

VET for School Students Guidelines for Training Providers

Version 2.1 – 1 June 2021

1. Purpose of the Guidelines

1.1 The purpose of these guidelines is to outline for training providers the Department for Innovation and Skills (the Department) purchase arrangements for VET for School Students in South Australia. These purchase arrangements are effective from 1 July 2021 and apply to all school students seeking to commence in a subsidised training place in an approved course from 1 January 2022.

1.2 These guidelines should be read in conjunction with the Funded Activities Agreement (FAA) and provide detailed information on eligibility, entitlement, and conditions of access to a subsidised training place in an approved course for school students in South Australia.

1.3 These guidelines should be read in conjunction with the Upfront Assessment of Need ([UAN](#)) [Guidelines](#), [Process Map for Eligibility, Entitlement and Conducting VET Readiness Orientation \(VETRO\)](#) and [Instructional Guide on the School Student VET Referral form](#).

1.3 Training providers are advised to refer to the Subsidised Training List (STL) for information on courses approved for access by school students. From January 2022, the Training Priority List (TPL) and the Subsidised Traineeship and Apprenticeship List (STAL) will identify the courses approved under the VET for School Students purchase policy.

1.4 These purchase arrangements replace the Training Guarantee for SACE Students (TGSS) and Flexible Learning Options (FLO) Exemption purchase arrangements, which cease to operate close of business, Friday 11 December 2021. School students who commenced a subsidised training place in an approved course prior to this date will be supported by the Department to complete their qualification under the conditions of those arrangements.

1.5 Training account creation for school students commencing in an approved course from the TPL from January 2022, will be identified as VFSS, which will replace the TGSS acronym and FLO Exemption Number.

1.6 Training account creation for school students commencing in an approved course from the STAL from January 2022 will continue unchanged.

2. Eligibility Criteria

2.1 To be eligible for access to a subsidised training place in an approved course, a school student must meet the following criteria. They must be:

- An Australian citizen or New Zealand citizen or,
- A permanent Australian resident or,
- An eligible visa holder
- Reside in South Australia

AND ARE:

- Enrolled in Year 10, 11 or 12 and employed in a Training Contract that combines VET and school-based curriculum including SACE

OR ARE:

- Enrolled in Year 11, 12 or 13 and are 16 years of age or turning 16 years of age in the current year of that enrolment, and
- Are undertaking SACE or equivalent and,
- Have completed a preparatory VET pathway

2.2 Training providers must sight evidence to demonstrate the eligibility criteria has been met. Further detailed information on the range of evidence the Department accepts as demonstration of having completed a preparatory VET pathway, refer to the [VET for School Student Approved Evidence for Completion of a Relevant VET Pathway Guide](#).

2.3 To be eligible for a subsidised school-based apprenticeship or traineeship, school students must be in year 10, 11 or 12 at the time of commencement. School students below year 10 are not eligible to access a subsidised training place under a contract of training arrangement.

3. Entitlement

3.1 Course entitlement

3.1.1 School students who meet the eligibility criteria may be considered by the training provider for access to a subsidised training place in an approved course. The training provider must ensure the course appears in the STL on either the TPL or the STAL as approved for school students.

3.1.2 Whilst enrolled in a school the student may have access to a maximum of:

- One Certificate II course, and
- One Certificate III course

The training provider is responsible for ensuring that providing a school student with access to subsidised course in their Registered Training Organisation does not result in the school student exceeding this specified entitlement limit. Training providers must make all reasonable efforts to check subsidised training account history prior to the creation of a new training account for a school student to eliminate the risk of the school student exceeding their entitlement whilst in school.

3.2 Access to courses

3.2.1 Training providers can assess school students for eligibility and suitability for access to an approved course where they have received a School Students VET Referral form from the school of enrolment. Receipt of the referral form provides authority for the training provider to initiate an assessment of suitability for the course, individual personal and learning support needs and, literacy and numeracy capabilities. Refer to section 5, What documents or tools does the training provider need to use for the UAN process, in the UAN Guidelines for further information.

3.2.2 Training providers will use the assessment outcomes of the VETRO process as the basis for determining access, including any conditions of access, to the subsidised training place in the school student's approved course of choice. Refer to section 2, What are the elements of the UAN, in the UAN Guidelines for further information.

3.2.3 Training providers must ensure they have documented evidence that the conditions of access have been agreed to by the school student and school of enrolment prior to establishing the training account.

3.3 Consumption of course entitlement

3.3.1 Completion of an approved Certificate II or Certificate III course whilst a school student will result in a qualification that will count towards the individual's lifetime entitlement to subsidised training post school.

3.3.2 Additionally, the Department's intention is to deem a course entitlement commenced by a school student to be consumed where:

- a school student exits a course prior to completion, and
- subsidy has been paid against 70 per cent or more units of competency in the course

3.3.3 Where a school student exits the course prior to completion, the training provider must provide a Statement of Attainment for resulted units of competency on request from the school student or their school of enrolment, if the school has written authority from the school student to make that request on their behalf.

3.3.4 Training providers must ensure consumption of entitlement information is clearly communicated to, and understood by, the school student during the VETRO process and prior to the establishment of a training account.

3.4 Completion of a course post school

3.4.1 Continuing Students

3.4.1.1 School students will be supported post school by the Department to automatically continue with the training provider who established the training account in a subsidised course they commenced whilst enrolled in school, if they do not withdraw from that course prior to leaving school. This includes School Based Apprenticeships and Traineeships that will be supported until completion or termination of the training contract by the employer.

3.4.1.2 School leavers who are continuing students are not required to undertake the UAN if they are continuing with the training provider who established their training account as a school student in an approved course.

3.4.1.3 Training providers are to ensure that continuation of a course is discussed with the school students, prior to them leaving school, to facilitate continuity in delivery and assessment post school to support a successful completion. Training providers must contact the Department's Infoline on 1800 673 097 or email to DIS.Skills@sa.gov.au to discuss any circumstances where this may not be able to occur to ensure that post school, the continuing student is not disadvantaged.

3.4.1.4 If the training providers is unable to support a successful completion and the school leaver is assisted to transition to an alternative training provider, they may be required to undertake the UAN as per section 4.2.4, Transitioning between two training providers, in the UAN Guidelines.

3.4.2 Exited whilst in school prior to completion

3.4.2.1 The Department will grant school leavers, who exited whilst in school without completing the approved course they commenced, up to a maximum of 12 months to recommence any remaining units of competency. This provision does not include courses delivered under School Based Apprenticeship or Traineeship arrangements.

School leavers will need to contact the Department's Infoline on 1800 673 097 or email to DIS.Skills@sa.gov.au for assistance with this process within 12 months of leaving school. The Department will provide the school leaver with information on training providers who are subsidised to deliver the remaining units of competency.

3.4.2.2 The choice of training provider provided may include the original training provider who established the training account in the approved course and alternative approved training providers.

3.4.2.3 Where the original or an alternative training provider is unable to accommodate access to complete the remaining units of competency in the approved course, they must refer the school leaver back to the Department's Infoline on 1800 673 097 or email to DIS.Skills@sa.gov.au for assistance.

3.4.2.4 Training providers, whether the original or an alternative, will be required to conduct the UAN to determine whether to grant access to subsidy for any school leaver who is not a continuing student.

4. Conditions of access

4.1 VETRO process and findings

4.1.1 All school students who seek a subsidised training place in an approved course are required to participate fully in the VETRO process. There are no exceptions however, modification of the VETRO process is possible to accommodate, for example disability or remote locations, and training providers are advised to refer to section 2.4, Exemptions and modifications, and section 3.3 Can the UAN be completed after a training contract is established, in the UAN Guidelines for further information.

4.1.2 Where a school student is assessed through the VETRO process to require additional learning supports to ensure a successful training outcome, these become a condition of access to subsidised training. Refer to section 4.2, Conditions of access to subsidised training must be met, in the UAN Guidelines for further information.

4.1.3 Training providers must have documented evidence of who is responsible for provision of learning supports identified as required to support a successful training outcome, and that this is agreed to by the training providing, the school of enrolment and the school student in writing, prior to the training provider establishing a training account. Refer to section 4.2.1.1, Foundation skills supports and school students and section 4.2.3 Other learning and personal supports, in the UAN Guidelines for further information.

4.2 Course co-contribution

VET for school students approved courses require a co-contribution. Training providers will determine the student fee and any incidental fee that the school student will incur and invoice the school of enrolment, named in the School Students VET Referral form. The Department does not regulate course fees and training providers must determine their own course fee based on the difference between the subsidy the Department pays and the cost to deliver the course.

4.3 Learner Support Services and TAFE SA Student Services

4.3.1 Non-government training providers must have a service agreement with a Department funded Learner Support Services (LSS) provider, if they are not an LSS Provider themselves, under the compliance requirements of the UAN Guidelines. Refer to section 2.3 Complying with the Funded Activities Agreement, for further information.

4.3.2 Non-government training providers may during the VETRO process identify support needs for the school student and recommend a referral to Learner Support Services to be assessed for complex living, learning and transition support needs once they commence training. TAFE SA may refer school students to TAFE SA Student Services for assessment of specific support needs during the VETRO process to assist with planning to meet those needs in training.

Referral to either Learner Support Services or TAFE SA Student Services may also be through self-referral during training in the approved course or because of referral by the course trainer or other training provider personnel. Refer to section 4.2.3 Other learning and personal supports and section 10 What do Training Providers need to know about supporting students? in the UAN Guidelines for more information.

4.3.3 School students are not obliged to accept the supports offered through Learner Support Services or TAFE SA Student Services. Training providers, however, retain the right to determine during the VETRO process that a school student is unsuitable if, without the support of Learner Support Services or TAFE SA Student Services or documented agreement for provision of the identified supports from the school of enrolment, they believe the student is at risk of non-completion. Refer to section 4.2.3 Other learning and personal supports, in the UAN Guidelines.