



Commonwealth Government Fact Sheet for Employment Service Providers on Referring to Training

South Australia

This document outlines the requirements for jobactive providers considering using the Employment Fund to contribute to the cost of government subsidised training for job seekers in South Australia.

This document should be read and used in conjunction with the [Employment Service Provider Referral to Training form](#).

Accessing subsidised training

The Department for Innovation and Skills (DIS) provides eligible individuals with access to subsidies training in nationally accredited qualifications. Eligibility depends on their previous education and current employment status.

DIS aims to ensure that public investment in training is aligned to strategic industry sectors and growth areas and supports direct connections between training and jobs.

How does it work?

Job seekers will receive an upfront assessment of their learning and support needs by the Registered Training Organisation (RTO) prior to enrolment using a prescribed process. This includes assessment of suitability (including information provided via the Employment Service Provider Referral to Training form), foundation skills, other learning needs and personal support needs. This will help identify issues that could affect the job seeker's success and enables the RTO to put strategies in place to promptly address these issues. Job seekers registered with an employment services provider whose assessment shows that they do not have the required level of literacy and numeracy to undertake vocational training and require a foundation skills qualification, will be referred back to their employment services provider for assistance, through for example, referral to the Skills for Education and Employment (SEE) programme.

Where an individual is assessed by the training organisation as not meeting the required literacy and numeracy skills to undertake vocational training employment service providers must consider referring the job seeker to the Skills for Education and Employment (SEE) programme or Adult Migrant English Program (AMEP) in the first instance. Until the job seeker has achieved the required level of literacy and numeracy skills, they will not be eligible to access subsidised training in qualification.

What Government subsidised courses are available?

For a complete list of funded / subsidised training, see [Subsidised Training List](#).

Depending on eligibility, the South Australian government will subsidise the following courses for job seekers registered with an employment services provider:

- one Certificate II course (job seekers can access this entitlement even if they already hold a Certificate II at first enrolment after March 2015)
- two courses from the Certificate III to Advanced Diploma level
- up to 5 vocational or foundation skill bridging units at every qualification level (if the job seeker is assessed as needing them)

What concessions are available?

Training providers must offer concessions to individuals who:

- hold a health care card
- hold a pensioner concession card
- hold a pensioner concession card issued by the Department of Veteran Affairs
- are a prison inmate, a detainee, on remand, held in a South Australian institution in connection with the commission of an offence, or a child in a South Australian detention centre older than 16 years.

Individuals who are or were ever under Guardianship of the Minister orders are eligible to apply for course fee waivers. Contact the DIS Infoline for more information or to apply for a waiver on 1800 673 097.

Course fees will be lower for job seekers who qualify for a concession. Contact the training provider for information about the cost of the course with a concession.

Job seekers must show the relevant concession card and state their Centrelink customer reference number and card expiry date to claim a concession.

Who is eligible to participate in subsidised training?

Job seekers may be eligible for a government subsidised training place if they:

- either work or live South Australia and are:
- an Australian or New Zealand citizen, or
- a permanent Australian resident, or
- the holder of a state sponsored visa on a pathway to permanent residency

and are:

- aged 16 years or over and not enrolled at school, or
- aged 16 years or over, enrolled in school and undertaking training through the Training Guarantee for South Australian Certificate of Education Students, or
- undertaking training through a training contract as an apprentice or trainee in identified courses.

A person can only be enrolled in two subsidised courses at a time. Specific subsidised projects and initiatives may stipulate additional criteria and conditions which will apply in addition to those outlined above.

What are the costs involved with subsidised training?

Students will continue to pay course fees unless specified otherwise. Fees represent a contribution to the total cost of the course and are in addition to the subsidy that the government pays to a training provider to deliver a course.

Fees are set by training providers, not the government.

Some students may need additional learning to ensure successful completion of a qualification. Students eligible for subsidised training can access up to five vocational or foundation skills bridging units at every qualification level if assessed by training providers to need them. As for all subsidised training, vocational bridging units will require a co-contribution. Foundation skills bridging units are fee free.

Prior to enrolment, training providers must provide students with information about all fees and charges payable. In some courses, there will be incidental charges for optional items like textbooks and uniforms and

anything that becomes the property of the student. Before enrolment it is important to fully understand all the fees and charges, and agree with the job seeker who will pay for specific items.

VET FEE-HELP may be available for students enrolled in a Diploma or Advanced Diploma qualification with a Registered Training Organisation (RTO) offering VET FEE-HELP. Further information is available at the Australian Government [StudyAssist](#) website.

Are fee refunds available if the job seeker doesn't complete the training?

Refund policies vary between RTOs therefore jobactive providers should ensure RTOs provide details of their refund policy before enrolling a job seeker in training.

Better practice for jobactive providers

Assisting job seekers to make informed decisions

jobactive providers are expected to ensure that job seekers are aware of the employment opportunities in their chosen field of study so that they can make an informed decision prior to committing to any training; understand work associated with the occupation; and be interested in and willing to complete the required studies.

jobactive providers should further ensure job seekers understand that:

- undertaking a course will affect their future eligibility for government subsidised training so the chosen course should be on a pathway they are committed to pursuing.
- they can only be enrolled in two subsidised courses at a time
- entitlement to subsidised training is based on the individual's situation at the time of first enrolment.
- bridging units exclude units or modules which are a core or elective for the course in which they are enrolled, and units required for licensing, legislative or compliance purposes
- all vocational courses require a co-contribution.

Choosing a training provider

jobactive providers should assist job seekers to compare courses and RTOs based on a range of factors, including:

- whether the chosen course, including electives, is achievable for the job seeker and the best option for them to be competitive for employment
- the method of training delivery and its appropriateness for the job seeker
- total training hours and weekly face to face required hours of attendance, and whether this meets the job seeker's mutual obligation requirements and is manageable
- the assistance and support the RTO provides to students, including LLN and computer facilities if required
- whether a vocational placement is offered as part of the course and who organises it
- co-contribution fees and other incidental fees they may be required to pay¹.

Referring job seekers to subsidised training

From 1 July 2016 jobactive providers are required to complete the [Employment Service Provider Referral to Training form](#) when they are referring a job seeker to subsidised training.

Before completing the referral form it is important to:

- discuss and agree with the job seeker what will be expected from them should they agree to include the training course in their Job Plan. This should include attendance requirements, and any fees that

¹ Note that training providers are required to publish course fees for each qualification so that they are accessible to prospective students. The student fee policies must also include a breakdown of the student course fee (if any) as well as additional fees for incidental expenses that individuals may be liable to pay. Prior to enrolment, the provider must provide the student with information about all fees and charges payable.

the job seeker has agreed to pay. If the job seeker is not willing to commit to these training requirements the jobactive provider should negotiate another Job Plan activity with the job seeker.

- contact the RTO to determine job seeker eligibility and course suitability. It is also best practice to discuss any barriers to study that the job seeker may have and support that may be required for the job seeker to undertake the initial assessment (i.e. through case management or learner support services).

Once the completed referral form is received from the RTO, the jobactive provider should:

- check the results of any job seeker assessments conducted by the RTO and review if undertaking training is still in the best interests of the job seeker
- check the fee details. If any additional fees have been included the jobactive provider should discuss and agree to these with the RTO before confirming the enrolment.

Enrolling job seekers in subsidised training

If, following the RTO's assessment, undertaking the training is still in the best interests of the job seeker the jobactive provider should accept the enrolment by making contact with the RTO to:

- contact the training course coordinator to:
 - establish a communication plan to ensure the jobactive provider receives the required attendance, participation and completion data
 - put procedures in place to provide additional support for the job seeker if required (such as suitable clothing for work placements and transport)
 - request an invoice and arrange to make the first payment.

Once the jobactive provider has accepted the enrolment they will need to keep a completed copy of the referral form on file.

Document Change History

Version	Start Date	Effective Date	End Date	Change & Location
1.0	September 2016	September 2016	24 May 2019	Category: Initial version of document.
1.1	27 May 2019	27 May 2019		Category: updated information and link to new on-line referral form