

2026 guidelines about eligibility	Change from 2025 guidelines	Details			
Clause 2.5(c) and Attachment 1 (section A – evidence of citizenship/residency)	NEW 	We made amendments to the ‘sighting’ and ‘retaining’ information in clause 2.5(c) to reflect that some training providers using a gateway service provider might be able to connect to the Visa Entitlement Verification Online (VEVO) system to check whether a student holds a permanent visa as well as connecting to the Document Verification Service (DVS): <table border="1"><tr><td>c)</td><td>confirmation from a gateway service provider¹ that it has connected to the Commonwealth Government’s Document Verification Service (the DVS)² and verified that the student’s name, (where applicable) date of birth and document number match a current and valid record in the DVS relevant government database.</td><td>a transaction record generated by securely logging in to the administrative platform provided by the gateway service provider, that shows; - the student’s name and (where applicable) date of birth; - the type of document that was checked; and - that their name, date of birth and document number were verified to match a valid and current document in the DVS; and (where applicable) the student holds a permanent visa. </td></tr></table> ¹ A gateway service provider is an organisation authorised to direct information match requests to and from the Commonwealth Government’s Document Verification Service (the DVS) or the Visa Entitlement Verification Online (VEVO) system. ² The DVS is a national online system that allows organisations to compare an individual’s identifying information with a government record. We also updated the wording for the ‘sighting’ and ‘retaining’ checkboxes in section A of the evidence of eligibility and student declaration form to reflect this change. In the ‘sighting’ options we added a more general checkbox called ‘evidence that a student holds a permanent visa’. This covers any VEVO confirmation of a permanent visa, whether it’s done by you, by the student or via a gateway service provider. But you’ll still indicate which type of VEVO check you did in the following section of the form (and indicate that you sighted additional evidence where required).	c)	confirmation from a gateway service provider ¹ that it has connected to the Commonwealth Government’s Document Verification Service (the DVS) ² and verified that the student’s name, (where applicable) date of birth and document number match a current and valid record in the DVS relevant government database .	a transaction record generated by securely logging in to the administrative platform provided by the gateway service provider, that shows; - the student’s name and (where applicable) date of birth; - the type of document that was checked; and - that their name, date of birth and document number were verified to match a valid and current document in the DVS; and (where applicable) the student holds a permanent visa.
c)	confirmation from a gateway service provider ¹ that it has connected to the Commonwealth Government’s Document Verification Service (the DVS) ² and verified that the student’s name, (where applicable) date of birth and document number match a current and valid record in the DVS relevant government database .	a transaction record generated by securely logging in to the administrative platform provided by the gateway service provider, that shows; - the student’s name and (where applicable) date of birth; - the type of document that was checked; and - that their name, date of birth and document number were verified to match a valid and current document in the DVS; and (where applicable) the student holds a permanent visa.			
Clauses 1.5(e), 1.7(b) and 2.11	NEW WORDING 	We updated the name of the literacy, numeracy and digital support subjects (from the previous ‘Literacy and Numeracy Support Units’).			
Attachment 1 (section B- Free TAFE)	NEW 	We added a new question 7 for only those students who want to enrol in the Certificate IV in Cyber Security with a Free TAFE fee waiver. It asks whether they hold the required Certificate III in Information Technology. You can rely on the student’s response to this question and don’t need to sight and retain evidence that they hold the Certificate III. Students not applying for the Certificate IV in Cyber Security can tick ‘N/A’.			

2026 guidelines about fees	Change from 2025 guidelines	Details
Clause 1.2	CLAUSE MOVED IN  REWORDED 	We moved previous clause 4.1 to become new clause 1.2 . We also reworded it for clarity and alignment with the Outcome Standards: Statement of fees Fee and refund information Prior to enrolment, you must give each student a clear refund policy that meets the standards of your regulator , is fair and reasonable and covers scenarios relating to any costs and processes associated with: a) withdrawal by the student withdrawing; and b) you cancelling their program, including in the event of your closure. cancellation and any other reasonable matter and that meets the standards of your regulator.
Clause 1.3	REWORDED  NUMBERING CHANGE 	We reworded clause 1.3 , which is renumbered from previous clause 1.2. The change is to provide flexibility for how you give students information about fees: Prior to the commencement of training, you must give each Skills First Student a Statement of Fees documentation that includes, at minimum: a) the code, title and currency of the program; b-a) that their program is subsidised through Skills First; c) the approximate value of the government contribution expressed in dollars; and d-b) the total cost to them for their program, including: i) tuition fees , taking into account the government contribution and any Fee Concession or Fee Waiver entitlement; and ii) any other applicable fees , such as student services, amenities, goods or materials.
1.4	NUMBERING CHANGE 	Previous clause 1.3 about VET student loans is renumbered to clause 1.4
N/A	CLAUSE MOVED OUT 	We moved previous clause 4.1 about refunds to become new clause 1.2 :
N/A	DELETED 	We deleted previous clause 4.2 because it didn't describe a specific obligation: In addition to Clause 4.1, enrolments in programs eligible for VET Student Loans are subject to VET Student Loan requirements.
Clause 4	NUMBERING CHANGE 	We renumbered clause 4 about accounts and records of fees from clause 5.

2026 guidelines about Apprenticeship/ Traineeship training delivery	Change from 2025 guidelines	Details
Purpose	REWORDED 	We updated the description of Apprenticeships Victoria in the introductory section of the guidelines, and provided information about the Apprentice Helpdesk.
Clause 6	RESTRUCTURED  DELETED 	We restructured clause 6 on school-based and Head Start apprenticeships and traineeships (SBATs) to remove repetition and align with the updated SBAT policy and guidance on the Department of Education’s website. The main changes are: • simplified and updated the ‘context’ section • deleted previous clause 6.5, removing the obligation to provide a signed training plan to the Apprenticeship Connect Australia provider because this is the school’s responsibility • deleted previous clauses 6.8 to 6.13 (the ‘Head Start’ section) to remove repetition of information that’s common to all SBATs and not just about Head Start SBATs • deleted the description of the ‘pathway plan’ for Head Start because pathway plans are no longer used and are replaced with the recommended pathway profile for all SBATs • restructured the remaining clauses under new headings to improve readability and navigation (these are: ‘the training plan for SBATs’, ‘the pathway profile’, ‘reporting results’ and ‘school students doing a part-time apprenticeship or traineeship’).
Clause 6.6 and 6.7	NEW CLAUSE 	We added new clauses 6.6 and 6.7 to describe schools’ responsibilities to develop and maintain the pathway profile: 6.6 The Department of Education recommends that the school’s SBAT coordinator prepare a pathway profile to detail the SBAT arrangements, including details of the employer, training provider, Approved Training Scheme and student’s support needs. You may be asked to agree to a pathway profile as a party to the Training Contract. 6.7 Where a pathway profile is in place, the SBAT coordinator is responsible for updating the pathway profile, including to reflect any changes to the training schedule and progress with training.
Clause 6.8 and 6.9	REWORDED (CLARIFICATION) 	We included new wording in clauses 6.8 and 6.9 about reporting results (previously clauses 6.6 and 6.13). This recommends that you report results progressively rather than waiting for the cut-off date: 6.8 You must provide the known results for SBAT subjects for the current enrolment year to the school. We recommend you report results progressively to ensure the school can track a student’s progress and identify any necessary supports to help them successfully complete their training. 6.9 The latest date you can provide results is one week prior to the October cut-off date to enable schools to enter results on the Victorian Assessment Software System (VASS) in a timely manner. The exact cut-off date each year is published in the Victorian Curriculum and Assessment Authority (VCAA) Administrative Handbook on the VCAA website.