

# Contract Notification

<b>CN No.</b>	<b>2015-01</b>	<b>Date:</b>	<b>4 February 2015</b>
<b>To:</b>	Chief Executive Officer or equivalent		
<b>Purpose:</b>	Business-critical information		
<b>Scope:</b>	2015 VET Funding Contract 2014-16 VET Funding Contract 2014-16 VET Funding Contract (TAFE) 2014-16 VET Funding Contract (Dual Sector)		
<b>Subject:</b>	<b>Requirements for the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL) under VET Funding Contracts</b>		

## For all RTO staff

### Purpose

- This Contract Notification advises RTOs of certain enrolment and reporting requirements where students are undertaking or seeking to undertake the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL).

### Background

- For the purposes of this Contract Notification, a 'school' refers to a 'registered school' as defined under the *Education and Training Reform Act 2006* (the Act).
- The VCE and VCAL are accredited senior secondary certificates of education for Victorian students. They are regulated by the Victorian Registration and Qualifications Authority (VRQA) and administered and issued by the Victorian Curriculum and Assessment Authority (VCAA). For students enrolled in government schools, the VCE and the VCAL certificates are funded through the Student Resource Package (SRP).
- Where a student is not enrolled in a school, the VCE and VCAL certificates may be funded via the Victorian Training Guarantee (VTG) provided that the eligibility criteria are met, and the RTO holds a VET funding contract, is registered with the VRQA as a senior secondary education provider, and has authorisation from the VCAA to deliver the qualification.
- All RTOs that are registered by the VRQA to deliver the VCAL and VCE are listed on the VRQA State Register.

### Main Points

#### Eligibility and associated requirements

- RTOs seeking to enrol a student under the VTG must ensure that the prospective student meets the eligibility criteria as set out in the *VET Funding Contract* and in the current *Guidelines about Determining Student Eligibility and Supporting Evidence*. RTOs are reminded in particular that an individual is not eligible for government subsidised training under the VTG if the individual is 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.
- Consistent with all other Foundation courses under the VET Funding Contract, students are not eligible to enrol in the VCAL – Foundation level if they hold a qualification at AQF level V or higher.

- RTOs are reminded that in Victoria, the Act requires that children under age 17 must be enrolled at a school unless the child is exempted by an Order made by the Minister. Such exemptions are administered under delegation by Department of Education and Training regional offices and school principals. As such, prior to enrolling a student under the age of 17, the RTO must sign a *Transition from School Form* authorising an exemption from school enrolment that has been signed by the student's school principal (only in instances where the student has completed year 10) or signed by a Department of Education and Training Regional Director.
- RTOs must also be aware of the following VCAA requirements:
  - students may not simultaneously undertake a VCE and VCAL certificate, or simultaneously undertake multiple VCAL certificates;
  - adults are eligible to enrol for the VCE if they were at least 18 years of age on 1 January in the year of enrolment and have not participated in full-time secondary schooling at a school for the previous 12 months; and
  - adherence to the requirements set out in the *VCE and VCAL Administrative Handbook and Important Administrative Dates* is a requirement of VCE or VCAL provision.
- While simultaneous enrolment in either of the VCE or VCAL and a separate VET qualification (ie a separate VET qualification that is not part of the student's VCE or VCAL program) is not precluded under the VET Funding Contract, participation in the VCE or VCAL is considered fulltime study, requiring significant focus and commitment by the student. As such the Department will monitor to ensure that students undertaking the VCE or VCAL are not routinely concurrently enrolled in a separate VET qualification that is not part of the student's VCE or VCAL program. Any RTO seen to be enrolling students in either of the VCE or VCAL and additional separate VET qualifications will be requested to justify such enrolments on an individual basis.

#### Reporting requirements

- All modules/units undertaken towards achievement of the VCE/VCAL must be reported against the VCE/VCAL course code as identified in the Funded Courses Report. This includes VET units undertaken towards completion of the certificate.

#### Critical Dates

- This Contract Notification is effective immediately.

#### Lee Watts

Executive Director  
Training Market Operations