



















































2022 Guidelines About Eligibility	Change from 2021 Guidelines	Change from Draft 2022 Guidelines to Final	Details
1.4(a), 1.5(b), 1.11(b) and 1.12	REWORED 		Reworded to replace 'Foundation Skills List' with 'Foundation Skills Program'.
Footnote 3	DELETION 	REWORED 	Reinstates reference to support for Year 12 students doing VET as part of their VCE and VCAL to continue their studies at TAFEs in 2021, as this is available for the 2022 calendar year: Senior secondary school certificates includes the VCE, VCAL(Intermediate or Senior), International Baccalaureate (IB) Diploma, and senior secondary school certificates from other Australian jurisdictions, and training undertaken at a TAFE Institute or Dual Sector University by students whose completion of VET certificates as part of VCE or VCAL was impacted by COVID-19 and who present a letter from the Victorian Curriculum and Assessment Authority.
1.7(c)	REWORED 		Reworded because the Pre-Apprenticeship and Pathway Programs list is removed as an attachment to the Guidelines About Eligibility. All program lists are now identified in the Funded Course List and will be identified in the Funded Programs Report from early 2022.
1.7(d)	DELETION 		Deleted reference to 'NDIS TAFE Training Campaign', 'Skills Uplift Pilot Program' and 'Covid-19 Response - Funding to Deliver Infection Control Skill Sets' because they don't continue in 2022. As a result, previous clauses 1.7(d)(iii) and 1.7(d)(v) become new clauses 1.7(d)(i) and 1.7(d)(ii).
1.9	DELETION 		Deleted reference to 'NDIS TAFE Training Campaign', 'Skills Uplift Pilot Program' and 'Covid-19 Response - Funding to Deliver Infection Control Skill Sets' because they don't continue in 2022. As a result, previous clauses 1.9(c) and 1.9(e) become new clauses 1.9(a) and 1.9(b).
1.13 and 2.5(b)	NUMBERING CHANGE 		As a result of removing the Foundation Skills List and Pre-Apprenticeship and Pathway Programs list, references to previous Attachments 4 and 5 become Attachments 2 and 3.
2.5(e)	NEW CLAUSE 		Added new clause 2.5(e) to include the option to sight and retain electronic versions of 'Keypass' cards when checking proof of age.
2.5(f) and (g)		NEW CLAUSE 	Added new clauses 2.5(f) and (g) to provide details on what to sight and retain when using the Visa Entitlement Verification Online System (VEVO) to confirm that the individual holds a permanent visa.
N/A	DELETION 		Previous clause 2.11 is deleted because it repeats information in Clause 1.5(e) of the Guidelines About Eligibility that non-Australian programs aren't counted for the purpose of upskilling, unless equivalency is formally established with a qualification level in the AQF. As a result, clauses 2.12 to 2.16 in previous Guidelines become clauses 2.11 to 2.15 in the 2022 Guidelines. In-clause references to clauses 2.12 to 2.16 are updated accordingly in the 2022 Guidelines.
Attachment 1 Section A	NEW WORDING (CLARIFICATION) 		Amended to add new forms of evidence students can provide to evidence eligibility: <ul style="list-style-type: none"> • a 'New Zealand Birth Certificate' as evidence of New Zealand citizenship • a 'current foreign passport' as proof of age. Reworded proof of age section for clarity: And if the student's age is relevant to their eligibility, and ONLY IF the evidence of citizenship/residency does not show a date of birth the document produced from the list above does not include a date of birth (or if the date of birth has not been verified through use of the DVS), I have also sighted and retained a copy of one of the following:

2022 Guidelines About Eligibility	Change from 2021 Guidelines	Change from Draft 2022 Guidelines to Final	Details
		NEW WORDING (CLARIFICATION) 	Amended to add a new form of evidence of eligibility the Department will accept: <ul style="list-style-type: none"> a 'New Zealand Citizenship Certificate' as evidence of New Zealand citizenship.
	DELETION 		Deleted the text stating that only TAFEs and Learn Local Organisations can use the Commonwealth's Visa Entitlement Verification Online (VEVO) to confirm a student's visa status.
		DELETION 	The evidence of citizenship/residency tick boxes are updated to remove specific visa subclasses.
Attachment 1 Section B1	REWORDED 		Reworded Question 4 to replace 'Foundation Skills List' with 'Foundation Skills Program'.
		NEW WORDING (CLARIFICATION) 	Reworded the tick box in Question 14 about JobTrainer job seeker status to clarify that card holders' dependents can also participate: I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card, or am the dependent of a card holder.
Attachment 1 Section B2	DELETION 		Deleted the tick box for Infection Control Skill Sets from question 3.
	NEW WORDING 		Added new question 4 to ask if a student holds a Diploma or higher as this may be relevant if the skill set enrolment is in a Foundation Skills Program: Q4 Do you have a qualification at a Diploma level or higher? Yes No (circle answer) Changed questions 4 to 10 in the previous Guidelines to questions 5 to 11 in the 2022 Guidelines About Eligibility.
		NEW WORDING (CLARIFICATION) 	Reworded the tick box in Question 10 about JobTrainer job seeker status to clarify that card holders' dependents can also participate: I have a current and valid Health Care Card, Pensioner Concession Card or Veteran's Gold Card, or am the dependent of a card holder.
Attachment 1 Section C	DELETION 		Deleted the tick boxes to identify the number of qualifications and skill sets a student is eligible for, and whether an eligibility exemption was granted.
	REWORDED 		Reworded for clarity and to reduce repetition. Tick boxes are added for training providers to identify whether a student is eligible for Skills First, not eligible for Skills First, or not eligible but has been granted an eligibility exemption to access training.
N/A	DELETION 		Previous Attachment 2 (Foundation Skills List) is removed from the Guidelines About Eligibility. Foundation Skills Programs are now identified in the Funded Course List and will be identified in the Funded Programs Report from early 2022.

2022 Guidelines About Eligibility	Change from 2021 Guidelines	Change from Draft 2022 Guidelines to Final	Details
N/A	DELETION 		Previous Attachment 3 (Pre-Apprenticeship and Pathway Programs) is removed from the Guidelines About Eligibility. Pre-Apprenticeship and Pathway programs are now identified in the Funded Course List and will be identified in the Funded Programs Report from early 2022. Previous Attachments 4 and 5 become Attachments 2 and 3.
Attachment 2	DELETED ROW 		Deleted 'Covid-19 Response - Funding to Deliver Infection Control Skill Sets' as this initiative ends on 31 December 2021.
	REWORDED 		Reworded to update requirements for the following initiatives: <ul style="list-style-type: none"> Asylum Seeker VET Program – all training providers can check eligibility for this initiative using the VEVO and the inclusion of Bridging Visa F (BVF). Eligibility Exemptions Initiative – only TAFEs and Learn Local Organisations can offer exemptions under this initiative.
		DELETION 	The row for the Asylum Seeker VET program is updated to remove the requirement that only holders of specific visa subclasses are eligible to participate.
		REWORDED 	Reworded to reflect that any training provider can offer eligibility exemptions under the Eligibility Exemptions Initiative.
		REWORDED 	Administrative edit to the information on what to sight for JobTrainer to improve readability: <ul style="list-style-type: none"> If they do not have one of the above, a self-declaration they are unemployed, either by using the Evidence of Eligibility and Student Declaration form or by making a separate declaration in writing. their response to Part B1 Q15 on the Evidence of Eligibility and Student Declaration form; their response to Part B2 Q11 on the Evidence of Eligibility and Student Declaration form; or a self-declaration that they are currently unemployed.
		NEW WORDING 	New row added to the JobTrainer program to reflect that for students enrolling in a JobTrainer priority program, training providers only need to confirm that the student hasn't previously received JobTrainer benefits for another program.

2022 Guidelines About Fees	Change from 2021 Guidelines	Change from 2022 Draft Guidelines to Final	Details
2.3(c)	NEW WORDING (ADMINISTRATIVE EDIT) 		Replaced 'Department of Health and Human Services' with 'Department of Families, Fairness and Housing'. Replaced 'Department of Justice and Regulation' with 'Department of Justice and Community Safety'.
2.3	DELETION 		Previous clause 2.3(e) is deleted because 'Covid-19 Response - Funding to Deliver Infection Control Skill Sets' ends on 31 December 2021. Previous clauses 2.3(f) and 2.3(g) become clauses 2.3(e) and 2.3(f).
2.3(f)		NEW WORDING 	Amended to add the following programs that must be offered free at TAFE. <ul style="list-style-type: none"> • 22510VIC – Course in identifying and responding to family violence risk • 22521VIC - Course in Gender Equity
3.12(b)	REWORDED 		Reworded to reflect that all training providers can check eligibility for the Asylum Seeker VET Program using the VEVO.

2022 Guidelines About Apprenticeship/Traineeship Training Delivery	Change from 2021 Guidelines	Details
N/A	REWORDED 	Updated so that the section about Apprenticeship Support Officer Program under Relevant Organisations describes the services provided more accurately.
N/A	NEW 	Included an additional link in the Further Information section to reflect the establishment of Apprenticeships Victoria within the Department.
1.1	NEW OBLIGATION 	Added new administrative obligation at Clause 1.1. This requires training providers to retain evidence that they have made a notification to relevant organisations under clause 1.1 (for example an email or a dated file note noting a verbal notification).
1.1(i)	NEW WORDING (CLARIFICATION) 	Added new clause 1.1(i) for completeness, stating that Training Providers must notify the VRQA if an employer/supervisor is not allowing the Apprentice/Trainee to be withdrawn from routine work duties (noting that the requirement is already exists at clause 4.6):
2.1(b)	NEW WORDING (CLARIFICATION) 	Updated wording to reflect the current administrative arrangements that require a Training Provider to lodge Training Plans with the Australian Apprenticeships Support Network (AASN) provider.
2.2	NEW WORDING (CLARIFICATION) 	Added a cross reference to a related requirement in clause 1.1(a), to clarify that training providers must notify the relevant AASN provider if the nominated Approved Training Scheme is not appropriate or relevant to the Apprentice or Trainee's work duties.
2.3(b)	NEW WORDING (CLARIFICATION) 	New wording at clause 2.3(b) clarifies that the creation of the Epsilon record is confirmation that the VRQA has approved and registered the Training Contract. A note is added to clause 2.3 to prompt training providers to follow up with their AASN provider if there is an unexpected delay in the registration of the Training Contract/creation of the Epsilon record.
2.5	REWORDED (ADMINISTRATIVE EDIT) 	Amended to align with terminology in Approved Training Schemes, which specify a maximum duration for an Apprenticeship or Traineeship, rather than a nominal duration: 2.5 Training Plans must align to the nominal maximum duration of the Apprenticeship or Traineeship in the Approved Training Scheme unless otherwise requested by the employer and Apprentice or Trainee. The Training Plan should provide for training at regular intervals (either day or block release) across the period specified as the nominal maximum duration of the Apprenticeship or Traineeship.
2.7	REWORDED (ADMINISTRATIVE EDIT) 	Reworded to eliminate confusion about the use of the terminology 'nominal duration'. Aligns terminology with the following clause 2.8 which also refers to the nominal completion date of the Training Contract: Changes to the nominal duration of Apprenticeship or Traineeship 2.7 The Training Provider must make all reasonable provisions for the Apprentice or Trainee to achieve all competencies required for the Structured Training identified in the Approved Training Scheme within by the nominal duration completion date of the Training Contract.
2.9	REWORDED 	Reworded to simplify the clause: 2.9 Only when requested by If the Apprentice or Trainee has been able to successfully complete competencies ahead of schedule the employer and Apprentice or Trainee can request (and consistent with Clause 6.20 of Schedule 1 of the Contract), can the nominal duration of an Apprenticeship or Traineeship be reduced. The duration may be reduced in updated versions of that the Training Plan be updated to reflect a shorter duration for the Apprenticeship or Traineeship than originally planned. by agreement between the employer and Apprentice or Trainee, if the Apprentice or Trainee has been able to successfully complete the competencies ahead of schedule. The Training Provider should retain a signed copy of the request for audit purposes.

2022 Guidelines About Apprenticeship/Traineeship Training Delivery	Change from 2021 Guidelines	Details
2.15	NEW WORDING (CLARIFICATION) 	New wording to include reminders of important considerations when choosing elective subjects for Apprentices: 2.15 Not all employers perform the full scope of work of an Apprenticeship program. Where a subject (whether core or elective) is not performed in the workplace, this must be identified upfront in the Training Plan and the Training Provider is not required to seek employer sign-off on that competency. For elective subjects, the Training Provider should use the flexibility within the Training Package to identify elective-subjects-that are relevant to the workplace-environment and qualification, and contribute to a valid, industry-supported vocational outcome.
3.4	REWODED (ADMINISTRATIVE EDIT) 	Amended to align with terminology used in Approved Training Schemes: 3.4 Training Providers should ensure the training meets the requirements for part-time Apprenticeships and Traineeships, as specified in the Approved Training Scheme, including specific requirements for School Based Apprenticeship/Traineeships. These requirements are summarised at Attachment 1 . Training Providers should note that Approved Training Schemes specify longer nominal maximum durations for Apprenticeships and Traineeships undertaken part-time, along with a requirement for minimum hours of employment and training.
6.1	NEW WORDING (CLARIFICATION) 	Added new 6.1(b) to reflect that under current administrative arrangements with the Australian Apprenticeships Support Network (AASN), Training Providers should notify the AASN provider of the cancellation date of an Apprenticeship if the Apprentice becomes unemployed. Subclauses c) and d) are renumbered as a result of adding new 6.1b).
7.3 - 7.14	RESTRUCTURED  REWODED 	Previous clauses 7.3 and 7.4 become new clauses 7.3 to 7.10. They are broken into a number of shorter clauses to improve readability and reduce repetition. The wording is also simplified to clarify requirements relating to Training Plans for SBATs, including the need to consult the school in the development of the Training Plan and to notify the school of relevant amendments to the Training Pan. As a result, previous clauses 7.5 to 7.8 become clauses 7.11 to 7.14.
7.15 - 7.22	RESTRUCTURED  REWODED 	Previous clauses 7.9 and 7.10 become clauses 7.15 to 7.21. They are broken into a number or shorter clauses to improve readability and reduce repetition. The wording is also simplified to clarify requirements relating to Training Plans for HSATs, including the need to consult the school in the development of the Training Plan and to notify the school of relevant amendments to the Training Pan. As a result, previous clause 7.11 becomes clause 7.22.