

CONTRACT NOTIFICATION

CN No.	2021-10	Date: 13 July 2021
To:	Chief Executive Officer or equivalent	
Purpose:	Variation to Contract	
Scope:	All 2021 VET Funding Contracts (version 3.0)	
Subject:	Release of updated version of 2021 Guidelines About Fees	

Purpose

This Contract Notification is to advise training providers about the release of the 2021 Guidelines About Fees (version 3.0). This version replaces previous versions.

Background

It is standard process that the Department may vary the VET Funding Contract and Guidelines from time-to-time to reflect changes to policy, reflect new or updated initiatives or to make minor administrative edits.

Main Points

A student can give their concession card to a training provider in different formats. Increasingly, cards are presented in a digital format, such as through the Services Australia Digital Wallet app (Digital Wallet). Some digital formats don't display either the concession card's start date, expiry date, or both. To account for this, the Department has changed its requirements around recording the dates on concession cards to correspond with the practical realities and reduce the administrative burden on training providers.

Don't need the start and expiry dates for digital concession cards

Under the updated Guidelines, training providers no longer need to sight and retain the start date and expiry date of digital concession cards for the purpose of applying a Fee Concession to a student.

We remind you that you if you sight a physical concession card as evidence of a Fee Concession, you must continue to retain a copy that shows the start and expiry dates of the card.

Need the concession card start date when applying a grace period

Under the updated Guidelines, training providers must keep a record of the start date of a concession card when granting a grace period under Clause 11 of the Guidelines. This record is needed to show that the student's evidence of a Fee Concession entitlement was valid at the time training commenced (Clause 3.8 of the Guidelines).

For the purposes of the grace period, you can determine the start date of a card as follows:

- physical concession card – displays the start date
- Digital Wallet – displays the start date

- Centrelink Confirmation eServices (CCeS) – does not display the start date. However, when using the CCeS, you can enter a ‘point in time’ check for the last 18 months to find a concession card’s validity on a chosen date.

What’s displayed on a digital concession card

Digital Wallet

The Digital Wallet app displays the concession card start date, but not the expiry date. It shows the holder’s real-time entitlement. A concession card in the Digital Wallet is current and valid unless:

- EXPIRED appears across the card
- the card no longer shows up in the Digital Wallet.

CCeS

The CCeS does not display either the concession card start date or expiry date. However, training providers using the service can enter a ‘point in time’ check for the last 18 months to find a concession card’s validity on a chosen date.

Resources

Attachment 1 summarises changes to the Guidelines and the reasons for the changes.

Version 3.0 of the Guidelines is published in the ‘Documents’ section of SVTS. All changes are highlighted in grey within the Guidelines.




Critical Dates

The 2021 Guidelines About Fees (version 3.0) applies from today’s date, 13 July 2021.

Ryan Collins

A/g Executive Director
Training Market Services

Attachment 1

Contract Type	Change	Clause	Summary of Change
Guidelines About Fees			
All	DELETION 	3.10 (b)-(c)	<p>Clause 3.10 (b) is amended to reflect that training providers do not need to sight and retain a copy of the start date or expiry date of a concession card displayed on a Digital Wallet through a Centrelink Express Plus app.</p> <p>Clause 3.10 (c) is amended to reflect that training providers do not need to sight and retain a copy of the start date or expiry date of a concession card extracted from Centrelink Confirmation eServices.</p>
All	CLAUSE MOVED OUT 	3.10 (d)	<p>We have moved the requirement under the Commonwealth Government’s Document Verification Service to sight the concession card, a copy of the card, or correspondence from the card issuer showing the start date when granting a grace period. The requirement is now the same for all digital forms of concession cards and is wholly dealt with in Clause 3.11.</p>
All	NEW WORDING 	3.11	<p>This clause is amended to reflect that training providers must keep a record of the start date of a concession card when granting a grace period under Clause 11 of the Guidelines. This is to show that the concession was valid at the time training commenced.</p>