



































2023 Guidelines About Eligibility	Change from 2022 Guidelines	Details
1.4(c), footnote 3	REWORDED (NEW TERMINOLOGY) 	Terminology is updated to include the new VCE Vocational Major and remove the reference to the VCAL (Intermediate or Senior) and footnote 3 is updated to remove reference to time-limited COVID arrangements: 1.4 A student does not have to meet the upskilling requirement if they are: (c) enrolling in training in the Victorian Certificate of Education (VCE) or the VCE Vocational Major (VM) or Victorian Certificate of Applied Learning (VCAL) (Intermediate or Senior); Footnote 3: Senior secondary school certificates includes the VCE, the VCE (VM), VCAL (Intermediate or Senior), International Baccalaureate (IB) Diploma, and senior secondary school certificates from other Australian jurisdictions. and training undertaken at a TAFE Institute or Dual Sector University by students whose completion of VET certificates as part of VCE or VCAL was impacted by COVID-19 and who present a letter from the Victorian Curriculum and Assessment Authority.
1.7(d), 1.9	DELETION 	References to the Construction Industry Skill Sets Initiative are deleted because the initiative does not continue in 2023.
1.12	NEW CLAUSE (CLARIFICATION) 	New clause 1.12 is included to clarify the eligibility rules for students enrolling in a Foundation Skills program: If a student is enrolling in a Foundation Skills Program, previous commencements should not be taken into account when determining the '2 at level in a lifetime' limit. This rule is reinstated as it was omitted as an oversight in previous Guidelines. As a result, clauses 1.12 and 1.13 in previous Guidelines become clauses 1.13 and 1.14 in the 2023 Guidelines.
1.14. 2.5(b) and Attachment 1 Section C	REWORDED  DELETION 	Cross references to Attachment 2 (Government initiatives and programs where eligibility exemptions may be granted) are removed because Attachment 2 is removed from the Guidelines About Eligibility. Information on sighting and retaining evidence of a student's eligibility to receive an exemption under a specific initiative can be found in Part C of Schedule 1 of the Contract, instead of Attachment 2. Reference to Attachment 3 becomes reference to new Attachment 2.
2.8	NEW WORDING 	Clause 2.8 is amended to allow you to rely on evidence of eligibility verified through the DVS for subsequent enrolments that occur within the same year as the DVS check: If the Training Provider has sighted and retained evidence of a student's citizenship and (where relevant) their age (in accordance with the requirements of the Evidence of Eligibility and Student Declaration form), it may use this evidence for any subsequent enrolments by that student, with only that Training Provider, provided that: a) the evidence, if verified by any means other than through the DVS, has not expired when a subsequent enrolment occurs; b) the evidence, if verified through the DVS without retaining an expiry date, is only used for subsequent enrolments that occur within the same calendar year as the DVS check; b)c) the information evidence continues to be retained for audit, review or investigation purposes; and e)d) the Training Provider makes all other assessments of the student's Skills First Entitlement for each subsequent enrolment.
Attachment 1 Section B1	DELETION 	Questions 9 to 15 on JobTrainer are deleted because the initiative does not continue in 2023.
	CHANGE FROM 2023 DRAFT TO FINAL 	Question 8 on JobTrainer is deleted, because we have removed a restriction on students recommencing a program that was previously commenced with a fee waiver under JobTrainer.
Attachment 1 Section B2	DELETION 	The tick box for Construction Industry Skill Sets in Question 3 is deleted because the initiative does not continue in 2023.




2023 Guidelines About Eligibility	Change from 2022 Guidelines	Details
	DELETION 	Questions 5 to 11 on JobTrainer are deleted because the initiative does not continue in 2023.
N/A	DELETION 	Previous Attachment 2 (Government initiatives and programs where eligibility exemptions may be granted) is removed from the Guidelines About Eligibility. The Attachment is no longer required because the mandatory cohorts for the Eligibility Exemptions Initiative have been removed, and JobTrainer does not continue in 2023. The only remaining initiative that requires sighting and retaining of additional evidence is Asylum Seeker VET Program and you can refer to Schedule 1 of the Contract for those requirements. Previous Attachment 3 becomes Attachment 2.

2023 Guidelines About Fees	Change from 2022 Guidelines	Details
2.3	DELETION 	The table on fee waivers in Clause 2.3 is amended to remove references to JobTrainer at row 2.3(d), and to delete previous row 2.3(e) on JobTrainer as this initiative is not continuing in 2023.
2.3(e)	CHANGE FROM 2023 DRAFT TO FINAL 	Clause 2.3(e) has been amended for simplicity: The student is undertaking a Free TAFE Short Course as identified on the Funded Programs Report. <ul style="list-style-type: none"> • 22469VIC Course in Introduction to the National Disability Insurance Scheme; • 22510VIC Course in Identifying and Responding to Family Violence Risk; • 22521VIC Course in Gender Equity; or • 22515VIC Course in Working Safely in the Solar Industry
3.8 and 3.11(b)	CHANGE FROM 2023 DRAFT TO FINAL 	Clause 3.8 is amended to clarify that a student who is entitled to a fee concession can receive the concession when enrolling in a skill set: For enrolments in Skill Sets and programs at the Certificate IV level and below, the Training Provider must apply a Fee Concession to a student who, prior to the commencement of training, holds a current and valid: <ul style="list-style-type: none"> a) Health Care Card issued by the Commonwealth; b) Pensioner Concession Card; or c) Veteran's Gold Card. The table at Clause 3.11(b) also clarifies that a student with evidence of concession enrolling under the Asylum Seeker Program can receive a fee concession for: An enrolment in a Skill Set and a program at Certificate IV level and below.
3.9(d)	NEW WORDING (CLARIFICATION) 	Footnote 4 is added to clarify how to retain the evidence of concession entitlement for dependants of the primary card holder: If the student is a dependant spouse or dependant child of the concession card holder and the concession is verified for the primary card holder, also make a note on the student's file describing the student's relationship to the card holder.
3.11(c)	DELETION 	The table on concessions at Clause 3.11 is amended to delete previous row 3.11(e) on JobTrainer as this initiative is not continuing in 2023.

2023 Guidelines About Apprenticeship/Traineeship Training Delivery	Change from 2022 Guidelines	Details
General	RESTRUCTURED  REWORDED  NUMBERING CHANGE 	<p>The Guidelines are restructured for readability. This results in re-numbering throughout the Guidelines.</p> <p>Some clauses are reworded to clarify obligations, for simplicity, or to fit into a restructured context. Some new obligations for notifications of events affecting Apprenticeships and Traineeships are added to Section 1 and Section 5.</p> <p>The previous introductory 'Relevant Organisations' section is replaced by a new introduction called 'Apprenticeships and Traineeships in Victoria' that sets out the roles and responsibilities of the key organisations in the Apprenticeship and Traineeship system.</p> <p>Each section of the Guidelines includes a new introductory 'Context' paragraph to provide the context for the obligations described in that section.</p> <p>Other contextual information within the Guidelines is labelled as a 'note' rather than a numbered clause.</p> <p>Sub-headings are added throughout each Section to make the Guidelines easier to navigate.</p> <p>Terminology is updated to replace 'AASN provider' with 'Apprenticeship Network provider'.</p> <p>Previous Attachment 1 'Guidelines on part-time and School-Based Apprenticeships and Traineeship arrangements' is removed. Instead, the Guidelines link directly to the source information which is the Victorian Registration and Qualification Authority (VRQA)'s Approved Training Schemes and policy on minimum hours per week for employment and training.</p>
Section 1	RESTRUCTURED 	<p>New Section 1 General Obligations brings together the previous Section 1 on 'Required notifications to relevant organisations' with some aspects previously included in Section 2 'Requirements for planning and delivering competency-based training', and most of previous Section 3 'Part-time Apprenticeships and Traineeships':</p> <ul style="list-style-type: none"> • clause 1.1 was previously 2.1 • clause 1.2 combines previous clauses 3.1, 3.2 and 3.3 • clause 1.3 was previously clause 2.3(a) and (b) • clause 1.4 was previously the 'note' to clause 2.3 • clause 1.5 was previously clause 1.1 • clause 1.6 was previously clause 2.18
1.5	NEW OBLIGATION 	<p>Clause 1.5 includes new obligations to notify:</p> <ul style="list-style-type: none"> • the VRQA if an Apprentice or Trainee suffers a serious injury, and you must also include Apprenticeships Victoria on notifications of death or serious injury (1.5(b)) • the VRQA if you are continuing training an Apprentice or Trainee who has lost their employment (1.5(g)) • the Apprenticeship Network provider if an Apprentice or Trainee loses their employment. This was previously covered in the section on unemployed Apprentices but has been added to the table on notifications for completeness and is now expanded to include Trainees (1.5(f)). <p>In addition, when you notify the Apprenticeship Network provider that an Apprentice or Trainee hasn't enrolled, hasn't started training or has withdrawn, you must now notify the employer at the same time (1.5(c) and (e)).</p>
1.4, 1.5, 1.6	REWORDED 	<p>Clause 1.4 clarifies that when registration of a Training Contract is delayed you can request escalation with the Apprenticeship Network provider</p> <p>Some wording in the table on notification of events in clause 1.5 is reworded for clarity, consistency or readability, and email addresses were added to make notifications easier.</p> <p>Cause 1.6 is reworded for readability.</p>
Section 2	RESTRUCTURED 	<p>New Section 2 Planning for Training brings together requirements for Training Plans, which are mostly drawn from the previous Section 2 Requirements for planning and delivering competency-based training"</p> <ul style="list-style-type: none"> • clause 2.1 was previously 2.2 • clause 2.2 was previously 2.3(c). • clause 2.3 was previously clause 4.1

2023 Guidelines About Apprenticeship/Traineeship Training Delivery	Change from 2022 Guidelines	Details
		<ul style="list-style-type: none"> clause 2.4 was previously covered in clauses 2.1, 2.3(c)(iv) and 2.4. clause 2.5 consists of part of previous clause 2.15 clause 2.6 combines parts of previous clauses 2.5 and 3.4. clause 2.7 combines previous clause 2.7 with part of previous clause 2.5 clause 2.8 consists of part of previous clause 3.4 clause 2.9 consists of part of previous clause 2.14 clause 2.10 consists of part of previous clause 2.15.
2.1, 2.2, 2.3, 2.4, 2.8, 2.9, 2.10	REWORDED 	<p>Clause 2.1 includes a new reference to the Pre-Training Review in determining whether the qualification nominated on the Training Contract is suitable. It also has some additional context to say the purpose of contacting the Apprenticeship Network provider when a qualification is not suitable is so they can initiate a discussion with all parties on a different qualification.</p> <p>Clause 2.3 is reworded to clarify the purpose of the workplace induction for programs that include workplace-based training.</p> <p>Clause 2.4 brings together requirements to jointly develop the training plan, have it signed by all parties and submitted to the Apprenticeship Network provider.</p> <p>Clauses 2.2, 2.8 and 2.9, 2.10 include minor rewording for clarity.</p>
Section 3	RESTRUCTURED 	<p>New Section 3 Delivering Structured Training and monitoring progress brings together requirements for workplace contacts, visits to deliver workplace-based training, keeping the Training Plan up to date and confirming competency with the employer. These requirements are drawn from previous Section 2 on 'Requirements for planning and delivering competency-based training', previous Section 4 on 'Workplace based training minimum compliance standards' and previous Section 5 on 'Competency based completion requirements':</p> <ul style="list-style-type: none"> clause 3.1 was previously clause 2.12 clause 3.2 was previously clause 4.2 clauses 3.3 and 3.4 contain the information previously in clauses 4.3 and 4.4 clause 3.5 combines the previous clauses 4.5 and 4.7 clause 3.6 was previously clause 4.6 clause 3.7 combines information previously contained in clauses 2.13, 2.14 and 5.3 clause 3.8 was previously clause 2.16 clause 3.9 includes the information previously included in clauses 2.10 and 2.11 clause 3.10 was previously clause 2.9.
3.1, 3.2, 3.7, 3.9	REWORDED 	<p>Clause 3.1 about minimum contacts with an Apprentice or Trainee's employer is clarified to say that you should keep a record of the contacts in the student file.</p> <p>Clause 3.2 on minimum visits for workplace-based training is presented in a table for readability.</p> <p>Clause 3.7 on obtaining employer sign-off of competency is presented in a table for readability and includes some rewording, including to clarify that employers sign-off on competencies for Trainees occurs at the end of the qualification.</p> <p>Clause 3.9 is re worded for clarity and new wording is added to include a variation request to extend the Training Contract as an example of an agreed change that should be updated in the Training Plan.</p>
Section 4	RESTRUCTURED 	<p>Section 4 Completion of an Apprenticeship or Traineeship is largely drawn from the previous Section 5 on 'Competency based completion requirements' and describes requirements for issuing the qualification and the VRQA's process for issuing a letter of completion and trade papers:</p> <ul style="list-style-type: none"> clause 4.1 was previously clause 2.8 clause 4.2 was previously clause 5.1 clause 4.3 was previously clause 5.2

2023 Guidelines About Apprenticeship/Traineeship Training Delivery	Change from 2022 Guidelines	Details
		<ul style="list-style-type: none"> clause 4.4 was previously clause 5.4.
4.1, 4.4	REWORDED 	<p>Clause 4.1 about extending a Training Contract is reworded, and also includes new wording to clarify that a request for a variation to extend the Training Contract must be made before the nominal completion date of the Training Contract. The clause includes a link to the VRQA variation request form.</p> <p>Clause 4.4 includes new wording to reflect the current practice of the VRQA in issuing trade papers.</p>
Section 5	RESTRUCTURED 	<p>Section 5 Support and training for unemployed Apprentices and Trainees largely reproduces the previous Section 6 'Unemployed Apprentices and Trainees'. It is slightly restructured to put greater emphasis on the need to support unemployed Apprentices and Trainees to find a new employer, including by accessing the Retrenched Apprentices and Trainees Program, which is no longer limited to Apprentices and Trainees affected by Covid:</p> <ul style="list-style-type: none"> clause 5.1 includes information previously included in clause 6.1(b) clause 5.2 includes information previously in clauses 6.1 and 6.7 clause 5.3 includes information previously in clause 6.1 clause 5.4 was previously clause 6.2 clause 5.5 was previously clause 6.3 clause 5.6 is new clause 5.7 includes information previously included in clause 6.7 clause 5.8 was previously clause 6.4 clause 5.9 was previously clause 6.5 clause 5.10 was previously 6.6.
5.3, 5.6	NEW OBLIGATION 	<p>Clause 5.3 refers to the new obligation (as set out in Clause 1.5) to notify the VRQA if training is to continue while an Apprentice remains unemployed.</p> <p>Clause 5.6 on unemployed Trainees now requires you to report to the Apprenticeship Network provider a Trainee's loss of employment and whether a new employer has been found to the Apprenticeship Network provider, consistent with Apprentices. This is additional to the existing obligation to report a change of employer for a Trainee in the table of notifications (now at Clause 1.5(h)).</p>
5.1, 5.2, 5.7, 5.8	REWORDED 	<p>Clause 5.1 on unemployed Apprentices, includes new wording to reflect that you must notify the Apprenticeship Support Network if a new employer has been found, which was previously only noted in the table on notifications (now at Clause 1.5) as an obligation to notify of a change in employer.</p> <p>Clauses 5.2 and 5.7 include revised wording to say you should refer all unemployed Apprentices or Trainees to the Retrenched Apprentices and Trainees program as it is no longer limited to Apprenticeships and Traineeships affected by COVID.</p> <p>Clause 5.8 is reworded to say that you 'can' continue training an unemployed Trainee (rather than 'must' continue training) to reflect that some Trainees may choose not to continue.</p>
Section 6	RESTRUCTURED 	<p>Section 6 School Based and Head Start Apprenticeship and Traineeship Delivery largely reproduces previous Section 7 'School Based and Head Start Apprenticeships or Traineeships'. It has been slightly restructured to:</p> <ul style="list-style-type: none"> move previous clauses 7.1, 7.2, 7.3 and 7.11 into the 'Context' paragraphs re-label previous clauses 7.12, 7.13, 7.14 and 7.22 as 'note'
6.9 various	REWORDED 	<p>New wording is added at clause 6.9 to clarify that hours of paid employment for HSATs may exceed the required seven hours per week.</p> <p>References to the VCE and VCAL are updated to include the new Victorian Pathways Certificate and the VCE Vocational Major.</p>
N/A	DELETION 	<p>Previous clause 2.17 is removed from the Guidelines.</p>

2023 Guidelines About Apprenticeship/Traineeship Training Delivery	Change from 2022 Guidelines	Details
N/A	DELETION 	The information on the minimum withdrawal times previously contained in clause 4.5 is removed from the Guidelines and replaced with a direct link to the VRQA Approved Training Schemes, which are the source of this information.
N/A	DELETION 	Previous clause 6.8 about payroll tax exemptions for displaced Apprentices and Trainees is removed from the Guidelines as it was more relevant to employers than training providers.
N/A	DELETION 	Attachment 1 'Guidelines on part-time and School Based Apprenticeship and Traineeship arrangements in Victoria' is removed from the Guidelines. We now provide links throughout the Guidelines to the source information, which is the VRQA's Approved Training Schemes and policy on minimum hours per week for employment and training.