For all relevant RTO staff

Background
- As previously advised, new arrangements are in place for Job Seekers in 2013. Information to assist RTOs to understand and apply the new arrangements was published in the Documents section of SVTS on January 18, 2013.

Main Points
- The Department has become aware that a small number of RTOs and JSAs may not be adhering to the parameters of the new arrangements.
- Specifically, it appears that some JSAs are encouraging RTOs to take on referred Job Seekers without a form, and RTOs are, in turn, agreeing to enrol these individuals under a standard concession code rather than the required Job Seeker code.
- The Department has been in discussion with the Commonwealth Department of Education, Employment, and Workplace Relations (DEEWR) regarding this matter. DEEWR will be emphasising the importance of correctly reporting referred Job Seekers with its JSAs.
- RTOs are reminded that the new arrangements regarding Job Seeker referrals are reflected in the 2013 Service Agreements (Schedule 1), specifically:
  12.23 The Commission will not pay a Fee Concession Contribution to the RTO in relation to individuals …who are also referred Job Seekers. … Providers must invoice the referring agency directly for the portion of the tuition fee not covered by the referred Job Seeker. The RTO must report the correct Fee Concession/Exemption Identifier for this...

- RTOs are also reminded of the continuing need to correctly report all Job Seeker referrals. RTOs must assign the ‘J’ or ‘K’ Fee Concession/Exemption Identifier to accepted referrals in SVTS, and retain Job Seeker referral forms for audit purposes.
- Where not already done, RTOs should update invoicing procedures for Job Seeker referrals from JSAs in order to recoup revenue forgone. Failure to do so contravenes requirements under the 2013 Service Agreement.
- RTOs should note that the Department has agreed with the DEEWR that state and federal data will be cross-matched and verified to ensure compliance with Service Agreement obligations.

Actions Required:
- Correct use and reporting of Job Seeker Referral Forms, Fee Concession/Exemption Identifier codes, and invoicing arrangements.

Critical Dates
- This SAN is effective immediately.

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