

Contract Notification

CN No.	2020-15	Date:	11 November 2020
To:	Chief Executive Officer or equivalent		
Purpose:	Variation to Contract		
Scope:	All 2018-19 VET Funding Contracts (extended to 31 December 2020)		
Subject:	Contract variation: the JobTrainer initiative		

Purpose

- This Contract Notification is to inform training providers that:
 - the 2018-19 VET Funding Contracts (extended to 31 December 2020) (the Contracts) have been varied to implement the JobTrainer initiative
 - version 2.0 of the 2020 Guidelines About Fees (the Fees Guidelines) is replaced with version 3.0
 - version 2.0 of the 2020 Guidelines About Determining Student Eligibility and Supporting Evidence (the Eligibility Guidelines) is replaced with version 3.0.

Background

- The Victorian Government has partnered with the Commonwealth Government to jointly invest up to \$260 million under the JobTrainer Fund (JobTrainer). JobTrainer provides additional funding to increase access to training for Victorians who have been most impacted by the coronavirus (COVID-19) crisis. JobTrainer will increase access to free or low fee training places for young people and job seekers.

Main Points

- Under JobTrainer, young people aged 17-24 and job seekers can access the following benefits (the JobTrainer benefits) for a commencement in one course on the JobTrainer Funded Courses Report:
 - eligibility exemptions to the 'upskilling' and 'two at level in a lifetime' requirements
 - a JobTrainer concession or a fee waiver/exemption (only available at TAFE and Dual Sector institutes).
- A training provider may apply the JobTrainer benefits only in respect of courses on the JobTrainer Funded Courses Report that are also on the training provider's Funded Scope.
- Access to the JobTrainer benefits is subject to availability within each training provider's allocation of JobTrainer commencements.
- The '2020 JobTrainer Funded Courses Report' is now available in the 'Documents' section of SVTS.
- Further information about the JobTrainer initiative is provided in the '*Understanding the New JobTrainer Arrangements*' and '*Deciding how to report JobTrainer students*' fact sheets, which are published in the 'Documents' section of SVTS.

Contract variations

- The Contracts are hereby varied to give effect to the JobTrainer initiative under Clause 1.16(a)(iii) of the Standard, Restricted and Non-Victorian Contracts and Clause 1.14(a)(iii) of the TAFE and Dual Sector Contracts, in a manner that the Department considers is necessary to accommodate external changes that have

occurred since entry into the Contract. These variations, which are provided at Attachments 1 and 2, take effect from 25 November 2020 and include:

- insertion of a new Clause 25 in Part C of Schedule 1 of the TAFE and Dual Sector Contracts, and a new Clause 23 in Part C of Schedule 1 of the Standard, Restricted, and Non-Victorian Contracts to implement the JobTrainer initiative.
- a variation to Clause 18.3 of Schedule 1 of all Contracts to update the Funding Source Identifiers – State Training Authority that are excluded when calculating the TAFE and Learn Local eligibility exemption limit of up to 30% of commencements.
- variations to Clause 23 of Schedule 1 of the TAFE and Dual Sector Contracts to align with the JobTrainer initiative.

Amendments to the Fees Guidelines

- Version 3.0 of the Fees Guidelines includes the following amendments to reflect the implementation of the JobTrainer initiative:
 - the addition of a new Clause 2.11 to the 'Tuition Fee Waivers/Exemptions' section to reflect the new requirement to offer a fee waiver/exemption for Free TAFE courses delivered at TAFEs and Dual Sector universities under JobTrainer.
 - the addition of new Clauses 3.18, 3.19 and 3.20 to the 'Concession Fees' section to include requirements to offer a JobTrainer concession.

Amendments to the Eligibility Guidelines

- Version 3.0 of the Eligibility Guidelines includes the following amendments to reflect the implementation of the JobTrainer initiative:
 - a change to question 5 and the addition of new questions 8, 9, 10, 11, 12, 13, 14 and 15 in Section B of the *Evidence of Eligibility and Student Declaration* form. These questions are to collect relevant information to assess if an individual is eligible for JobTrainer or to receive a fee waiver/exemption under Free TAFE for Priority Courses.
 - the addition of a new row to the table at Attachment 5 of the Eligibility Guidelines to describe the evidence to be sighted and retained for individuals enrolled under JobTrainer.
- The new questions 9, 10, 11, 12, 13, 14 and 15 in the *Evidence of Eligibility and Student Declaration* form have been included to assist training providers when enrolling students under the JobTrainer initiative. These questions are **not** mandatory, and training providers may choose to gather the relevant information from prospective students through alternative questions and processes if preferred.

Resources

- **Attachment 1** provides the specific variations to Schedule 1 of the Standard, Restricted and Non-Victorian Training Providers Delivering to a National Enterprise Contracts.
- **Attachment 2** provides the specific variations to Schedule 1 of the TAFE and Dual Sector Contracts.
- Version 3.0 of the Fees Guidelines and the Eligibility Guidelines are available in the 'Documents' section of SVTS. All variations within these documents are highlighted in grey.
- The '*2020 JobTrainer Funded Courses Report*' published in the 'Documents' section of SVTS.
- The '*Understanding the New JobTrainer Arrangements*' and '*Deciding how to report JobTrainer students*' fact sheets published in the 'Documents' section of SVTS.
- For questions about the JobTrainer initiative, please submit an enquiry on SVTS using the category 'JobTrainer'.

Critical dates

- The Contract variations and revised versions of the Guidelines take effect from 25 November 2020.
- Training providers will shortly receive correspondence from the Department advising them of the number of commencements and list of courses they can deliver under the JobTrainer initiative.

Ryan Collins

Acting Executive Director
Training Market Services

EFFECTIVE FROM: 25 NOVEMBER 2020**Variation to:**

- 2018-19 Standard VET Funding Contract (extended to 31 December 2020) - version 3.0
- 2018-19 Restricted VET Funding Contract (extended to 31 December 2020) - version 3.0
- 2018-19 Non-Victorian based Training Provider delivering to a National Enterprise (extended to 31 December 2020) - version 3.

Variation to Clause 18.3 of Schedule 1**18. TAFE AND LEARN LOCAL ELIGIBILITY EXEMPTIONS FOR UP TO 30% OF COMMENCEMENTS**

- 18.3 For the purposes of this initiative, the total number of commencements for the calendar year excludes commencements recorded against Funding Source Identifier - State Training Authority 'LVP', 'LVL', 'ASP', 'ASL', 'BWP', 'BWL', 'DIP', 'DIL', 'UPP', 'FVP', '19P', '02P', 'JFP', 'JFL' and any other identifier as determined by the Department from time to time.

Variation to insert new Clause 23 of Schedule 1**23. JOBTRAINER***Purpose*

- 23.1 This Clause 23 sets out requirements for granting (within the Training Provider's allocation of JobTrainer commencements) eligibility exemptions and a JobTrainer concession (the JobTrainer benefits) to individuals who are eligible to participate in the JobTrainer initiative.

Scope

- 23.2 This Clause 23 applies to training activity that commences between 25 November 2020 and 31 December 2020.
- 23.3 The Training Provider may apply the JobTrainer benefits under this Clause 23 to individuals undertaking courses on the JobTrainer Funded Courses Report that are also on the Training Provider's Funded Scope.

The JobTrainer benefits

- 23.4 The Training Provider may exempt an individual who is eligible to participate in JobTrainer and is seeking to enrol in a course on the JobTrainer Funded Courses Report from the following eligibility requirements:
- 'upskilling' (Clause 2.2(c)(v) of this Schedule 1); and
 - 'two at level in a lifetime' (Clause 2.3(c) of this Schedule 1).

- 23.5 The Training Provider must offer a JobTrainer concession to an individual who is eligible to participate in JobTrainer and is seeking to enrol in a course on the JobTrainer Funded Courses Report.

Allocations

- 23.6 The Training Provider will be given a maximum number of commencements for which the JobTrainer benefits can be applied (the JobTrainer allocation). This will be documented in its Schedule 2 – Individual Details and Conditions. The Department may make available a

process for the Training Provider to apply to receive additional commencements in its JobTrainer allocation, which will be determined at the Department's discretion.

- 23.7 A commencement where the JobTrainer benefits are applied will not count towards the Training Provider's Commencement Allocation.

Student Participation Requirements

- 23.8 To participate in the JobTrainer initiative an individual must be:

- a) 17 to 24 years of age at the time of commencement of training; or
- b) a job seeker.

- 23.9 For the purposes of JobTrainer, a job seeker is an individual who:

- a) holds a current and valid Health Care Card issued by the Commonwealth, Pensioner Concession Card or Veteran's Gold Card;
- b) has a separation certificate from their employer;
- c) has a letter from an employer or company receiver on company letterhead stating that they have been made, or will be made, redundant or retrenched; or
- d) does not have one of the forms of evidence in subclauses a) to c) but has made and signed a self-declaration that they are currently unemployed.

- 23.10 An Eligible Individual is entitled to receive the JobTrainer benefits for a commencement in **one** course on the JobTrainer Funded Courses Report.

- 23.11 As part of enrolment and prior to the commencement of training, the Training Provider must, in accordance with the Guidelines About Determining Student Eligibility and Supporting Evidence, confirm that the Eligible Individual has not previously received the JobTrainer benefits for a commencement in a course other than the course they are seeking to enrol in.

- 23.12 To avoid doubt, if an Eligible Individual withdraws from, and then seeks to recommence, in the same course for which they have received their JobTrainer benefits, the JobTrainer benefits may be applied in respect of that recommencement if it occurs during the period in which JobTrainer commencements can be made (until 31 December 2021).

Apprenticeships and Traineeships

- 23.13 An Eligible Individual is not entitled to receive the JobTrainer benefits for a course that is delivered as an Apprenticeship (including a School Based Apprenticeship) or as a School Based Traineeship.

- 23.14 An Eligible Individual may receive JobTrainer benefits for a course that is delivered as a Traineeship if:

- a) they are 17 to 24 years of age at the time of commencement of training; or
- b) they are over 24 years of age and:
 - i) hold a current and valid Health Care Card issued by the Commonwealth, Pensioner Concession Card or Veteran's Gold Card;
 - ii) were unemployed on the commencement date of their Training Contract; or
 - iii) became employed no earlier than 31 days before the commencement date of their Training Contract.

Reporting

- 23.15 Training delivered under the JobTrainer initiative must be reported using the Funding Source Identifiers – State Training Authority:
- a) JFL: JobTrainer – Traineeship; or
 - b) JFP: JobTrainer – Non-Apprenticeship/Traineeship.
- 23.16 Training delivered under the JobTrainer initiative must be reported with the Eligibility Exemption Indicator set to 'Y' where the Training Provider has granted an eligibility exemption under this Clause 23.

Payment

- 23.17 The maximum hourly value for the Fee Concession Contribution amount payable under this Clause 23 will be determined by the 'Maximum Fee Concession Contribution per hour' for the course as identified on the JobTrainer Funded Courses Report.

Variation to Clause 23 to become Clause 24 of Schedule 1

24. DATA SYSTEMS

EFFECTIVE FROM: 25 NOVEMBER 2020**Variation to:**

- 2018-19 TAFE VET Funding Contract (extended to 31 December 2020) - version 3.0
- 2018-19 Dual Sector VET Funding Contract (extended to 31 December 2020) - version 3.0

Variation to Clause 18.3 of Schedule 1**18. TAFE AND LEARN LOCAL ELIGIBILITY EXEMPTIONS FOR UP TO 30% OF COMMENCEMENTS**

18.3 For the purposes of this initiative, the total number of commencements for the calendar year excludes commencements recorded against Funding Source Identifier - State Training Authority 'LVP', 'LVL', 'ASP', 'ASL', 'BWP', 'BWL', 'DIP', 'DIL', 'UPP', 'FVP', '19P', '02P', 'JFP', 'JFL' and any other identifier as determined by the Department from time to time.

Variations to Clause 23 of Schedule 1 (including the adjustment of clause numbering from new Clause 23.3 onwards)**23. FREE TAFE FOR PRIORITY COURSES**

23.2 An Eligible Individual may only receive a fee waiver/exemption for a commencement in one course on the Free TAFE for Priority Courses List, except in accordance with Clause 23.3 of this Schedule 1.

23.3 An Eligible Individual may receive a second fee waiver/exemption if they:

- are eligible to enrol in a course on the Free TAFE for Priority Courses List under the JobTrainer initiative; or
- have received a fee waiver/exemption for a commencement under the JobTrainer initiative in a course on the Free TAFE for Priority Courses List.

23.4 Prior to applying a fee waiver/exemption under this Clause 23, the Training Provider must, in accordance with the Guidelines About Determining Student Eligibility and Supporting Evidence, seek confirmation from the individual of whether they have received a fee waiver/exemption under this Clause 23 for any course on the Free TAFE for Priority Courses List other than the course they are seeking to enrol in.

Variation to insert new Clause 25 of Schedule 1**25. JOBTRAINER***Purpose*

25.1 This Clause 25 sets out requirements for granting (within the Training Provider's allocation of JobTrainer commencements) eligibility exemptions, a JobTrainer concession or a fee waiver/exemption (the JobTrainer benefits) to individuals who are eligible to participate in the JobTrainer initiative.

Scope

25.2 This Clause 25 applies to training activity that commences between 25 November 2020 and 31 December 2020.

25.3 The Training Provider may apply the JobTrainer benefits under this Clause 25 to individuals undertaking courses on the JobTrainer Funded Courses Report that are also on the Training Provider's Funded Scope.

The JobTrainer benefits

25.4 The Training Provider may exempt an individual who is eligible to participate in JobTrainer and is seeking to enrol in a course on the JobTrainer Funded Courses Report from the following eligibility requirements:

- a) 'upskilling' (Clause 2.2(c)(v) of this Schedule 1); and
- b) 'two at level in a lifetime' (Clause 2.3(c) of this Schedule 1).

25.5 The Training Provider must offer a fee waiver/exemption in accordance with Clause 23 of this Schedule 1 to an individual who is eligible to participate in JobTrainer and is seeking to enrol in a course on the JobTrainer Funded Courses Report that is also on the Free TAFE for Priority Courses List.

25.6 The Training Provider must offer a JobTrainer concession to an individual who is eligible to participate in JobTrainer and is seeking to enrol in a course on the JobTrainer Funded Courses Report that is not on the Free TAFE for Priority Courses List.

Allocations

25.7 The Training Provider will be given a maximum number of commencements for which the JobTrainer benefits can be applied (the JobTrainer allocation). The Department may make available a process for the Training Provider to apply to receive additional commencements in its JobTrainer allocation, which will be determined at the Department's discretion.

Student Participation Requirements

25.8 To participate in the JobTrainer initiative an individual must be:

- a) 17 to 24 years of age at the time of commencement of training; or
- b) a job seeker.

25.9 For the purposes of JobTrainer, a job seeker is an individual who:

- a) holds a current and valid Health Care Card issued by the Commonwealth, Pensioner Concession Card or Veteran's Gold Card;
- b) has a separation certificate from their employer;
- c) has a letter from an employer or company receiver on company letterhead stating that they have been made, or will be made, redundant or retrenched; or
- d) does not have one of the forms of evidence in subclauses a) to c) but has made and signed a self-declaration that they are currently unemployed.

25.10 An Eligible Individual is entitled to receive the JobTrainer benefits for a commencement in **one** course on the JobTrainer Funded Courses Report.

25.11 As part of enrolment and prior to the commencement of training, the Training Provider must, in accordance with the Guidelines About Determining Student Eligibility and Supporting Evidence, confirm that the Eligible Individual has not previously received the JobTrainer benefits for a commencement in a course other than the course they are seeking to enrol in.

25.12 To avoid doubt, if an Eligible Individual withdraws from, and then seeks to recommence, in the same course for which they have received their JobTrainer benefits, the JobTrainer benefits may be applied in respect of that recommencement if it occurs during the period in which JobTrainer commencements can be made (until 31 December 2021).

Apprenticeships and Traineeships

25.13 An Eligible Individual is not entitled to receive the JobTrainer benefits for a course that is delivered as an Apprenticeship (including a School Based Apprenticeship) or as a School Based Traineeship.

25.14 An Eligible Individual may receive JobTrainer benefits for a course that is delivered as a Traineeship if:

- a) they are 17 to 24 years of age at the time of commencement of training; or
- b) they are over 24 years of age and:
 - i) hold a current and valid Health Care Card issued by the Commonwealth, Pensioner Concession Card or Veteran's Gold Card;
 - ii) were unemployed on the commencement date of their Training Contract; or
 - iii) became employed no earlier than 31 days before the commencement date of their Training Contract.

Reporting

25.15 Training delivered under the JobTrainer initiative must be reported using the Funding Source Identifiers – State Training Authority:

- a) JFL: JobTrainer – Traineeship; or
- b) JFP: JobTrainer – Non-Apprenticeship/Traineeship.

25.16 Training delivered under the JobTrainer initiative must be reported with the Eligibility Exemption Indicator set to 'Y' where the Training Provider has granted an eligibility exemption under this Clause 25.

25.17 To avoid doubt, where the Training Provider has applied a fee waiver/exemption as required under this Clause 25, the associated training activity must be reported as described in Clause 23.7 of this Schedule 1.

Payment

25.18 The maximum hourly value for the Fee Concession Contribution amount payable under this Clause 25 will be determined by the 'Maximum Fee Concession Contribution per hour' for the course as identified on the JobTrainer Funded Courses Report.

25.19 The Department will calculate the Fee Waiver/Exemption Contribution for fee waiver/exemptions granted under this Clause 25, using the methodology described in Clause 13.33 (a) of this Schedule 1.

Variation to Clause 25 to become Clause 26 of Schedule 1

25. DATA SYSTEMS