



























## GUIDE TO STRUCTURAL CHANGES IN THE 2021 GUIDELINES






2020 Guidelines About Fees reference	Changes in 2021 Guidelines	DETAILS
Various	<b>NEW WORDING</b> 	Previous references to fee waiver/exemption and concession/fee concession are replaced with the new defined terms Fee Waiver and Fee Concession.
Clause 1.1	<b>DELETION</b> 	Previous clause 1.1 is deleted (requiring publication of standard tuition fees on the training provider's website). This duplicates Schedule 1 of the Contract and does not provide any further operational information.
N/A	<b>NEW WORDING (CLARIFICATION)</b> 	New clause 1.1 is added (mirroring new clause added to Schedule 1) that states training providers can set their own tuition fees unless there is a Fee Waiver or Fee Concession entitlement. Clarification of current policy – not a change
Clauses 1.2 and 1.3	<b>REDUCED ADMINISTRATIVE BURDEN</b> 	Previous clauses 1.2 and 1.3 are consolidated and reduced into a single new clause 1.2. The Statement of Fees now only requires information about the cost to the student for their program, the amount of the government contribution and any other fees. Requirements that overlap with or duplicate general consumer information and information in Training Plans are removed.
Clause 1.4	<b>DELETION</b> 	Previous clause 1.4 about conditions to be met when providing an electronic Statement of Fees is deleted, as this was overly detailed. Issuing Statements of Fees electronically is acknowledged to be a common and acceptable practice.
Clauses 2.4 to 2.9	<b>RESTRUCTURED</b> 	Previous clauses 2.4 to 2.9 (details of evidence to be sighted and retained for various initiatives that require a Fee Waiver) is moved into a table in Attachment to the Guidelines. This is to make the information clearer and easier to translate into business processes.
Clause 3.8(d)	<b>DELETION</b> 	Previous clause 3.8(d) is deleted (states that an alternative card or concession eligibility criterion approved by the Minister for the purposes of these Guidelines is accepted as evidence of entitlement to a general concession. There are currently no such alternative cards or criterion for concession entitlement. If these are introduced, they will be documented in the Guidelines.
Clause 3.10	<b>NEW WORDING (CLARIFICATION)</b> 	Clause 3.10 (options for sighting and retaining evidence) are updated to clarify information that should be retained to ensure the evidence is auditable (including the 'valid from' or card start date and expiry dates) Option 3.10(a) (sighting an original concession card) now includes the option of sighting and retaining correspondence from the card issuer confirming that an individual's concession application is approved and they can now start claiming their entitlement. Option 3.10(d) (using the DVS to sight and retain evidence of concession) is amended to reflect that the use of the DVS to check this type of evidence does not provide information about the type of concession card – only that it is current and valid. This option also includes further clarification in relation to using this option if a grace period is applied and the student provides evidence of concession after they commence training.
Clauses 3.12 to 3.17	<b>RESTRUCTURED</b> 	Requirements for concessions under particular government initiatives are reformatted into a table to make the information clearer and easier to translate into business processes.
Clauses 3.16 to 3.17	<b>DELETION</b> 	Requirements in relation to concessions for participants in the Back to Work Scheme are deleted, as this initiative is not continuing in 2021.
Attachment 1	<b>DELETION</b> 	The Attachment listing the Free TAFE for Priority Courses list is deleted. Training providers should refer to the Victorian government <a href="#">website</a> for the latest updates to this list.

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2020 Guidelines About Determining Student Eligibility and Supporting Evidence	Changes in 2021 Guidelines	DETAILS
N/A	<b>RENAMED</b> 	These guidelines are now called Guidelines About Eligibility.
N/A	<b>NEW WORDING (CLARIFICATION)</b> 	A new clause 1.2 is added which addresses the citizenship/residency eligibility requirements, noting that the Evidence of Eligibility and Student Declaration form is the place where the types of evidence the Department accepts is documented. This is added for completeness and for additional clarity.
1.1-1.5	<b>REWORDED</b> 	Includes simpler headings and clearer descriptions of the upskilling requirement and each of the '2x2x2' limits at the beginning of each section.
1.1	<b>NEW WORDING (CLARIFICATION)</b> 	New clause 1.4 is added to make it clear when individuals are not required to meet the upskilling requirement. This new clause also clarifies that the '2x2x2 limits' still apply whether or not an individual is required to be upskilling.
1.5 (a), (c) and (d)	<b>DELETION</b> 	Duplication in the section describing how 'Courses in...' are treated is removed.
2.2	<b>REWORDED</b> 	This clause becomes 2.5. The wording describing what is to be sighted and retained when using the document verification service is simplified.
2.2	<b>NEW WORDING</b> 	This clause becomes 2.5. A new option is added for sighting and retaining evidence of eligibility by viewing a green Medicare card on the student's digital wallet.
2.3	<b>DELETION</b> 	Previous clause 2.3 is deleted (requiring the training provider to assure that use of the DVS provides the same level of assurance as 'human processes'). This because this service can only be accessed through Gateway Service Providers approved by the Commonwealth Government and this provides the necessary assurance.
2.5 and 2.6	<b>DELETION</b> 	Previous clauses 2.5 and 2.6 are deleted (stating what is meant by a certified copy of a document and that electronic versions of certified copies are not accepted). This information is referenced within the table of options for sighting and retaining evidence instead.
2.1, 2.2, 2.7, 2.8, 2.10, 2.12	<b>RESTRUCTURED</b> 	Clauses 2.1 to 2.4 consolidate the previous clauses 2.1, 2.2, 2.7, 2.8, 2.10 and 2.12, to reduce repetition, emphasise key clauses and have a more logical flow of information.
2.9	<b>DELETION</b> 	Previous clause 2.9 is deleted.
2.14 and 2.15	<b>REWORDED</b> 	Clause 2.6 consolidates previous clauses 2.14 and 2.15 and removes repetition (completing the Evidence of Eligibility and Student Declaration form electronically).
2.11 and 2.13	<b>RESTRUCTURED</b> 	Clauses 2.8 (previously clause 2.13) and 2.11 are placed under new subheadings for clarity: <ul style="list-style-type: none"> <li>• Relying on information obtained about a student for a subsequent enrolment</li> <li>• Deeming a student to be eligible</li> </ul>
N/a	<b>NEW WORDING (CLARIFICATION)</b> 	New clauses 2.9 and 2.10 are inserted to provide information about additional evidence to be sighted and retained when enrolling students under 17 years of age and information about the approval process if a student changes the course or training provider that is indicated in their exemption from school attendance.

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2020 Guidelines About Determining Student Eligibility and Supporting Evidence	Changes in 2021 Guidelines	DETAILS
Attachment 3	<b>REWORDED</b> 	<b>(Becomes Attachment 1)</b> Section A - evidence of citizenship/residency and age <ul style="list-style-type: none"> <li>new tick boxes are added for sighting and retaining a digital green Medicare card and for when a training provider relies on information collected as part of a previous enrolment.</li> <li>'Australian citizenship by descent extract' is renamed to 'Australian Certificate of Registration by Descent' as this is the current terminology.</li> </ul> Section B – education history <ul style="list-style-type: none"> <li>questions 2 and 3 (to inform assessment of the '2 in a year' and '2 at a time' limits) are amended to refer to <i>Skills First</i> funded training rather than government subsidised training. This is because these limits only apply to the amount of <i>Skills First</i> funded training a student is undertaking.</li> </ul>

2020 Guidelines About Apprenticeship/Traineeship Training Delivery	Changes in 2021 Guidelines	DETAILS
N/A	<b>REWORDED</b> 	The purpose section has been streamlined for improved readability.
N/A	<b>CLAUSE MOVED IN</b> 	Clause 2.1 was previously clause 7.15 of Schedule 1 of the Contract (states that the Training Provider's enrolment timelines should not impede the employer's ability to comply with requirements following the commencement of a Training Contract). This is moved into the Guidelines About Apprenticeship/Traineeship Training Delivery, as this is not a requirement specific to development of Training Plans.
2.12	<b>DELETION</b> 	New clause 2.13 (previously clause 2.12) - reference to Trainees is removed. This corrects an error in the 2020 version of the Guidelines. The requirement to seek written confirmation from the employer for each competency that the training provider has assessed as competent is a requirement for Apprentices only.
4.2	<b>NEW WORDING (CLARIFICATION)</b> 	This clause setting out the minimum number of visits for the purposes of workplace-based training is clarified to indicate that this is the number of visits required 'per year' in line with the intention of the clause.
Attachment 1	<b>DELETION</b> 	The statement that the ratio of training to work should be approximately 1:4 (i.e. one hour of formal training for every four hours on the job) is deleted as this is not correct.