is **replaced by an equivalent qualification**:
  + no new enrolments (NNE) in the superseded qualification are permitted beyond a prescribed NNE date
  + students enrolled in the superseded qualification prior to the NNE date are ‘taught out’ or the Training Provider may offer to transfer students to the replacement qualification (provided this does not disadvantage the student)
  + DIS will determine whether or not the equivalent qualification will be included on the Subsidised Training List (STL)
  + if it is included on the STL, the replacement qualification will automatically be approved for TGSS
* A superseded qualification that is TGSS Approved is **replaced by a non-equivalent qualification**:
  + no new enrolments in the superseded qualification are permitted beyond a prescribed NNE date
  + students enrolled in the superseded qualification prior to the NNE date are ‘taught out’
  + DIS will determine whether the new qualification will be included on the STL
  + if it is included on the STL, DIS will determine whether it will be approved for TGSS
* A superseded qualification that is TGSS approved is **not replaced**:
  + no new enrolments in the superseded qualification are permitted beyond a prescribed NNE date
  + students enrolled in the superseded qualification prior to the NNE date are ‘taught out’.

Training Providers and VET Coordinators are expected to be aware of changes to Training Packages and courses to ensure that TGSS students are taught-out in superseded qualifications or are transitioned to replacement qualifications within appropriate timeframes to ensure students are not at risk of non-completion.

Training Providers are **not** permitted by national regulation to train, assess or **issue results** (i.e. Statements of Attainment/ Qualifications) in expired courses.

1. **How might ‘no new enrolment dates’ for funding purposes impact the TGSS?**

From time to time the Minister might apply a ‘no new enrolment’ (NNE) date for certain qualifications **for funding purposes**. This means that Training Providers cannot take new enrolments after the NNE date and attract subsidy funding.

Training Providers are still permitted to enrol students in the qualification under a fee-for-service arrangement.

If a NNE date is applied to a qualification it has the potential to impact the post-school training place a Training Provider is able to guarantee a TGSS student. It must be noted that the aim of the TGSS is for students to commence a planned training pathway while they are at school that culminates in completing an agreed certificate III (or higher) qualification post-school. To ensure this happens, the Training Provider, who delivers the training to the student while they are still at school, **guarantees the student an ongoing training place with the provider post-school** to complete the qualification. (In a few cases in some industry areas, students might complete the certificate III while they are at school.)

The decision to apply an NNE date to a qualification might impact the TGSS in the following ways:

* SACE students may not be able to enrol in certain qualifications after certain dates
* SACE students may not be able access their intended post-school training place beyond a certain date.

Schools and Training Providers must consider whether NNE affects the post-school training available to TGSS students.

1. **How does a student activate their post-school guaranteed training place?**

A key feature of the Training Guarantee for SACE Students (TGSS) scheme is that eligible students are guaranteed a training place post-school to complete their certificate III qualification pathway with the **same** Training Provider that trained them while they were at school. Eligible students are those who complete SACE and the VET component of their Education and Training Plan (ETP).

Eligible students are expected to take up the option as soon as practicable and are not permitted to take a ‘gap year’.

Training Providers are obliged to deliver the guaranteed training if the student elects to take up the place. Students do not need to apply for entry because their place is guaranteed, but they may need to enrol in accordance with the Training Provider’s instructions.

To take up their guaranteed training place, students must:

* Advise their Training Provider of their intention to take up their guaranteed training place. This must be done in writing and prior to finishing Year 12 and leaving school.
* Show their SACE Certificate to their Training Provider to prove they have completed SACE. This should be done as soon as possible after receiving their certificate from the SACE Board – usually in mid-December.
* Discuss arrangements with their provider for transitioning into the guaranteed training place. Arrangements that should be discussed include; training commencement date, training location, enrolment process, fees, clothing/uniform, personal protection equipment, etc.
* Students may be required to enrol formally with the provider, if this has not already been done. This should be done in accordance with the Training Provider’s instructions.

If an eligible student decides **not to take up the guarantee**, the student must advise their Training Provider and School in writing as soon as possible and prior to completing Year 12 and leaving school. The Training Provider will have no further obligation to the student.

If an eligible student elects to take up their guarantee, but later changes their mind, they must also advise their Training Provider and School in writing. This must be done as soon as possible.

If an eligible student does not formally enrol with the Training Provider or does not commence training on the agreed commencement date (without having notified the Training Provider), the Training Provider will have no further obligation to the student.

1. **What are Course Enrolment Conditions and how do they impact TGSS?**

Enrolment Conditions apply to certain student groups. Conditions are included on the Subsidised Training List (STL). The following conditions apply in relation to TGSS funding arrangements:

**(1) Training Contracts Only**: Enrolment in a course with this condition is restricted to a trainee/apprentice with an approved training contract.

**(2) TGSS Only**: Enrolment in a course with this condition is restricted to school enrolled students only.

The course attribute “TGSS Approved” continues to identify those courses that are available to school enrolled students undertaking training through TGSS.

A course may also have a No New Enrolments (NNE) date applied to it. **If an NNE date has passed, then no one may enrol in the course.**

*See also:*

* *What is the Subsidised Training List?*

1. **Can student commence a course under fee-for-service and subsequently enrol under TGSS?**

Yes, this is possible.

This question often arises because a student does not satisfy the TGSS Eligibility and Selection Criteria but wishes to commence training with a view to becoming eligible to participate in TGSS at a later time. (The TGSS Eligibility and Selection Criteria are listed in Section 2 of Education and Training Plan Form A.)

For example, if a student wishes to enrol in TGSS but has not done any previous related VET or any previous related work placement:

The TGSS Eligibility and Selection Criteria require that the student has either completed previous related VET or previous related work placement (or both). (Refer to Form A Sections 2.8 and 2.9)  
In this scenario the student can participate in the course under a fee-for-service or other non- subsidised arrangement until one or more units of competency have been completed and then seek to enrol in TGSS at a subsequent time.

Under such an arrangement it is important to note that:

* Units of competency commenced and/or completed under a fee-for-service or other non- subsidised arrangement cannot later be claimed for subsidy once the student enrols in TGSS.
* Units of competency completed under a fee-for-service or other non-subsidised arrangement can count towards the 210 nominal hours requirement under TGSS. That is, the student does not need to do an additional 210 nominal hours on top of any hours that derive from successfully completed units under the fee-for-service or other non-subsidised arrangement.