For all RTO staff

Background

The purpose of this SAN is to advise registered training organisations (RTOs) of changes to the number of courses an individual is eligible for under the Victorian Training Guarantee (VTG). These changes to eligibility criteria better support the intent of the VTG.

Main Points

- This SAN varies and replaces clause 1.4 of Schedule 2 of 2012 Skills for Victoria Service Agreement, 2012 Skills for Victoria Service Agreement Non Victorian Based RTO Delivering to a National Enterprise, and 2012 TAFE Performance Agreement Training Services Delivery (Service Agreement) as per Attachment 1.
- Effective as of 8 February 2012, individuals accessing training under the VTG will be eligible to:
  - commence a maximum of two government subsidised courses in 2012; and
  - undertake training in no more than two government subsidised courses at any one time.
- Courses undertaken in the Foundation Skills Category will not count towards these limits.
- The number of courses a student commences in 2012; and the number of courses a student is currently enrolled in, including courses that are continuing from a previous year, must now be taken into account when assessing an individual’s eligibility for government subsidised training under the VTG. To assist RTOs, an eligibility matrix and series of possible questions and answers is at Attachment 2.
- Individuals who have already commenced or are scheduled to commence two government subsidised courses in 2012 will not be eligible for further government subsidised training this year. Individuals who are currently undertaking more than two government subsidised courses will be able to complete their studies.
- For the purpose of this requirement, a ‘course’ includes any full or partial course/qualification, including “Courses in…” and skills sets.
- The intent of these changes is to maximise course completions by ensuring students are making more informed decisions about their training and employment opportunities and help drive individuals into higher level skills by limiting multiple enrolments at the same level.

Actions Required:

- All enquiries concerning this Service Agreement Notification should be lodged on SVTS under the Category ‘Student Eligibility’.
- All RTOs must update their business processes relating to enrolment and pre-training review to reflect these arrangements.

Critical Dates

- This SAN is effective as of 8 February 2012.

Attachments / Relevant Resources

- Attachment 1 Revised Clause 1.4 of Schedule 2 of 2012 Service Agreements.
- Attachment 2 Eligibility matrix and possible questions and answers
1.4 To be eligible, an individual must meet the general citizenship/ residency requirements and Victorian Training Guarantee requirements as follows:

a To meet general citizenship/ residency eligibility requirements, an individual must be:
   i an Australian citizen; or
   ii a holder of a permanent visa; or
   iii a holder of a Special Category Visa (sub-class 444); or
   iv an East Timorese asylum seeker; or
   v a holder of a Temporary Protection Visa.

b To meet the Victorian Training Guarantee eligibility requirements, an individual must enrol and commence training in a course or qualification provided by the RTO between the later of 1 January 2012 or when this Agreement is executed, and 31 December 2012 inclusive and:
   i be under 20 years of age (as at 1 January 2012) and undertaking recognised training; or
   ii be over 20 years of age (as at 1 January 2012) and undertaking recognised training in a Foundation Skills course; or
   iii be over 20 years of age (as at 1 January 2012) and undertaking recognised training as an Apprentice (not Trainee); or
   iv be over 20 years of age (as at 1 January 2012) and undertaking recognised training in a course that is at a higher qualification level than the highest qualification held at the time of the scheduled commencement of training;

and

v have not commenced or not be scheduled to commence more than two Victorian Government subsidised courses in 2012 (excluding courses in the Foundation Skills Category); and

vi not be currently enrolled in two or more Victorian Government subsidised courses (excluding courses in the Foundation Skills Category).
## Eligibility Matrix – Number of courses a student is eligible for under the VTG:

**Two commencements in 2012, and no more than two courses at any one time**

1. **How many courses has the individual commenced\(^\ast\) or is the individual scheduled to commence in 2012?**

   **Include** courses that the individual has:
   - already commenced, and
   - has enrolled in and will commence at a later date.

   **Exclude** courses that:
   - commenced prior to 1 January 2012, and are continuing in 2012, and
   - are in the Foundation Skills category

   Number of courses =  

2. **How many courses is the individual currently undertaking?**

   **Include** courses that:
   - commenced in 2012, and are still being undertaken; and
   - commenced prior to 1 January 2012, and are still being undertaken.

   **Exclude** courses that:
   - are now completed\(^\ast\), and
   - are in the Foundation Skills category

   Number of courses =  

### Eligibility\(^\wedge\) Matrix

<table>
<thead>
<tr>
<th>q1. How many courses has the individual commenced or is the individual scheduled to commence in 2012?</th>
<th>0</th>
<th>1</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>Eligible(^\ast) to commence: <strong>two</strong> new courses</td>
<td>Eligible(^\ast) to commence: <strong>one</strong> new course</td>
<td>Not eligible in 2012: individual has already commenced two courses this year</td>
</tr>
<tr>
<td>1</td>
<td>Eligible(^\ast) to commence: <strong>one</strong> new course</td>
<td>Eligible(^\ast) to commence: <strong>one</strong> new course</td>
<td>Not eligible in 2012: individual has already commenced two courses this year</td>
</tr>
<tr>
<td>2 or more</td>
<td>Not currently eligible for any new courses.</td>
<td>Not currently eligible for any new courses.</td>
<td>Not eligible in 2012: individual has already commenced two courses this year</td>
</tr>
</tbody>
</table>

\(^\ast\) Including courses where the student has commenced and then withdrawn

\(^\wedge\) Subject to individual meeting all other VTG eligibility criteria
Possible questions and answers

A student currently enrolled in two (or more) government subsidised courses which commenced in 2011, is now continuing them in 2012. Will the student be able to continue these courses?

Yes. Eligibility for the VTG is assessed at the time of enrolment, and therefore the student was subject to the eligibility criteria relevant at that time.

A student is currently enrolled in three government subsidised courses which commenced prior to 2012, and is continuing them in 2012. Can the student enrol in a new course now?

No. The student is not currently eligible for any new courses. However, as the student can commence (start) up to two new courses in 2012, as they complete (or withdraw from) their existing courses they may be eligible to commence additional courses.

If a student withdraws from a course after it has commenced, does it still count towards the two course limit?

Yes.

Prior to the announcement of this policy change, a student enrolled in three government subsidised courses which have not yet commenced. The student has already completed enrolment forms and paid fees. Am the student still eligible for all of these courses?

Yes. The changes only impact future enrolments. However, the student will not be eligible to commence any further courses this year, as these enrolments will be counted towards the student’s two course limit per year.

Are Foundation Skills courses counted when considering the number of courses commenced?

No. Foundation Skills courses are not considered when counting the number of courses commenced.

For the purposes of this policy, what is a course?

A course includes any full or partial course/qualification, including “Courses in...” and skills sets.

If a student commences a course in 2012, then withdraws from the course but recommences again in the same year, will this count twice towards the two commencements per year? (for example, a trainee who has become unemployed, switches employers, and re-commences a traineeship in the same qualification)

No. This will only count as one commencement.

A student commenced a qualification, which has since been updated to a new version, and the student wants to transition to the latest version of the qualification. This will technically involve being in two different courses. Will both of these enrolments count towards the student’s two commencements per year?

No. This would be counted as one commencement only, provided that the change is in accordance with:
- the mapping table in the Nationally Endorsed Training Package, and
- with any relevant transition arrangements identified by the state or national regulator.