

# Understanding the 2022 JobTrainer arrangements

This fact sheet explains arrangements for the JobTrainer initiative under Skills First

## Background

JobTrainer is a joint Commonwealth and State government initiative. It provides additional funding to increase access to free or low fee training for young people and job seekers, and in priority programs.

JobTrainer complements existing Skills First training, including Free TAFE.

## The JobTrainer benefits

The JobTrainer benefits are:

- exemption from the 'upskilling' and 'two at level in a lifetime' Skills First eligibility requirements (if needed)
- free training in Free TAFE programs at TAFEs
- low fee training in all JobTrainer AQF qualifications
- free training in JobTrainer skill sets.

## The JobTrainer programs

You can find all JobTrainer programs in the 2022 JobTrainer Funded Programs Report on SVTS.

There are around 180 programs, including in health, aged care, childcare, disability care, construction, agriculture, community services, meat processing, pharmaceutical manufacturing, hospitality, financial services, logistics, hairdressing and beauty services, and digital skills.

## JobTrainer and Skills First eligibility

All Skills First eligibility criteria apply, except if a student is enrolling in an AQF qualification under JobTrainer. In this case, you exempt the student from the 'upskilling' requirement and the '2 at level in a lifetime' limit.

## Participation criteria

A person can participate in JobTrainer if they are either:

- 17 to 24 years old when the program starts **or**
- a job seeker of any age (defined for the purpose of JobTrainer, as someone who holds a concession card or is unemployed) **or**
- **[new in 2022]** enrolling in a JobTrainer priority program as identified on the JobTrainer Funded Programs Report.

Asylum seekers who meet the eligibility criteria for the Asylum Seeker VET Program may also enrol under JobTrainer if they meet the participation criteria.

## Participation limits

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

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

## Evidence a student meets participation criteria

### Age

If a student is 17-24 years old, you can use their evidence of citizenship/residence (if it shows their age), or any of the proof of age documents we accept in the Guidelines About Eligibility.

### Job seeker status

If a student is over 24 and isn't doing a JobTrainer priority program, you must sight and retain evidence of their job seeker status.

We accept:

- a current and valid Commonwealth Health Care Card, Pensioner Concession Card or Veteran's Gold Card

- a separation certificate from their employer
- a letter from their employer or company receiver stating that they have been made redundant or will be retrenched.

If a student doesn't have one of these documents, they can use the Evidence of Eligibility and Student Declaration Form to make a signed declaration that they are unemployed.

You only need to check this evidence once, before training starts.

### Enrolling in a JobTrainer priority program

If a student is enrolling in a JobTrainer priority program, no additional evidence is required.

## Apprentices and trainees

### Apprentices

Apprentices and School-Based Apprentices are not eligible for JobTrainer.

### Trainees

You can enrol any 17 to 24-year-old in a non-School-Based traineeship under JobTrainer, 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
- became employed within 31 days before the commencement date of their training contract.

You can enrol anyone in a JobTrainer traineeship if that traineeship is a JobTrainer priority program. These programs are identified on the JobTrainer Funded Programs Report.

School-Based Trainees are not eligible for JobTrainer.

## Fees

### Free TAFE programs at TAFEs

TAFEs must not charge a tuition fee to JobTrainer students who enrol in a Free TAFE program.

### Free TAFE programs at non-TAFEs and all other JobTrainer programs

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

### Skill sets

You must apply a fee waiver for all JobTrainer skill sets.

## Concession and fee waiver contributions

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 programs are in the JobTrainer Funded Programs Report.

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

## Subsidy amount

You will receive the hourly subsidies in the JobTrainer Funded Programs Report.

Normal Skills First loadings will be applied on top of subsidies.

## Allocations

You can deliver up to the number of JobTrainer commencements in your Schedule 2 – Individual Details and Conditions.

Your JobTrainer allocation is separated into two parts – commencements for AQF qualifications and commencements for skill sets.

For non-TAFEs, when you apply the JobTrainer benefits to a commencement, it will not count towards your Skills First Commencement Allocation.

### Additional allocations

We will regularly monitor commencements and consider additional allocations if this is needed to meet the JobTrainer objectives.

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

### Adding new JobTrainer programs to Funded Scope

We may take applications for additions to Funded Scope. This may not be available until mid-2022 when we will have a clearer view on how Victoria's TAFE and training system is meeting the state's training needs.

## Enrolling students

You should enrol students in JobTrainer as you would for any other Skills First enrolment.

Read the 'Deciding how to report JobTrainer students' fact sheet in SVTS for further guidance.

### Deciding whether to enrol a student in JobTrainer or another initiative

If a student meets the eligibility criteria for more than one initiative, you should act in the best interest of the student, which means offering them the lowest available tuition fee for the program.

For example, if a student can access a fee waiver under the Skills First Youth Access initiative, this may be more beneficial to them than accessing a concession under JobTrainer.

Where a student can be enrolled in the same program at the same fee directly under Skills First, it might be better to save the JobTrainer place for other students who might need the JobTrainer place to access low fees.

### Impact of JobTrainer on future Skills First eligibility

#### AQF 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.

#### Skill sets

Completing a JobTrainer skill set doesn't result in an AQF qualification, so it isn't 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.

### Withdrawing and recommencing in the same JobTrainer program

If a student withdraws and recommences in the same JobTrainer program they can continue to receive the JobTrainer benefits, during the time the JobTrainer initiative is still active.

## JobTrainer and Free TAFE

All programs 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 program under JobTrainer.

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

Other training providers (who are not TAFEs) can offer Free TAFE programs 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.

## Reporting

### Funding Source Identifiers

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 for the purpose of your JobTrainer allocation.

### 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'.

Eligibility exemptions reported under JobTrainer are not counted towards the maximum number of exemptions you may grant under the eligibility exemption initiative.

### 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 report to the Commonwealth Government on the JobTrainer programs 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 program.

## Further information

Submit an enquiry via [SVTS](#) using the category 'JobTrainer'

[Fact sheet: Deciding how to report JobTrainer students](#)

[Fact sheet: Understanding skill sets](#)