For all relevant RTO staff

**Background**
- Asylum Seekers and Victims of Human Trafficking are currently exempt from the citizenship/residency eligibility requirement of the Victorian Training Guarantee (VTG) for courses commenced in 2011 and 2012.
- The 2012-13 State Budget includes funding to continue this initiative for the next four financial years. The Victorian VET Student Statistical Collection Guidelines will be updated to enable enrolments on or after 1 July 2012.

**Main Points**

**Definitions**
- For the purpose of being considered exempt from the citizenship/residency eligibility requirement of the VTG the following definitions apply:
  - Asylum Seekers must be confirmed as ‘Asylum Seekers’ by the Asylum Seeker Resource Centre (ASRC)
  - Victims of Human Trafficking must be confirmed as ‘Victims of Human Trafficking’ by the Australian Red Cross (ARC).

**Referral process**
- Asylum Seekers will be referred by the ASRC to RTOs contracted by the Victorian Skills Commission to deliver training under the VTG. A referral form must be used for this purpose: *Referral to Government Subsidised Training Form - Asylum Seekers*.
- Victims of Human Trafficking will be referred by the ARC to RTOs contracted by the Victorian Skills Commission to deliver training. A referral form must be used for this purpose: *Referral to Government Subsidised Training Form – Trafficked Persons*.
- On enrolment, a copy of the referral form must be returned by the RTO to the relevant referral agency. The ASRC and ARC will assist eligible Asylum Seekers and Victims of Human Trafficking participating in training, so there may be further contact between these organisations and RTOs.
Eligibility for the VTG
- Asylum Seekers and Victims of Human Trafficking must meet all other eligibility requirements of the VTG (including upskilling, if relevant).

Data collection and reporting
- Funding Source Codes to support the recording and reporting of students enrolling as Asylum Seekers/Victims of Human Trafficking (the same code) are as follows:
  - ASP (general enrolments)
  - ASL (apprentice/trainee enrolments).
- Refer to the 2012 Victorian VET Student Statistical Collection Guidelines for further details on statistical reporting requirements.

Record keeping
- RTOs must retain copies of all documentation demonstrating that the student is exempt from the citizenship/residency eligibility requirement of the VTG for audit purposes (i.e. the completed Referral to Government Subsidised Training Form - Asylum Seekers/Trafficked Persons and tuition fee invoices).

Payment of tuition fees
- The ASRC and ARC have been provided with a grant to contribute to the student tuition fee levied to Asylum Seekers and Victims of Human Trafficking.
- The ASRC and ARC will make payment of the student tuition fee contribution on receipt of invoice from RTOs contracted by Skills Victoria to deliver training under the VTG.
- RTOs should invoice the ASRC and ARC for enrolments of Asylum Seekers and Victims of Human Trafficking respectively as per Part A and Part B below:

**PART A** – For individuals under this initiative with a course commencement date up to and including 30 June 2012 the ASRC and ARC will make a payment upon receipt of an invoice from an RTO in accordance with the following table:

<table>
<thead>
<tr>
<th>Category</th>
<th>ASRC/ARC Maximum Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Skills</td>
<td>Up to $50</td>
</tr>
<tr>
<td>Skills Creation</td>
<td>Up to $105</td>
</tr>
<tr>
<td>Apprenticeships</td>
<td>Up to $187.50</td>
</tr>
<tr>
<td>Traineeships</td>
<td>Up to $187.50</td>
</tr>
<tr>
<td>Skills Building</td>
<td>Up to $187.50</td>
</tr>
<tr>
<td>Skills Deepening</td>
<td>Up to $375</td>
</tr>
</tbody>
</table>

**PART B** – For individuals under this initiative with a course commencement date on or after 1 July 2012 and before 1 January 2013, providers will be reimbursed by the Asylum Seeker Resource Centre for a student tuition fee that is 20 per cent of the hourly fee that a provider would have charged a non-concession student in the same government subsidised course. The ASRC and ARC will make payment of that tuition fee on behalf of the student upon receipt of an invoice from an RTO.

- RTOs should invoice the ASRC and ARC for enrolments of Asylum Seekers and Victims of Human Trafficking respectively as per the following contacts:
  - Gavin Ackerly
    Manager
    Employment Program
    Asylum Seeker Resource Centre
    Ph: 03 9326 6066
    Email: employment@asrc.org.au
  - Kim Van Den Nouwelant
    Manager
    Migration Support Programs
    Australian Red Cross
    Ph: 03 8327 7883
    Email: vicmpsadmin@redcross.org.au

Tuition Fee Concession Reimbursement Contribution
Where Asylum Seekers and Victims of Human Trafficking hold a relevant concession card, RTOs will receive a tuition fee concession reimbursement/contribution from the Commission.
**Actions Required:**

- RTOs note the information above.
- All enquiries concerning this Service Agreement Notification should be lodged on SVTS under the Category ‘Service Agreements’.

**Critical Dates**

- This SAN is effective immediately.

Andrew Abbott  
Executive Director  
Pathways, Participation and Youth Division