

NATIONAL INFECTION CONTROL SKILL SETS

This fact sheet explains the VET Funding Contract arrangements for five Infection Control Skill Sets.

The Victorian Government, with the Commonwealth Government, is responding to the coronavirus (COVID-19) pandemic by fully funding five Infection Control Skill Sets (Skill Sets) for training providers to deliver to Victorian workers. These short courses will help workers ensure their workplaces are safe for themselves and the community and stop the spread of COVID-19.

WHAT ARE THE SKILL SETS?

This initiative relates to the following five Skill Sets:

- HLTSS00064 – Infection Control Skill Set
- HLTSS00065 – Infection Control Skill Set (Retail)
- HLTSS00066 – Infection Control Skill Set (Food Handling)
- HLTSS00067 – Infection Control Skill Set (Transport and Logistics)
- BSBSS00095 – Cross sector infection control skill set

WHAT TRAINING PROVIDERS CAN DELIVER THE SKILL SETS?

You may express interest to receive government funds to deliver these Skill Sets if they are on your scope of registration.

Enrolments can open from 1 July 2020 with commencements to start between 1 July 2020 and 31 December 2021.

Any Infection Control Skill Set commencements a training provider has not used in 2020 will be made available for 2021 delivery under the Contract.

The Infection Control Skill Set allocation available to your organisation in 2021 will be confirmed following the close of the 2020 collection year when your 2020 uptake data is finalised.

WHO CAN PARTICIPATE IN THE SKILL SETS?

A person can participate if they have not previously completed the individual Skill Set they are seeking to enrol in, or any of the other Infection Control Skill Sets.

To participate in these Skill Sets prior to 31 May 2021, a person had to be employed in Victoria (including unpaid employment).

This employment requirement doesn't apply to a person seeking to enrol in these Skill Sets (other than *HLTSS00064 – Infection Control Skill Set*) on or after 31 May 2021.

To enrol in *HLTSS00064 – Infection Control Skill Set* on any date, a person will need to be currently employed in the disability/individual support care sector or the aged care sector.

You can enrol any person who is eligible to work or volunteer in Australia, irrespective of their citizenship or residency status, with priority given to those working in critical industries.

CAN I CHARGE A TUITION FEE?

No. You must not charge a tuition fee for these Skill Sets. You are required to apply a fee waiver.

The subsidy amount for the Skill Sets includes the Department's contribution for your revenue forgone by charging students no fee. The Department's contribution will be paid via the subsidy, rather than by the usual calculation method.

WHAT IS THE SUBSIDY AMOUNT?

You will be paid a subsidy of \$16.25 per hour for up to 25 scheduled hours to deliver the HLT Skill Sets, or for up to 30 hours for the BSB Skill Set. This significant subsidy level recognises that you must offer Skill Sets free of charge to students and work with businesses to encourage them to enrol their staff in this training initiative.

The Department will pay the normal Skills First subsidy rate where the Skill Set subjects are delivered as part of another program.

WHAT IS THE ALLOCATION PROCESS?

You will be able to deliver up to the number of commencements reflected in your individual details and conditions schedule. Use SVTS to track how many commencements you have used.

Your delivery of these Skill Sets will not count towards your standard Skills First commencement allocation.

HOW ARE SKILL SETS REPORTED?

You must report Skill Set training activity via SVTS:

- using the Funding Source Identifier – State Training Authority ‘19P’
- with the last character of the Fee Exemption/Concession Type Identifier left blank.

You must put the Skill Set code in the ‘Program ID’ field and make a corresponding record on your program file.

WHAT DO STUDENTS RECEIVE FOR COMPLETING A SKILL SET?

You must give the student a statement of attainment when they have completed a Skill Set. Do not issue one if they have simply completed a unit that forms part of another qualification.

FAQS

Do eligibility requirements under the Contract still apply?

For enrolments in the five Skill Sets, you can give exemptions from the following eligibility criteria:

- the citizenship and residency requirement (Clause 2.2(a) Schedule 1)
- ‘2 Skill Sets in a year’ (Clause 2.5(a) Schedule 1)
- ‘2 at a time’ (Clause 2.5(c) Schedule 1).

Can I apply to get additional Skill Sets on my Funded Scope?

Yes. If you have a current allocation for the Infection Control Skill Sets and have added a Skill Set to your scope of registration, you can contact us via SVTS (using the enquiry category ‘COVID-19 – Infection Control Training’) to request that the additional Skill Set on your scope of registration be added your Funded Scope.

Can I apply to participate in funded delivery of the Skill Sets?

Requests for additional allocations or new participants are not currently being considered.

Can I apply for additional allocations?

We expect you to first use up all your initial allocations. Then contact the Department via SVTS if you’d like additional allocations for these Skill Sets and we will advise. However, please advise us immediately of any circumstances which may affect your ability to deliver the places you have been initially allocated.

How often should I report delivery of the Skill Sets?

Under your Contract you are required to submit accurate Student Statistical Reports no less than once every calendar month in a collection year. There are no additional reporting requirements under this initiative, however the Department encourages more frequent reporting when possible.

Do I have to issue Training Plans and Statements of Fees to students enrolled in the Skill Sets?

The requirements to issue Training Plans and Statements of Fees are waived for this initiative.

However, training providers are still responsible for ensuring that students can make informed choices about their enrolment in a Skill Set, including understanding the nature of training and assessment delivery and that they won’t pay fees for that Skill Set.

As such, training providers will be required to have in place a process to inform students:

1. that they are enrolling in government subsidised training, and that their tuition fee for the enrolment is waived
2. of the basic information concerning how their training and assessment will be delivered; such as the duration of the Skill Set, dates and timeframes for training and assessment activities, method(s) for assessment etc.

Will Skill Sets affect my standard Skills First Commencement Allocation?

No. Your delivery of these Skill Sets will not count towards your standard Skills First Commencement Allocation.

Do Skill Sets count towards the Eligibility Exemptions Initiative?

No. Training activity reported using Funding Source Identifier - State Training Authority '19P' is not included in the calculation of the eligibility exemption limit.

How do I enrol students in a Skill Set?

You should enrol students in a Skill Set as you would any usual program, and put the appropriate program code in SVTS.

For all students, **regardless of the date of enrolment**, you must confirm that they have not previously completed either the Skill Set they are seeking to enrol in, or any of the other Skill Sets funded through this initiative.

In addition to the above, if the student **enrolled prior to 31 May 2021**, you must confirm that they were employed in a customer-facing role.

If the student is enrolling in the in *HLTSS00064 - Infection Control Skill Set* on **any date**, you must confirm that they are currently employed in the disability/individual support care sector or the aged care sector.

Can a person enrol in more than one Skill Set?

No. A person can only participate in one of the five Skill Sets. If they complete one, they're not eligible to participate in another.

Will enrolment affect a student's future Skills First eligibility?

No. When determining a student's future eligibility for Skills First their participation in a Skill Set will not be counted when assessing the upskilling requirement or any of the '2x2x2' volume limitations.

Should I do a Pre-Training Review?

Yes, the Pre-Training Review is a fundamental component of the Contract.

However, you can simplify this process provided you obtain enough information to decide whether the Skill Set training is suitable and appropriate for the student. Your process and decision must be clearly documented. There is further information available on the Pre-Training Review in the *Fact sheet: Consideration of literacy and numeracy skills as part of the Pre-Training Review* published by the Department on SVTS.

Can I apply Recognised Prior Learning (RPL) to a Skill Set?

No. Recognition of Prior Learning (RPL) is not funded under this initiative.

How do I report the student's employment status?

Students who enrolled prior to 31 May 2021, or enrol in the *HLTSS00064 - Infection Control Skill Set* on any date, must be employed in a customer-facing role and must tell you their employment status.

You must report the student in SVTS either as a:

- full-time employee
- part-time employee
- self-employed – not employing others
- self-employed – employing others; or
- employed – unpaid worker in a family business

FURTHER INFORMATION

If you'd like any further information, please contact us via SVTS using the enquiry category 'COVID-19 – Infection Control Training'.

7 June 2021 This document is a guide only and subject to change.

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