

What has changed and why?	Reference
Your obligations when recruiting students and before training starts	
Subcontractors cannot offer incentives We've clarified that you must make sure your subcontractors don't offer incentives to enrol students in Skills First training. This is particularly relevant for brokers recruiting students on your behalf.	Clause 6.9
Telling prospective students about practical placements You must now tell prospective students if their program has a practical placement. This is to ensure students are fully informed about their training. This aligns with the similar requirement in the Outcome Standards to ensure students have information about any requirement to do a practical placement.	Clause 1.1 of schedule 1
Information for students about fees We simplified our requirements for giving students information about fees. This reduces your administrative burden and aligns more closely with the Outcome Standards. You now don't have to create a separate 'statement of fees' unless you want to. For example, you might cover all the required information on your invoice. You must still inform a student of the total cost of their program including: • tuition fees, taking into account the Government's contribution and any fee concession or fee waiver entitlement • any other applicable fees, such as student services, amenities, goods or materials. You now don't have to tell the student the approximate value of the Government's contribution to their fees as a dollar amount. But you must tell them their program is Skills First-subsidised training. We restructured the guidelines about fees so the requirements about providing a refund policy and fee information are together, because it's all information you must give a student up front. We also removed the definition of 'statement of fees' from the contract to align with this change.	Clauses 1.2 and 1.3 of the guidelines about fees

What has changed and why?	Reference
Minor eligibility clarification and update to sighting and retaining evidence	
Clarifying eligibility for students under 17 years We've clarified that students under 17 don't need an exemption from school if they've completed year 12 (or an equivalent qualification). An 'equivalent qualification' means an accredited qualification at AQF level II or above.	Clause 2.7 of schedule 1
New option for checking evidence of permanent residence We're now aware that gateway service providers can check visas by connecting to the Visa Entitlement Verification Online System (VEVO). If you engage a gateway service provider to connect to the document verification service (DVS), and it also offers the option to connect to VEVO, you can now use it check evidence of permanent residence. This means you don't have to sight or retain any additional information as you would if you or the student connect to VEVO directly. You must make sure the transaction record you keep shows that the student has permanent residence status. You can still also check permanent residence by: • connecting to VEVO yourself and retaining a VEVO transaction record • retaining a student generated VEVO record and a copy of their ImmiCard or foreign passport • confirming a student holds a current and valid green Medicare card. <u>Asylum Seeker VET Program</u> You can't use a gateway service provider to check a student's eligibility for the Asylum Seeker VET Program. You or the student will still need to connect to VEVO directly to verify that the student has work or study rights.	Clause 2.5(c) of the guidelines about eligibility and part A of the evidence of eligibility and student declaration form

What has changed and why?	Reference
School-based apprenticeships and traineeships, including Head Start	
We clarified some obligations for delivering school-based apprenticeships and traineeships (SBATs), based on updated Department of Education policies and guidance. We removed the obligation to provide the signed training plan to the Apprentice Connect Australia provider as this is the school's obligation. We removed references to the pathway plan, which is no longer used, and included a description of the new pathway profile. The Department of Education recommends (but does not require) that the school's SBAT coordinator develop a pathway profile to detail the arrangements, including details of the employer, training provider, Approved Training Scheme and student's support needs. You might be asked to agree to the pathway profile as a party to the training contract. We updated the requirement for reporting the results of SBAT subjects to clarify that the yearly cut-off date is the latest date you can report results. We recommend you report results progressively rather than waiting for the cut-off date. This is so the school can monitor the student's progress and provide any necessary supports to help them complete their training.	Clause 6 of the guidelines about apprenticeship/traineeship training delivery
Administrative changes	
We made a small number of administrative changes, including the changes listed below: - restructured the way we refer to the RTO standards in the legislation and definitions sections, including adding new definitions for 'credential policy' and 'National RTO standards' - added new a new clause in part C of schedule 1 of the TAFE and dual sector contracts to set out the requirements for the Literacy, Numeracy and Digital Support program - added a new question in the Free TAFE section of the evidence of eligibility and student declaration form. It covers the requirement we introduced in 2025 that a student must hold a Certificate III in Information Technology to get a fee waiver to enrol in the Certificate IV in Cyber Security. You can rely on the student's answer to this question and don't need to sight and retain evidence that the student holds the Certificate III - updated the description of Apprenticeships Victoria in the introductory section of the guidelines about apprenticeship/traineeship training delivery and highlighted the availability of the Apprentice Helpdesk. Refer to the 'Guide to edits – contract' and 'Guide to edits – guidelines' documents for more details.	Legislation, Clauses 1.1 and 14.2(a) and Clause 2.2(c), of schedule 1 Clause 17 of schedule 1 (TAFE and dual sector contracts) Guidelines about eligibility Guidelines about apprenticeship/traineeship training delivery