For all RTO staff

Purpose

This Contract Notification clarifies the maximum time allowed between an individual’s referral to an RTO and the commencement of their training under the Workers in Transition Program.

Background

As you are aware, the Workers in Transition Program provides retrenched individuals with access to government subsidised training if they do not meet the ‘up-skilling’ requirement of the Victorian Training Guarantee (refer to Section 18, Schedule 1, of the 2014-16 VET Funding Contract).

The 2014 Guidelines about Determining Student Eligibility and Supporting Evidence describe the process for confirming the eligibility and reporting the training delivery of individuals referred to training through this Program.

As part of this process, individuals referred to training must present the RTO with a Workers in Transition Program Eligibility Letter issued by the Department of Education and Early Childhood Development (as well as documentation confirming their employment separation).

The 2014 Guidelines about Determining Student Eligibility and Supporting Evidence advise that ‘Referred individuals cannot enrol six months after the date shown on the front of the Eligibility Letter issued by the Department’ however Eligibility Letters issued in relation to this program may advise that referred individuals have a longer period in which to enrol in their training.

Main Points

This Contract Notification confirms that referred individuals have the time period specified on their Eligibility Letter to enrol in their training. RTOs are advised that Section 2.4 of the 2014 Guidelines about Determining Student Eligibility and Supporting Evidence is varied to read: ‘Referred individuals must enrol within the time period specified on the front of the Eligibility Letter issued by the Department.’ This advice represents the variation, and will be included in future versions of the Guidelines to be issued at a later date.

This Contract Notification is effective immediately, and relates to all individuals referred under the Workers in Transition Program.

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