

# Understanding skill sets

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

## Skill sets definition

We define a skill set as an accredited program that's on the Funded Skill Set List. This may include:

- 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.

Skill sets benefit students by giving them:

- training pathways to AQF qualifications
- specific skills and general capabilities
- more career opportunities within their workplace and between employers.

In the immediate term, skill sets are a means of re-skilling that can help Victorians respond to a rapidly changing post-COVID-19 economy and job market.

## Allocations

Your Commencement Allocation is separated into two parts – commencements for AQF qualifications and commencements for skill sets. This is documented in your Schedule 2 – Individual Details and Conditions.

## Managing your Commencement Allocation

Delivering skill sets will not count towards your commencements for AQF qualifications, and vice versa.

You can't use your commencements for AQF qualifications for skill sets, or vice versa.

You can 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 additional allocations and additions to your Funded Scope during 2022.

This depends on how Victoria's TAFE and training system is meeting 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.

## Student participation

### Eligibility

Normal Skills First eligibility criteria apply to skill sets.

However, because skill sets aren't aligned to a level in the AQF, you don't have to take into account a student's past education history for the purpose of the 'upskilling' requirement and the '2 at level in a lifetime' limit. Completed skill sets also aren't counted when assessing these requirements for future enrolments.

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

The 'two at a time' limit applies collectively across skill sets and AQF qualifications. For example, a student cannot undertake two skill sets and one AQF qualification at the same time.

## Number of skill sets in a year

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

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

## Evidence of eligibility

The normal Skills First requirements for sighting and retaining evidence of eligibility apply to skill sets.

The education history section of the Evidence of Eligibility and Student Declaration Form will help you assess whether a person is eligible for a skill set and what evidence of eligibility you must sight and retain.

## Fees and payment

### Tuition fees

As with any other Skills First training, you can determine the tuition fee for each skill set. Normal concession and fee waiver settings apply.

### Subsidies and fee contributions

Skill sets will receive the hourly subsidy stated in the Funded Programs Report, together with the applicable:

- Skills First maximum concession contribution rates
- Skills First maximum fee waiver contribution rates
- Skills First loadings.

## 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.

You can scale 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.

A skill set is the best training option for a student when it is likely to lead to a job or is a pathway to an AQF qualification. Your process and decision must be clearly documented.

## Recognition of prior learning

You can apply RPL to skill sets.

## Training plans

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

The following skill sets are 'free at TAFE' in 2022:

- Course in Gender Equity
- Course in Identifying and Responding to Family Violence Risk
- Course in Introduction to the National Disability Insurance Scheme.

TAFEs must grant a fee waiver to students enrolling in any of these skill sets.

A student's participation in these skill sets will not impact their 'Free TAFE' entitlement.

Enrolments at TAFE must be reported against Funding Source Identifier GSP, and Fee Waiver/Exemption Type Identifier 'Y'.

## Skill sets under JobTrainer

The JobTrainer Fund provides tuition free skill set places for eligible young people and job seekers, and in priority programs.

Read the 'Understanding the 2022 JobTrainer arrangements' fact sheet for more information about the Contract arrangements under JobTrainer.

## Further information

Submit an enquiry via [SVTS](#)

[Fact sheet: Understanding the 2022 JobTrainer arrangements](#)