

UNDERSTANDING THE NEW JOBTRAINER ARRANGEMENTS

This fact sheet explains the VET Funding Contract arrangements for the JobTrainer Fund.

The Victorian Government has partnered with the Commonwealth Government to jointly invest up to \$260 million under the JobTrainer Fund to increase access to training for thousands of Victorians who have been most impacted by the coronavirus (COVID-19) crisis. This investment creates an extra 50,000 free or low fee training places for young people and job seekers in over 144 priority needs courses.

What is JobTrainer?

The JobTrainer initiative (JobTrainer) is a joint Commonwealth and State initiative which provides additional funding to increase access to free or low fee training places for young people and job seekers.

JobTrainer complements the existing subsidised training available under *Skills First* as well as Free TAFE.

How does JobTrainer benefit students?

Under JobTrainer, subsidised training places are available to young people and job seekers, even if they don't meet the 'upskilling' or 'two at level in a lifetime' *Skills First* eligibility requirements.

Eligible students under JobTrainer have access to:

- free training in Free TAFE courses at TAFEs
- low fee training in all JobTrainer full qualifications
- free training in JobTrainer skill sets.

What are the JobTrainer courses?

The JobTrainer courses consist of 144 courses in areas such as health, construction, agriculture, community services, meat processing, pharmaceutical manufacturing, financial services, logistics, and hairdressing and beauty services.

They were chosen to meet the priority needs of the Victorian economy.

All JobTrainer full qualifications are listed in the new JobTrainer Funded Programs Report available on SVTS. A list of JobTrainer skill sets will be added to the report in early 2021.

Who can offer JobTrainer courses?

JobTrainer courses can only be delivered by *Skills First*-contracted training providers.

The JobTrainer requirements are detailed under Part C of Schedule 1 of the VET Funding Contract (the Contract).

If a JobTrainer course is on your Funded Scope, then you can offer it to students with the JobTrainer benefits provided you follow all the associated Contract requirements.

When will JobTrainer start?

If you have an allocation of JobTrainer places under your 2021 contract, you can enrol students in full qualifications under JobTrainer, with commencements from 1 January 2021 continuing until 31 December 2021.

However, the Department is taking a managed approach to introducing skill sets. You can start enrolling students in skill sets under JobTrainer in 2021 once you're offered an allocation of JobTrainer skill set places.

How will JobTrainer be promoted?

Students will be able to find information about and search for JobTrainer courses on the [Victorian Skills Gateway](#) and the national [MySkills website](#).

The Department will raise awareness of JobTrainer by providing information to organisations that help young people and job seekers, such as schools, Centrelink, Jobactive, Skills and Jobs Centres and welfare organisations.

STUDENT PARTICIPATION

Who can participate under JobTrainer?

A person can participate under JobTrainer if they are:

- 17 to 24 years old when the course starts; or
- a job seeker of any age.

For the purposes of JobTrainer, a job seeker is someone who holds a concession card or is unemployed.

What are the eligibility settings under JobTrainer?

Full qualifications

The normal *Skills First* eligibility criteria apply to full qualifications under JobTrainer but with two exceptions.

No 'upskilling' requirement

You can grant an eligibility exemption to a student who doesn't meet the 'upskilling' requirement.

No 'two at level in a lifetime' limit

You can grant an eligibility exemption to a student who doesn't meet the 'two at level in a lifetime' limit.

Skill sets

You don't need to grant the eligibility exemptions as the 'upskilling' and 'two at level in a lifetime' limits don't apply to skill sets.

Are there any student participation limits?

In a student's lifetime, they can only commence:

- one full qualification under JobTrainer
- one skill set under JobTrainer.

What evidence do I need to enrol someone in JobTrainer?

In addition to the normal requirements for sighting and retaining evidence of eligibility for *Skills First*, you also need to confirm a student is either aged 17 to 24 or a job seeker to enrol them under the JobTrainer initiative.

Evidence of age

If a student is 17-24 years old, the only evidence you need for them to participate in JobTrainer is proof of age. You must check their age using one of the accepted methods under the Contract before enrolling them in JobTrainer.

Evidence of job seeker

If a student is over 24 and a job seeker you must sight and retain evidence of their job seeker status. We accept the following:

- a current and valid Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card; or
- a separation certificate from their employer; or
- a letter from their employer or company receiver stating that they have been made redundant or will be retrenched.

You need to check these documents once only, and before training starts. If these documents are not available, then the job seeker can use the Evidence of Eligibility and Student Declaration Form to make a signed declaration that they are unemployed.

Can apprentices and trainees do JobTrainer?

Apprenticeships

No. Apprentices and School-Based Apprentices are not eligible for JobTrainer.

Traineeships

You can enrol any 17 to 24-year-old in a non-School-Based JobTrainer traineeship, regardless of their employment status when they signed their training contract.

You can only enrol someone over 24-years old in a JobTrainer traineeship if they:

- hold a current and valid Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card
- were unemployed at the time they signed their training contract; or
- became employed within 31 days before the commencement date of their training contract.

School-Based Trainees are not eligible for JobTrainer.

FEES AND PAYMENT

What tuition fees can I charge for full qualifications?

Free TAFE courses at TAFEs

TAFEs must not charge a tuition fee to JobTrainer students who enrol in a Free TAFE course. As with any other Free TAFE enrolment, TAFEs must apply a fee waiver.

Free TAFE courses at non-TAFEs and all other JobTrainer courses

If the student is enrolled in a full qualification under JobTrainer, you must grant the JobTrainer concession, which means you cannot charge more than 20% of your standard published tuition fee. This applies to enrolments at any AQF level, including Diplomas and Advanced Diplomas.

What tuition fees can I charge for skill sets?

You must not charge students a tuition fee for a skill set under JobTrainer.

You must apply a fee waiver.

What payments will I receive for JobTrainer concessions and fee waivers?

You will be paid concession contributions or fee waiver contributions towards the fee revenue forgone for JobTrainer students.

The hourly maximum concession contribution and fee waiver contribution rates for JobTrainer courses are stated in the JobTrainer Funded Programs Report.

TAFEs will be paid at the normal Free TAFE reimbursement rate for those JobTrainer students enrolled in a Free TAFE course.

What's the JobTrainer subsidy amount?

JobTrainer courses will receive the hourly subsidies stated in the JobTrainer Funded Programs Report.

Skills First loadings will continue to be applied on top of subsidies, including:

- 10% loading for delivery in regional Victoria
- 50% loading for indigenous students
- 30% loading for vulnerable 15 to 19-year olds.

ALLOCATIONS

What's the allocations process?

JobTrainer supports a limited number of training places.

If you have a JobTrainer course on your Funded Scope you will be given an allocated number of commencements for which you can offer the JobTrainer benefits to students.

For non-TAFEs

Your JobTrainer allocation is separated into two parts – commencements for full qualifications and commencements for skill sets. You can deliver up to the number of JobTrainer commencements reflected in your individual details and conditions schedule.

When you apply the JobTrainer benefits to a commencement, it will not count towards your standard *Skills First* Commencement Allocation.

What skill sets can I deliver under JobTrainer?

In early 2021, the Department will advise you about the skill sets you can deliver under JobTrainer and offer you an allocation of JobTrainer skill set commencements.

How do I get additional allocations?

We will regularly monitor the use of JobTrainer commencements across the VET system and consider additional allocations if this is needed to meet the JobTrainer objectives.

There is no guarantee of additional allocations. The timing and process for additional allocations, if any, will be determined by the Department.

Can I apply to get additional JobTrainer courses on my Funded Scope?

You may be able to apply for additional courses to be added to your Funded Scope. This opportunity might not be available until mid-2021 when we will have a clearer view on how Victoria's TAFE and training system is meeting the state's training needs.

ENROLLING STUDENTS

How do I enrol students in JobTrainer?

You should enrol students in JobTrainer as you would for any other *Skills First* enrolment and report it according to the JobTrainer reporting requirements. In 2020, you will only be able to enrol JobTrainer students in full qualifications.

We recommend you read the 'Deciding how to report JobTrainer students' fact sheet in SVTS for further guidance.

If a student meets the JobTrainer criteria, must I enrol them under JobTrainer?

You should act in the best interest of the student which means offering them the cheapest tuition fee for the course.

If the student also meets the criteria for another initiative and may be better off under it, you should offer them that option. For example, if a student can access a fee waiver under the *Skills First* Youth Access initiative, this would be more beneficial to them than accessing a concession under JobTrainer.

You should also monitor your JobTrainer commencements as you can only enrol students up to your maximum JobTrainer allocation.

Will a JobTrainer enrolment affect a student's future *Skills First* eligibility?

Full qualifications

Like any other *Skill First* enrolment, completion of an AQF qualification in JobTrainer will be counted towards the 'upskilling' requirement.

Also, a commencement in a qualification under JobTrainer must be taken into account for the '2 AQF qualifications in a year' and '2 at a time' volume limits when assessing a student's future *Skills First* eligibility.

Skill sets

The completion of a JobTrainer skill set does not result in a student obtaining an AQF qualification, so it is not counted towards the 'upskilling' requirement for a future *Skills First* enrolment.

A commencement in a JobTrainer skill set must be taken into account when assessing whether a student meets the '2 skill sets in a year' and '2 at a time' volume limits.

A student can commence only one AQF qualification and one skill set under JobTrainer in their lifetime.

Can a JobTrainer student who withdraws from their course later recommence in the same course for the same fee?

Yes, provided the recommencement happens while the JobTrainer initiative is still active. It is currently expected to run until 31 December 2021.

JOBTRAINER AND OTHER INITIATIVES

How does JobTrainer affect Free TAFE?

All the courses on the Free TAFE for Priority Courses List are also on the JobTrainer Funded Programs Report.

Free TAFE must remain free for TAFE students.

Normally a *Skills First* student is only entitled to one Free TAFE fee waiver. However, TAFEs can enrol a student who had previously used their Free TAFE entitlement in a *second* Free TAFE course under JobTrainer at no cost to them.

Also, a student who does a Free TAFE course under JobTrainer who has not previously used their Free TAFE entitlement will remain entitled to use it for one more Free TAFE course outside of JobTrainer in the future.

TAFEs will be paid at the normal Free TAFE reimbursement rate for those JobTrainer students enrolled in a Free TAFE course.

Other training providers (who are not TAFEs) can offer Free TAFE courses if they are on their Funded Scope, but must grant students the JobTrainer concession, which is no more than 20% of the standard published tuition fee.

Does eligibility exemptions granted under JobTrainer count towards the 10% and 30% eligibility exemptions initiative?

No. JobTrainer activity reported using the Funding Source Identifiers – State Training Authority 'JFP' and 'JFL' is not included in the calculation of either the 30% eligibility exemption initiative for TAFEs and Learn Locals nor the 10% eligibility exemption initiative for private and independent training providers.

Can asylum seekers do JobTrainer?

Yes. An asylum seeker who is participating in the Asylum Seeker VET Program is exempt from the citizenship and residency requirements and so can participate in JobTrainer.

How does JobTrainer affect the Skills First Youth Access initiative?

A student referred to you under the *Skills First* Youth Access initiative gets a fee waiver/exemption. They will also be under 22 years old.

It is generally in their best interests to enrol them under this initiative rather than JobTrainer as the student may continue to remain eligible for the JobTrainer benefits after their participation in the *Skills First* Youth Access initiative ends.

REPORTING

How is JobTrainer reported?

Funding Source Identifier

You must report JobTrainer training activity via SVTS using the Funding Source Identifier – State Training Authority:

- JFP for JobTrainer – Non-Apprenticeship/Traineeship
- JFL for JobTrainer – Traineeship
- JSP for skill sets under JobTrainer.

Your commencements reported against these codes are classified as JobTrainer commencements.

Eligibility Exemption Indicator

If a JobTrainer student requires an exemption to the ‘upskilling’ or ‘two at level in a lifetime’ requirements you must set the Eligibility Exemption Indicator to ‘Y’.

Fee Exemption/Concession Type Identifier

If the student is eligible for a normal *Skills First* concession you must report this in the first character of the Fee Exemption/Concession Type Identifier. This will ensure that any applicable 30% youth loading is added to your subsidy payment.

Where a student is not eligible for a normal *Skills First* concession, you must report the JobTrainer concession by setting the first character of the Fee Exemption/Concession Type Identifier to ‘Z’. When the ‘Z’ code is reported with a JobTrainer Funding Source Identifier (JFP or JFL), it will trigger payment of a concession contribution payment under JobTrainer.

All students enrolled in skill sets under JobTrainer are entitled to a fee waiver. So you must report the second character of the Fee Exemption/Concession Type Identifier as ‘R’.

National My Skills listing

We are required to report to the Commonwealth Government on the JobTrainer courses offered at each training provider in Victoria. This is published on the [My Skills website](#). Please contact us if you no longer deliver a JobTrainer course.

FURTHER INFORMATION

Read the ‘Deciding how to report JobTrainer students’ fact sheet on SVTS.

Read the ‘Understanding skill sets’ fact sheet on SVTS.

If you’d like any further information, please contact us via SVTS using the enquiry category ‘JobTrainer’.