

Understanding skill sets

This fact sheet explains arrangements for delivering skill sets under Skills First

Background

We may fund skills sets under Skills First in the form of:

- an accredited course with the title 'course in...' (a course in)
- a nationally recognised skill set from a training package
- an accredited single subject
- a group of accredited subjects approved by the Department of Education and Training (the department).

All skill sets funded under Skills First are in the funded programs report and are marked as skill sets in the 'program type' column.

Purpose of skill sets

Skill sets complement AQF qualifications. They can benefit students by giving them:

- training pathways to AQF qualifications
- specific skills and general capabilities
- reskilling to meet the needs of a rapidly changing economy
- more career opportunities within their workplace and between employers.

Allocations

Your commencement allocation is separated into 2 parts – commencements for AQF qualifications and commencements for skill sets. This is documented in your schedule 2 – individual details and conditions.

Managing your allocation

Delivering skill sets won't count towards your commencements for AQF qualifications, and vice versa. And, you can't use your commencements for AQF qualifications for skill sets, or vice versa.

Use SVTS to track how many commencements you've used. Click on Contracts > Contract Commencement Allocations.

Additional allocations and additions to funded scope

We may offer you the opportunity to apply for increased allocations and additions to your funded scope during 2022.

This depends on the state's training needs. We will advise you about such opportunities via SVTS.

Literacy and numeracy support program

Under this program, you can offer customised bundles of literacy and numeracy support units (like a skill set). However, training reported under the 'LNSUPPORT' course code isn't considered a skill set and doesn't count towards your commencement allocation.

Read the [Literacy and Numeracy Support Implementation Guide](#) for more information.

Student participation

Doing a skill set and an AQF qualification at the same time

The '2 at a time' limit applies collectively across skill sets and AQF qualifications. For example, a student can't do 2 skill sets and one AQF qualification at the same time.

Number of skill sets in a year

The '2 in a year' limit applies, but skill sets and AQF qualifications are counted separately.

This means a student can start a maximum of 2 skill sets and 2 AQF qualifications in a calendar year, but can't do more than 2 at the same time.

Fees and payment

Tuition fees

Like any other Skills First training, you determine tuition fees for skill sets. Normal concession and fee waiver settings apply.

Subsidies and fee contributions

Subsidies (including loadings), RPL subsidies, concession contributions and fee waiver contributions are calculated and paid in the same way as AQF qualifications.

Reporting

You must report skill sets training activity via SVTS using the funding source identifier – state training authority GSP.

Pre-training review

The pre-training review is a fundamental component of the contract and is a requirement for skill sets.

Given skill sets are typically much shorter than AQF qualifications, you can scale down the pre-training review, provided you obtain enough information to show the skill set is suitable and appropriate for the student's needs and they clearly understand all their other training options.

Training plans

You must issue training plans to students doing skill sets, except where the skill set consists of a single subject.

For single subjects you must still inform the student about the training and assessment requirements for the skill set so they can make an informed decision about their enrolment.

Free TAFE short courses

These skill sets are Free TAFE short courses:

- Course in Gender Equity
- Course in Identifying and Responding to Family Violence Risk
- Course in Introduction to the National Disability Insurance Scheme
- Course in Working Safely in the Solar Industry
- Agricultural Chemical Skill Set
- Hybrid Electric Vehicle Inspection and Servicing Skill Set
- Battery Electric Vehicle Diagnose and Repair Skill Set
- Battery Electric Vehicle Inspection and Servicing Skill Set
- Mental Health Co-existing Needs Skill Set
- Mental Health Peer Work Skill Set.

TAFEs must grant a fee waiver to students enrolling in these Free TAFE short courses.

A student's participation in these skill sets won't impact their Free TAFE entitlement.

Report TAFE enrolments in these short courses using funding source identifier GSP, and fee waiver/exemption type identifier 'Y'.



Further information

Submit an enquiry via [SVTS](#)